

To
All Heads of Departments in Andhra Pradesh & Telangana
ITGOA/ITEF, AP & Telangana

Sir,

Sub: Stenography Skill Test for Non-Stenography cadre Officials for promotion to the post of Private Secretary in Income Tax Department - Reg.

Ref: CBDT, New Delhi's letter in F.No. A-12018/1/2014-Ad.VI(A)/4300 dated 14/11/2017.

Kindly refer to the above.

2. Kindly find enclosed herewith the Board's letter referred above calling for suggestions in consultation with various stakeholders, on the proposed amendment in the Recruitment Rules for promotion to the cadre of Private Secretary.

The proposed recruitment rules for promotion to the cadre of Private Secretary is as under:

	Draft Recruitment Rules for Private Secretary as per committee for cadre restructuring of the income tax	Revised Draft Recruitment rules for Private Secretary as per CBDT's letter dated <u>14/11/2017.</u>
Stenography Cadre (Steno Grade-I)	1. Qualifying service of 3 years in feeder cadre.	1. Qualifying service of 3 years in feeder cadre.
Non-Stenography Cadre (OS, Sr. Tax Assistant)	1. Qualifying Service of 3 years in feeder cadre. 2. Mandatory training relating to secretarial training and management	1. Qualifying service of 3 years in feeder cadre. 2. <u>Mandatory passing of skill test by Non-stenography candidates</u> , as per DOPT guidelines.

<u>Present skill test norms for SSC direct recruits as Stenographer is as:</u>	<u>For Steno Gr.D</u>	<u>For Steno Gr. C</u>
	Dictation 10 minutes @ 80 WPM Transcription 50 minutes(English) 65 minutes (Hindi)	Dictation 10 minutes @ 100 WPM Transcription 40 minutes(English) 55 minutes (Hindi)

In this regard, it is requested that feedback/suggestions, if any received from the Officers/Officials working in your charge, alongwith your comments, if any, on the above subject matter may kindly be forwarded to this Office **by 24/11/2017**, so as enable this Office to furnish the report to the Board.

Yours faithfully,


(P. SUMITHA) 21/11/17

Dy. Commissioner of Income Tax (Hqrs)(Admn.)(i/c.)
o/o. Pr.CCIT, AP & Telangana

Steno



SAVE TREES

MOST URGENT

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 आयकर सहायक आयुक्त (मु.) (प्रशा) कार्य प्रशज मु.आ.आ. आं.प्र. व. तेलंगाण
 16 NOV 2017
 ACIT (H.Qrs.) (Admn.)
 O/o. P.I. Chief Commissioner of Income Tax
 A.P. & TELANGANA
 Dated 14th November 2017

GOVERNMENT OF INDIA
 MINISTRY OF FINANCE
 CENTRAL BOARD OF DIRECT TAXES
 DIRECTORATE OF INCOME TAX
 (HUMAN RESOURCE DEVELOPMENT)
 ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase II
 New Delhi - 110070 Ph. 26132571, Fax 26130594

F. No. A-12018/1/2014-Ad.VI(A)/4300

To,
 All Principal Chief Commissioners of Income Tax.

Madam/ Sir.

Sub: Stenography Skill Test for Non-Stenography cadre officials for promotion to the post of Private Secretary in Income Tax Department- Regarding -

The amendment of Recruitment Rules for Private Secretary is under process. As per proposed Recruitment Rules, feeder cadre for promotion to the grade of Private Secretary will be Executive Assistant comprising of Steno Gr.I (Stenography Cadre) and Office Superintendent and Sr. Tax Assistant (Non-Stenography Cadre). As per DoPT guidelines, officials of Non-Stenography Cadre are required to pass Stenography Skill Test for promotion to the post of Private Secretary. The skill test norms for direct recruit Stenographers conducted by the Staff Selection Commission is as follows.

Post	Skill Test Norms
Stenographer Grade D	Dictation: 10 minutes @ 80 w.p.m.
	Transcription: 50 minutes (English) 65 minutes (Hindi)
Stenographer Grade C	Dictation: 10 minutes @ 100 w.p.m
	Transcription: 40 minutes (English) 55 minutes (Hindi)

2. However, no skill test norms exist for Non-Stenography Cadre officials. I am, therefore, directed to request that skill test norms for Non-Stenography Cadre officials for promotion to the post of Private Secretary may kindly be suggested in consultation with various stakeholders. Your suggestions in this regard may kindly be forwarded to this Directorate through email bdh.hrd.cmd@gmail.com by 21.11.2017 positively.

Yours faithfully,

(Saras Kumar)
 Joint Director of Income Tax (CMD-II) (HRD)
 New Delhi

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 Respond to Hqrs by.....
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