

Government of India
Income Tax Department
Office of the Principal Chief Commissioner of Income Tax, Kerala
Central Revenue Building, I.S. Press Road, Kochi - 682 018.

Date : 04/07/2016.

F.No.11/Estt./7/CC-CHN/2016-17

To,

All Heads of Offices in Kerala Region.

Sub. : Promotion to the cadre of Tax Assistant in the Pay Band + Grade pay of
Rs.5200-20200/- + 2400/- - Eligibility Test of computer knowledge -
Conducting of - Regarding.

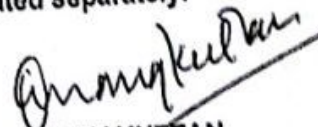
The vacancies under promotion quota in the grade of Tax Assistant are to be filled up after conducting eligibility test of computer knowledge in accordance with the rules prescribed by the Board.

2. The promotions shall be made from Multi-tasking Staff, Lower Division Clerk, Notice Server and Sr. Gestetner Operator in Pay Band-1 with five year's regular service in the Grade including in the erstwhile Group 'D' having passed

- i) matriculation or equivalent examination and
- ii) have acquired data entry qualification of 5000 key depression per hour with less than 10% error.

3. All Heads of Offices in Kerala Region are directed to furnish the list of all willing officials [who have passed matriculation or equivalent examination] in the grades of LDC, NS and MTS who are desirous to appear for the proposed Computer Skill Test, working in their offices to this office, latest by 22nd July 2016, under intimation to their respective Heads of Departments. If there are no officials available in a particular office, a 'Nil' report may be submitted by the stipulated date.

4. Any application/list received after 22/07/2016 will not be considered as prior arrangements are to be made for the test. The Date, time and Venue of the Skill Test will be intimated separately.



OMANAKUTTAN
Dy. Commissioner of Income Tax [H][Admn.],
O/o. Principal Chief Commissioner of Income Tax, Kerala.

1. The Deputy Director [Systems] (By Name), O/o. CIT[Admin. &TPS.], Kochi.
2. The Income Tax Officer [MSTU], Kochi.