

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

F.No.11/Estt./7/CC-CHN/2013-14

Date : 06/12/2013.

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 during the recruitment year 2013-14 are proposed 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 Lower Division Clerks, Notice Servers and MTS employees with a combined regular service of 5 years in Group 'C' & 'D' who :-

- i) have passed matriculation or equivalent examination ;
- 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 15th December, 2013, 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 received after 15/12/2013 will not be considered as prior arrangements are to be made for the test. It is further informed that the Computer Skill Test will be conducted at the Computer Centre, C.R. Building, I.S. Press Road, Kochi – 682 018 **on 20th December, 2013 from 10.00 AM onwards.**

5. The officials may be intimated that the test should be taken in Alpha-Numeric Tabular Format only.

5. All willing officials may be directed to report at the said venue in time.



R. MOHAN

Addl. Commissioner of Income Tax [H][Admn./Vig.],
For the Chief Commissioner of Income Tax [CCA], Kochi.