

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 : 23/11/2015.

F.No.11/Estt./7/CC-CHN/2015-16

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 Lower Division Clerks, Notice Servers and MTS employees with a combined regular service of 5 years in Group 'C' 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 18th December 2015, 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 18/12/2015 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 MSTU, 2nd Floor, C.R. Building, I.S. Press Road, Kochi – 682 018 on **30th December 2015 at 10 AM onwards**

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


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

1. The Deputy Director [Systems] {By Name}, O/o. CIT[Admin. &CO.], Kochi – It is requested that necessary arrangements may be made to conduct the eligibility test prescribed for appointment by promotion to the cadre of Tax Assistant as per Recruitment Rules, at the venue and time prescribed.
2. The Income Tax Officer [MSTU], Kochi.