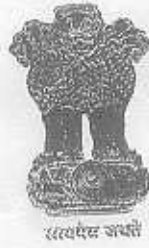


भारत सरकार  
कर आयुक्त (कम्प्यूटर प्रचालन)  
का कार्यालय



3 वी मंजिल, 'ए' ब्लॉक,  
आयकर शिखर, ए.सी. गार्ड्स,  
मासब टैंक, हैदराबाद - 500 004  
दूरभाष : 040-23425204  
फैक्स : 040-23425212

GOVERNMENT OF INDIA  
Office of the  
Commissioner of Income Tax  
(Computer Operations)  
3rd Floor, 'A' - Block, Income Tax Towers.  
A.C. Guards, Masab Tank,  
Hyderabad - 500 004  
Ph. 040-23425204, Fax : 040-23425212

F.No.2/A.O.(Exams)/DEST/2011

Date: 12-07-2011

**MEMORANDUM**

Sub: I.T.Department, Andhra Pradesh, Hyderabad - Calling for the applications of eligible candidates - Departmental Examination for "Data Entry Skill Test" for Tax Assistants and for promotion to the cadre of TA from Group 'C' and Group 'D'- Regarding.

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As per the Recruitment Rules, 2003 for "Tax Assistants" those who have been appointed on "Compassionate Grounds" shall have to pass Computer Data Entry Skill Test by making not less than 8000 key depressions per hour.

Group 'C' employees, Viz., LDC, Notice Server, Record Keepers and Senior Gestener operator with a combined service of five years in Group 'C' and Group 'D' and all Group 'D' employees with a regular service of five years in Group 'D' are eligible for promotion to the post of Tax Assistant. Such Group 'D' employees should

1. Have passed matriculation or equivalent examination
2. Have qualified in the prescribed departmental examination for data entry of 5000 key depressions per hour

In order to meet the above requirement, it is proposed to conduct the Skill test at MSTU, Hyderabad for the eligible candidates in the 3rd week of August, 2011. All the Heads of offices are requested to furnish the list of such employees along with the certified copies of educational qualification in support of passing the matriculation or equivalent examination.

The applications from the eligible candidates should reach the A.O (Exams), O/o CCIT, Hyderabad-1 by 29-07-2011 in the form enclosed. If no eligible employees are working in their respective offices, a nil report should invariably be sent.

Encl: As above.

(K. GHANA PRAKASH)  
Commissioner of Incometax(CO)  
Examination I/c, Hyderabad

Copy to all Heads of offices in AP Region.  
(Copy of the format in an Annexure 'A' is attached)

**ANNEXURE 'A'**

**APPLICATION**

Full Name (with block letters)

Designation

Office in which working

• Qualification (Matriculation/equivalent)  
(a certified copy by the Head of office)

Date of Birth & Age in years

If handicapped LDC, handicap in  
right/left hand

(This should be certified by the authorized  
medical authorities at the time of recruitment)

Signature of the applicant

The above particulars are correct as per the office records.

Signature of the Head of office /  
Head of Department