C.No. II/12/02/2017 Estt

Date: 09.05.2017

Sub: - Departmental examination for promotion of LDC to the cadre of Tax Assistant for the year 2017-18-reg.

Departmental examination for promotion of LDC to the cadre of Tax Assistant for the year 2017-18 is scheduled to be held on **20.07.2017**. The details of the examination are given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Paper</th>
<th>Subject</th>
<th>Maximum Marks</th>
<th>Pass Marks</th>
<th>Date &amp; Time of Papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper - I</td>
<td>Theoretical Test on Computer Proficiency</td>
<td>50</td>
<td>25</td>
<td>20.07.2017 11.00-12.00 hrs</td>
</tr>
</tbody>
</table>

It is requested to forward the names of willing LDC for appearing in the next Examination scheduled for promotion from the Lower Division Clerk who have fulfilled the following conditions:

a. Lower Division Clerk who have rendered seven years of regular service in the grade failing which seven years of combined regular service in the grade of Lower Division Clerk and Havaldar and should possess the following educational qualification and experience namely:

1. 12th Class or equivalent from a recognized Board or University.
2. Data entry speed of 8000 key depression per hour for data entry work and should pass the Departmental examination with typing speed of 35 wpm in English or 30 wpm in Hindi on computer.
Data Entry speed test of 8000 key depression per hour for data entry work with typing speed of 35 wpm in English or 30 wpm in Hindi on computer will be held on 20.07.2017 at 15 hrs.

The written willingness may be forwarded to this office on or before 23.05.2017 by return fax.

(Amarnath Kesari)
Joint Commissioner (P&V)

Copy to

1. The Additional/Joint/Deputy Commissioner (P&V), Calicut/Trivandrum/CCP/Audit-for circulating the same to eligible officers
2. The Deputy/Assistant Commissioner, in charge of all Divisions of Cochin Commissionerate.
3. The Superintendent (EDP), Central Excise Hqrs. Office, Cochin – for uploading in website.