URGENT/TIME BOUND

Sub: Departmental Examination for promotion of LDCs to the cadre of Tax Assistant for the year 2020-21 - reg.

The next departmental examination for promotion of LDCs to the cadre of Tax Assistant for the year 2020-21 is scheduled to be held on 21.08.2020. The details of the examination are given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Max. Marks</th>
<th>Pass Marks</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper - I Theoretical Test on Computer Proficiency</td>
<td>50</td>
<td>25</td>
<td>21.08.2020</td>
<td>11:00 to 12:00 Hrs</td>
</tr>
<tr>
<td>2</td>
<td>Paper - II Practical Test on Computer Proficiency</td>
<td>50</td>
<td>25</td>
<td>21.08.2020</td>
<td>14:00 to 14:30 Hrs</td>
</tr>
</tbody>
</table>

2. It is requested to forward the names of willing Lower Division Clerks for appearing in the next Examination scheduled for promotion from LDCs to the cadre of Tax Assistant, who have fulfilled the following conditions:

(i) Lower Division Clerks who have rendered seven years of regular service on 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:

a. 12th Class or equivalent from a recognized Board or University.
b. Data entry speed of 8000 key depression per hour for data entry work and should pass the Departmental examination with typing speed of 35wpm in English or 30wpm in Hindi on computer.

3. The written willingness may be forwarded to this office on or before 24.07.2020.

(Rajeswari R. Nair)
Joint Commissioner (P&V)

Copy submitted to:

1. The Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.
2. The Principal Commissioner of Central Tax & Central Excise, Kochi.
3. The Commissioner of Central Tax & Central Excise, Appeals.

Copy to:

1. All Deputy / Assistant Commissioner in charge of Divisions of Central Tax & Central Excise, Kochi Commissionerate.
2. The Superintendant (EDP) – for uploading in website.
3. Notice Board.