



कार्यालय

OFFICE OF THE
प्रधान मुख्य आयकर आयुक्त, दिल्ली
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, DELHI
केन्द्रीय राजस्व भवन, आई० पी० एस्टेट, नई दिल्ली-110002
C. R. BUILDING, I. P. ESTATE, NEW DELHI-110002

F No: P-320/Pr.CCIT/Departmental Skill Test/2024-25/ 3668

Date: 04.06.2024

All Chief Commissioners / Director Generals of Income Tax,
Pr. Commissioners/Pr. Directors of Income Tax,
Commissioners/ Directors of Income Tax,
New Delhi.

Sir/Madam,

Sub: Departmental Examination for Data Entry Skill pre-requisite for Promotion to the cadre of Tax Assistant – Schedule of Examination for eligible employees belonging to Group 'C' and Group 'D' Categories - reg.

Kindly refer to the above mentioned subject.

2. The Central Board of Direct Taxes vide notification No. GSR-321 dated 2nd September, 2003 has notified the Income Tax Department (Group-C) Recruitment Rules, 2003. According to these Rules as notified in respect of Tax Assistant Cadre, Group 'C' employees viz. MFS, Lower Division Clerks, Notice Servers, Record Keepers and Sr. Gr. Operators with a combined service of five years in Group 'C', and all Group 'D' employees with a regular service of five years in Group 'D' who have passed matriculation or equivalent examination, and have qualified the prescribed Departmental Examination for Data Entry skill of **5000 key depression per hour** are eligible for promotion to the grade of Tax Assistant.

3. In this regard, I am directed to state that schedule of holding of prescribed Data entry skill examination of the eligible employees has been finalized as per letter dated 31.05.2024 of O/o the CIT(Admn. & TPS), New Delhi. This examination shall be held at: **Training Hall, East Block-2, Level-4, Vivekanand Marg, R. K. Puram, New Delhi-110066**. The eligible employees as mentioned in **Annexure 'A'** are hereby directed to attend the examination as per the programme indicated batch wise.

4. The objective of the test of Data Entry Skill is to adjudge the proficiency of candidates in computer skills relating to entry of text and data including alpha numeric and numerical characters. The officials will be declared to have qualified the test on attaining minimum data entry speed of 5000 correct key depression per hour. The typing test will be conducted on new software/pattern. The typing examination will be of 20 minutes only.

Contd.....2

6032
05/06/2024
Sd. Shyamprasad, ITI
7/11/24
c/c/24

5. A batch-wise list of eligible employees who are to appear for examination test is enclosed as **Annexure 'A'**. This list indicates the Batch Number, Name, DOB, Designation, Date and Time of examination. The venue of examination shall be **Training Hall at Level-4, East Block-2, Vivekanand Marg, R.K. Puram, New Delhi-110066**. All the candidate are directed to bring their Departmental ID Card/Aadhar Card, and Admit Card issued by the Controlling Officers in the format as per **Annexure 'B'** which they are required to show to prove their identity at the time of entering the Examination Hall. Further, the candidates are directed to report at least 30 minutes before the commencement of the exam. No request for change of time, date or batch etc. shall be entertained or allowed under any circumstances.

6. I am further directed to request you to ensure relieving of the candidate(s) posted under your respective charge for appearing for the above-mentioned examination as per schedule annexed. All the candidates may also be informed that if any candidate is found to be using unfair means whether by way of impersonation or fabrication of documents or tempering with the test software, or using any other irregular or improper means, during the eligibility test, she/he would be liable for disciplinary action under the rules.

7. The candidates are hereby informed that they may reach the above mentioned venue to have hands on the software from 3rd to 7th June 2024 from 10:00 AM to 05:00 PM.

Yours faithfully,

**Encl: Annexure 'A'.
Annexure 'B'**

sd

**(AMIT SHRIVASTAVA)
INCOME TAX OFFICER (HQRS. PERS.)(NG)
NEW DELHI**

Copies to:

1. The Members of the Committee for conducting the typing test.
2. The Deputy/Assistant Commissioner of Income Tax, Admn., Finance, New Delhi.
3. All recognized associations.
4. All the building in-charges.
- ✓ 5. Departmental website. (Admn.)

NOTE: All the building in-charge are requested to circulate the copies of this letter in all the offices situated in their respective buildings and it is also requested to all the DDOs to intimate the concerned officials posted under their respective charge about the above-mentioned Examination.

sd
04/06/24

**INCOME TAX OFFICER(HQRS. PERS.)(NG)
NEW DELHI**

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - I

Sr. No.	Name	D.O.B	Desig.
1	ABHIMANYU KUMAR	07.05.1998	MTS
2	ABHISHEK KUMAR	05.01.1997	MTS
3	ABHISHEK KANAUIYA	10.07.2003	MTS
4	ABHISHEK KUMAR	10.03.1998	MTS
5	ABSAR AHMAD KHAN (XS)	05.06.1970	MTS
6	AISHWARYA	01.08.1994	MTS
7	AJAY	17.11.1995	MTS
8	AJAY	16.04.1998	MTS
9	AJAY KUMAR	20.03.1995	MTS
10	AKASH NAHRA	11.09.1993	MTS
11	AKHILESH KUMAR (XS)	12.02.1987	MTS
12	AMAN KUMAR	29.04.2001	MTS
13	AMARJEET	03.03.1999	MTS
14	AMIT KUMAR	25.02.1986	MTS
15	ANAND	20.12.1995	MTS
16	ANAND KUMAR	05.03.1996	MTS
17	ANAND RANJAN JHA (XS)	15.01.1976	MTS
18	ANCHIT	25.08.1997	MTS
19	ANIL KUMAR	07.09.1991	MTS
20	ANIL KUMAR	05.03.1990	MTS
21	ANIL KUMAR	05.01.1997	MTS
22	ANIL KUMAR MEENA	08.06.1996	MTS
23	ANIL TOMAR	22.08.1973	LDC
24	ANISH VED	21.10.1993	NS
25	ANIT CHAUDHARI	10.03.1990	NS

Exam Date & Time

11.06.2024

10:30 AM to 11:30 AM

Venue:

**Training Hall at East Block-2, Level-4,
Vivekanand Marg, R.K. Puram,
New Delhi -110066**

Auth

05/24, 12:21 PM

This email has been blocked from :
Subject: Write:
webmail.in

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - II

Sr. No.	Name	D.O.B	Desig.
26	ANIT KUMAR MEENA	01.04.1998	MTS
27	ANITA DEVI	05.07.1996	MTS
28	ANKIT	25.12.1995	MTS
29	ANKIT KUMAR	12.06.1998	NS
30	ANKIT KUMAR	20.08.2002	MTS
31	ANKIT OJHA	30.09.2004	MTS
32	ANKITA	30.07.1999	MTS
33	ANKUR SINGH	05.06.2002	MTS
34	ANUJ RAWAT	17.10.1999	MTS
35	ANURAG VERMA	01.08.1994	NS
36	ANURAG YADAV	19.02.2004	MTS
37	ARCHNA GUPTA	05.12.1971	NS
38	ARJUN PRAKASH TIWARI	08.08.1995	NS
39	ARUN KUMAR	11.08.1987	NS
40	ARVIND KUMAR YADAV	10.02.1995	MTS
41	ASHA (OH)	09.09.2000	MTS
42	ASHUTOSH KUMAR	04.05.1995	MTS
43	BABITA	16.03.1978	MTS
44	BABLI KUMARI	24.10.1995	MTS
45	BANAVARI LAL MEENA (OH)	10.07.1991	MTS
46	BEHARI LAL	30.06.1968	NS
47	BHARTI	21.11.1998	MTS
48	BINAY KUMAR (XS)	02.01.1975	MTS
49	BINESH V (XS)	05.04.1976	MTS
50	BITU KUMAR	10.02.1996	MTS

11.06.2024
11:30 AM to 12:30 PM
Venue:
Training Hall at East Block-2, Level-4,
Vivekanand Marg, R.K. Puram,
New Delhi -110066

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - III

Sr. No.	Name	D.O.B	Desig.	Exam Date & Time
51	CHARAN SINGH NAGAR	04.01.1973	NS	<p align="center">11.06.2024 12:30 PM to 01:30 PM Venue: Training Hall at East Block-2, Level-4, Vivekanand Marg, R.K. Puram, New Delhi -110066</p>
52	CHHAGAN LAL	05.10.1992	MTS	
53	D SHIVNANDA	02.08.1983	MTS	
54	DEEPAK	15.01.1987	MTS	
55	DEVENDER	11.02.1999	MTS	
56	DEVINDER SINGH	05.03.1976	NS	
57	DHARAMBEER KUMAR	01.03.1992	NS	
58	DHARAMVIR SINGH	04.08.1984	NS	
59	DHIRAJ KUMAR	05.05.1992	MTS	
60	DHIRAJ KUMAR MEENA	10.07.1993	MTS	
61	DINESH KUMAR	02.02.1974	LDC	
62	DINESH KUMAR MEENA	03.07.1993	MTS	
63	DIPIKA BASU	26.12.1998	MTS	
64	GAJE SINGH	23.11.1993	MTS	
65	HARDESH KUMAR	17.12.1973	LDC	
66	HARIMOHAN MEENA	02.07.1993	NS	
67	HARISH	12.06.1994	MTS	
68	HARISH CHAUDHARY	10.03.2003	MTS	
69	HARISH KUMAR	02.02.1990	MTS	
70	HEMANT KUMAR MEENA	10.09.1992	MTS	
71	HRISHIKESH MEENA	12.11.1996	MTS	
72	JAIDEEP (HH)	09.09.1993	MTS	
73	JAY KISHAN	10.10.2004	MTS	
74	JEEVAN RAM MEEGA	13.02.1993	MTS	
75	JITENDAR	03.01.1997	MTS	

Amik

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - IV

Sr. No.	Name	D.O.B	Desig.	Exam Date & Time
76	JITENDAR KUMAR MEENA	30.08.2000	MTS	<p align="center">11.06.2024 02:30 PM to 03:30 PM Venue: Training Hall at East Block-2, Level-4, Vivekanand Marg, R.K. Puram, New Delhi -110066</p>
77	JULI KUMARI	01.01.1999	MTS	
78	JYOTI	02.10.1995	MTS	
79	JYOTI	08.08.1991	MTS	
80	JYOTI YADAV	02.10.1998	MTS	
81	KAMAL VERMA	10.02.1998	MTS	
82	KAMLA DEVI	12.05.1968	NS	
83	KAMLESH MEENA	12.05.1996	MTS	
84	KAMLESH MEENA	07.04.1994	MTS	
85	KAPIL KUMAR	20.12.1992	MTS	
86	KULDEEP SINGH	04.04.1998	MTS	
87	KULDEEP MATHUR	01.02.1993	MTS	
88	KUNAL BHARDWAJ	25.02.1999	MTS	
89	KUNDAN KUMAR	06.04.1998	MTS	
90	KUNDAN PATEL (VH)	03.02.2001	MTS	
91	KUSUM LATA	30.03.1995	MTS	
92	LAKSHAY	31.07.1996	MTS	
93	MADAN LAL	04.05.1964	NS	
94	MADHU BALA	29.11.1999	MTS	
95	MADHU DOGRA (VH)	01.01.1990	MTS	
96	MAHENDRA KUMAR MEENA	19.07.1998	MTS	
97	MAHENDRA KUMAR MEENA	18.03.1995	MTS	
98	MANITA	26.02.1998	MTS	
99	MANJAY KUMAR SINGH (XS)	10.10.1979	MTS	
100	MANOJ KUMAR JOLLY (XS)	24.04.1972	MTS	



SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - V

Sr. No.	Name	D.O.B	Desig.
101	MANORAMA	25.11.1970	NS
102	MD SAKIR	11.04.2001	MTS
103	MEGHA RANI	26.06.1969	MTS
104	MOHIT	16.06.1999	MTS
105	MOHIT KUMAR MEENA	03.07.1994	MTS
106	MONIKA	28.06.1995	MTS
107	MUKESH KUMAR SINGH (XS)	01.04.1976	MTS
108	N. KANNIYAN	22.05.1970	NS
109	NAMONARAYAN MEENA	08.07.1995	MTS
110	NARENDER	05.12.1998	MTS
111	NARENDER KUMAR	05.07.1992	MTS
112	NARESH KUMAR (XS)	02.02.1975	MTS
113	NARESH KUMAR SARAN	24.12.1968	NS
114	NAVEEN	20.08.1990	MTS
115	NAVEEN KUMAR	06.07.1995	MTS
116	NAVNEET JHA	14.07.1999	MTS
117	NIKKI	10.09.1996	MTS
118	NIRAJ KUMAR	05.07.1994	MTS
119	NIRAJ KUMAR (XS)	14.02.1986	MTS
120	NISHANT	26.01.1996	MTS
121	NITESH KUMAR	22.03.1998	MTS
122	NITIN KUMARI	16.08.1994	MTS
123	PANKAJ JASWAL	20.09.1995	MTS
124	PARDEEP KUMAR	30.04.1991	MTS
125	PARVEEN KUMAR (VH)	25.09.1998	MTS

11.06.2024
03:30 PM to 04:30 PM
Venue:
Training Hall at East Block-2, Level-4,
Vivekanand Marg, R.K. Puram,
New Delhi -110066

Amk

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - I

Sr. No.	Name	D.O.B	Desig.	Exam Date & Time
126	PIYUSH KUMAR	26.08.2000	MTS	<p align="center">12.06.2024 10:30 AM to 11:30 AM Venue: Training Hall at East Block-2, Level-4, Vivekanand Marg, R.K. Puram, New Delhi -110066</p>
127	PRABHAT KUMAR SINGH (XS)	10.12.1986	MTS	
128	PRADEEP KUMAR	10.04.1994	MTS	
129	PRADEEP KUMAR (VH)	05.07.1987	NS	
130	PRADIP KUMAR	09.03.2002	MTS	
131	PRAHLAD KUMAR MEENA	02.07.1995	MTS	
132	PRAMOD KUMAR	05.10.1974	MTS	
133	PRATEEK KUMAR VERMA	04.12.1993	MTS	
134	PREM SHEELA TIWARI	01.01.1975	NS	
135	PRITAM KUMAR	19.07.1997	MTS	
136	PRMOD RATHOR	16.07.1996	MTS	
137	PUSHPKANT	01.07.2001	MTS	
138	RABINDRA KUMAR SAHOO (XS)	15.04.1968	MTS	
139	RAHUL	12.11.1994	NS	
140	RAHUL	10.04.1998	MTS	
141	RAHUL	31.07.1995	MTS	
142	RAHUL KUMAR MEENA	10.01.1995	MTS	
143	RAJAK KHAN (XS)	01.07.1985	MTS	
144	RAJAN KUMAR MEENA	07.05.1991	MTS	
145	RAJAT KUMAR MEENA	21.05.1996	MTS	
146	RAJEEV RANJAN BHARDWAJ	15.09.2002	MTS	
147	RAJESH KUMAR	15.11.1997	NS	
148	RAJESH KUMAR	10.05.1975	NS	
149	RAJESH KUMAR BHATI	04.08.1974	LDC	
150	RAKESH KUMAR DHINWA	12.09.1991	MTS	

Shuk

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - II

Sr. No.	Name	D.O.B	Desig.
151	RAM AVTAR MEENA	19.07.1996	NS
152	RAMAKANT KUMAR	20.01.2000	MTS
153	RAMESH CHAND	02.01.1972	NS
154	RAMESH YADAVA (XS)	12.10.1971	MTS
155	RAMJEET KHOKER	10.09.1999	MTS
156	RANBIR KUMAR	19.02.1992	MTS
157	RANJAN KUMAR SAW	06.02.1994	MTS
158	RANJAN KUMAR	12.12.1997	MTS
159	RAUVIN PRASAD	01.02.1999	MTS
160	RAVINDER SINGH	16.03.1977	MTS
161	RAVINDRA KUMAR MEENA	20.06.1997	NS
162	RAVISH KUMAR	03.04.1997	MTS
163	RINKU	15.03.2000	MTS
164	RITIK KUMAR (VH)	01.01.1994	MTS
165	RITU	12.05.1992	MTS
166	ROBIN SINGH RAWAT	21.09.1999	MTS
167	ROHIT	03.06.1999	MTS
168	ROHIT KUMAR MAURYA	20.07.1994	NS
169	RUPESH KUMAR	06.03.1993	MTS
170	S. PARI	14.04.1990	MTS
171	SABITA SINHA	08.09.1995	MTS
172	SACHIN	06.07.1998	MTS
173	SAMAR KARNWAL	09.06.2003	MTS
174	SAMIDHA DEVI	14.05.1972	NS
175	SANDEEP	20.05.1991	NS

12.06.2024
11:30 AM to 12:30 PM
Venue:
Training Hall at East Block-2, Level-4,
Vivekanand Marg, R.K. Puram,
New Delhi -110066

Auth

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH-III

Sr. No.	Name	D.O.B	Desig.
176	SANDEEP	18.03.1996	MTS
177	SANDEEP KUMAR	07.04.1996	MTS
178	SANDEEP KUMAR	01.04.1978	MTS
179	SANDEEP KUMAR	08.06.1995	MTS
180	SANJEEV KUMAR (HH)	15.01.1992	MTS
181	SANJEEV KUMAR	18.01.1994	MTS
182	SATISH CHANDRA	18.06.2000	MTS
183	SAURABH	23.02.1998	MTS
184	SAWAN KUMAR	10.09.1993	MTS
185	SEEMA	21.03.2000	MTS
186	SHAHAZAD ALI (VH)	25.12.1999	MTS
187	SHANTI DEVI	06.07.1971	NS
188	SHAUKIN	14.02.1998	MTS
189	SHER SINGH MEENA	12.06.1991	MTS
190	SHER SINGH MEENA	15.07.2000	MTS
191	SHREYASHREE MISTRY	09.06.2000	MTS
192	SHYAM SUNDER	01.02.1974	NS
193	SOMVEER	15.08.1998	MTS
194	SONIA	05.04.1996	MTS
195	SONU	04.03.1994	MTS
196	SONU KUMAR	20.06.1994	MTS
197	SOURAV KUMAR DEO (HH)	09.02.1997	MTS
198	SUDHIR	28.03.1994	MTS
199	SUJIT KUMAR	22.08.1993	MTS
200	SUMIT	01.01.1999	MTS

12.06.2024
12:30 PM to 01:30 PM
Venue:
Training Hall at East Block-2, Level-4,
Vivekanand Marg, R.K. Puram,
New Delhi -110066

Amix

SCHEDULE FOR DEPARTMENTAL COMPUTER SKILL TEST EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANT (NEW PATTERN)

BATCH - IV

No.	Name	D.O.B	Desig.	Exam Date & Time
1	SUMIT	08.05.1992	MTS	<p align="center"> 12.06.2024 02:30 PM to 03:30 PM Venue: Training Hall at East Block-2, Level-4, Vivekanand Marg, R.K. Puram, New Delhi -110066 </p>
2	SUMIT	01.06.1997	MTS	
3	SUNEEL SAINI	21.04.1999	MTS	
4	SUNNY KHOKHER	04.07.1996	MTS	
5	SUNNY KUMAR	05.02.1998	NS	
6	SURENDER SINGH	14.12.1988	MTS	
7	SURESH CHAND	05.05.1966	NS	
8	SURY PRAKASH	05.10.1995	MTS	
9	SUSHIL KUMAR TIWARI	01.03.1982	MTS	
10	UPENDER SINGH	08.12.1995	MTS	
11	VELLADATH SINJITH	23.01.1998	MTS	
12	VICKY ANAND	24.11.1997	MTS	
13	VIJAY MEENA	28.04.2001	MTS	
14	VIKASH DEEP	08.06.1993	MTS	
15	VIKASH KUMAR	01.03.1996	MTS	
16	VIKASH KUMAR	25.10.1997	MTS	
17	VIKRAM KHODA	31.07.1996	MTS	
18	VIMAL MEENA	30.12.1997	MTS	
19	VINOD KUMAR JAREDA	06.07.1996	NS	
20	VINOD ORAON (VH)	15.01.2000	MTS	
21	VIVEK KUMAR SINGH	02.08.1994	MTS	
22	YOGESH KUMAR	02.07.1995	MTS	
23	YOGINDER SINGH	01.10.1995	MTS	

ADMIT CARD

NAME OF THE CANDIDATE : _____

IDENTITY CARD NUMBER : _____

FATHER'S NAME : _____

DATE OF BIRTH : _____

SIGNATURE OF THE CANDIDATE : _____

PASTE YOUR
RECENT
PASSPORT SIZE
PHOTOGRAPH
DULY ATTESTED
BY
INCHARGE/DDO
WITH DATE &
STAMP

VERIFIED BY: _____

(INCHARGE OFFICER/DDO)
(WITH DATE & STAMP)

Notes:

1. The candidate shall carry his Identity Card to be shown at the time of entering the examination hall.
2. A candidate who is found to be using unfair means whether by way of impersonation, or fabrication of documents or tempering with test software, or using any other irregular or improper means, during the test would be liable to disciplinary action under the rules.