केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX

केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018

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C.No.II/12/2/2008 - Estt Dated: १५.06.2015

Sub: Departmental Examination for promotion of LDC/Head Havaldar to the cadre of Tax Assistant for the year 2015 - Reg.

Departmental Examination for promotion of LDC/Head Havaldar to the cadre of Tax Assistant for the year 2015 is scheduled on **22/07/2015.** The details of the examination is given below:-

Sl. No	Paper	Subject	Maximum Marks	Pass Marks	Date & Time of Papers
1	Paper-I	Theoretical Test on Computer Proficiency	50	25	22.07.2015 11.00 – 12.00 Hrs
2	Paper-II	Practical Test on Computer Proficiency	50	25	22.07.2015 14.00-14.30 Hrs

It is requested to forward the names of willing LDC/Head Havaldar 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 Head 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.

The written willingness may be forwarded to this Office on or before **25.06.2015 by return fax.**

22/06/15

[RANI C R]
ASSISTANT 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 Divisions Ernakulam I/II/Service Tax/Kottayam & Muvattupuzha - – for circulating the same to eligible officers
3. The Superintendent (EDP), Central Excise Hqrs. Office, Cochin – for uploading in website.
4. Notice Board, Hqrs Cochin.