



**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF  
INCOME TAX: WEST BENGAL & SIKKIM  
P-7, CHOWRINGHEE SQUARE, KOLKATA -700069  
(परीक्षा अनुभाग EXAMINATION SECTION)**

Tele Fax 033-22136769

संख्या No./CIT(Exam&Trg.)/Steno/Test/2015-16/ 361 - 466

दिनांक:- 04-05-2016

सेवा में/To

सभी कार्यालय प्रमुख/आयकर सम्झौता आयोग, कोलकाता/क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता/क्षेत्रीय लेखा कार्यालय/  
**All Head of Offices of W. B. Region / Income Tax Settlement Commission,  
Kolkata/CIT, DTRTI, Kolkata/Accounts Officer, ZAO, CBDT, Kolkata.**

Sir/Madam,

**Sub: Notification-I for STENOGRAPHY SKILL TEST to be held on 27-05-2016  
FOR CANDIDATES SELECTED IN RELAXED STANDARD through  
Stenographer (Group C & D) Examination 2010 and 2011-- Regarding**

It is hereby informed that the Jt.D.I.T.(Insp. & Exam.), New Delhi vide letter F.No. DE/Eligibility Norms/2016/DIT/69-87 dt.04/04/2016 (Copy enclosed), to conduct the skill test for candidates selected in relaxed standard through Stenographer (Group C & D) Examination 2010 and 2011 that the test will be conducted region wise by the Principal Chief Commissioner of Income tax concerned. Hence the said skill test for the candidates selected in relaxed standard through Stenographer (Group C & D) Examination 2010 and 2011 and posted in the states of West Bengal, Sikkim and A & N Islands (UT) shall be conducted by the Principal Chief Commissioner of Income tax (WB & Sikkim), Kolkata. The test will be conducted on **27<sup>th</sup> May, 2016 at 12 pm, Aayakar Bhawan, Kolkata, in Terminal Bank/Help Desk [ 4<sup>th</sup> floor]** . The test will be held only in Kolkata Centre for all the candidates posted in the state of West Bengal, Sikkim and Union Territory of Andaman & Nicobar Islands. **This will be the last chance to qualify the skill test for the candidates.**

It is further informed that all the above said candidates i.e. candidates who were selected in relaxed standard through stenographer (group C & D) examination 2010 and 2011 who have not yet passed earlier conducted by the Department are required to fill up the **Application Form and the Admission Certificate (Roll Number form)** and after due attestation shall send the same to this office **by 5 pm on or before 23<sup>rd</sup> May, 2016** positively duly signed by Head of Department, Head of Office or Controlling Officer. The Application Form and Admission Certificate should be sent to the Income Tax Officer (Exam), Room No. 6, 4<sup>th</sup> Floor, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069. No application form will be accepted after 23<sup>th</sup> May, 2016.

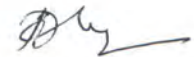
The test will be conducted on 27<sup>th</sup> May, 2016 at in the same language i.e. English and Hindi for the candidates in which category of language the candidates were selected as Stenographers in relaxed standards.

The detailed instructions regarding the conducting of the examination, duration, speed, duration for dictation, time allowed for reading the dictation, time allowed for transcription of the same on computer etc is annexed alongwith this letter and all the candidates are directed to read it carefully and follow the same during the skill test. Any violation will be viewed seriously and may disqualify the candidate in the skill test. Any request for change in time/date/centre/medium of the test will not be entertained under any circumstances.

The candidate should bring the photocopy/xerox of Application form & Admission Certificate sent by them and to produce the same on 27<sup>th</sup> May, 2016 before the competent authority for issuing admission certificate/roll number in the exam centre.

Yours faithfully,

Enclosed: As above.



(Sumon Ghosh)  
Income Tax Officer (OSD)  
Room No. 51, 2<sup>nd</sup> floor, Aayakar Bhawan,  
P-7, Chowringhee Square, Kolkata – 700 069

Note:- For any further information or clarification the candidate may contact exam centre in Room No.6, 4<sup>th</sup> Floor, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069. EPABX extension 1452. Shri Suman Ghosh, Income Tax Officer (Exam), Kolkata can also be contacted on 033-22136769 and his mobile number 8902198565, if required.



**Instructions for conducting Skill Test for Stenographer (Group C & D) selected earlier with relaxed standards in Stenographer Examination 2010 and 2011**

i. The proficiency test shall be conducted on computer at the speed of 80 w.p.m.as under:-

Speed (w.p.m.)	Duration of dictation	Time allowed for reading the dictation taken	Time allowed for transcription on computer
80 w.p.m.	10 minutes	10 minutes	40 minutes

The candidates should report to the prescribed centre where the exam is being conducted at the reporting time indicated in their Admission certificate.

II. The candidates should report to the prescribed centre where the exam is being conducted at the reporting time indicated on their admission certificate. The candidates must bring in the examination Hall their original Admission Certificate issued to him/her by the Office of the Pr. CCIT, WB & Sikkim for securing admission to the Test of Stenography.

II. The candidates should take their seat 10 minutes before commencement of the Proficiency test. If the computer goes out of order during transcription, the candidate should not shout or disturb others, but should remain seated quietly and inform the invigilator.

V. Candidates would be given two trial passages each of one minute's duration which need not be transcribed. Thereafter the actual passage would be dictated. As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for 10 minutes. The time for the commencement of the transcription would be announced by the invigilator as soon as reading time is over. Thereafter they would have to complete their transcription including comparison, correction etc. within the stipulated time. The candidate should transcribe the shorthand notes in DOUBLE SPACE.

Immediately after the Stenography test is over, the candidates should write in his/her own handwriting one paragraph of about 50-60 words from the shorthand passage given to him/her on a separate sheet and put his/her name, Roll No. and signature at the end.

I. Candidates should not tear any sheet given to them. When the printout of the transcript prepared by him/her is given to him/her, he/she must write his Roll No. and name on each page, sign and handover the same to the invigilator.

II. Candidates are not allowed to take either script or any blank typing paper out of the examination hall.

III. Candidates would not be allowed to leave the examination hall until the expiry of the test.

On completion of the test the candidates are to remain seated at their desks and wait until their scripts are collected and accounted for. They are not allowed to type, write or erase after the expiry of the allocated time.

No unfair means would be allowed during the course of the test. Possession of mobile/cellular phones (whether in use or not) in the examination hall is strictly prohibited. If any candidate fails to abide by the instructions given by the invigilator or indulges in disorderly improper conduct, he/she should be expelled from the test with attendant consequences.

Any request for change in time/date/centre/medium of the test should not be entertained under any circumstances.

ADMISSION CERTIFICATE FOR STENOGRAPHY SKILL TEST (MAY, 2016) FOR CANDIDATES SELECTED IN RELAXED STANDARD THROUGH STENOGRAPHER (GROUP C & D ) EXAMINATION-2010 and 2011.

Roll Number:  
(To be allotted by  
Examination wing)

Paste a recent  
passport size  
photograph  
here to be  
attested by  
CIT/Range Head

1. NAME OF THE EXAMINATION :
2. NAME OF THE CANDIDATE :
3. DESIGNATION :
4. PRESENT POSTING :
5. LANGUAGE FOR SKILL TEST :

(Signature of the Candidate)

(Seal & Signature of Head of Department/Office/Controlling Officer)

---

(For Office Use)

Roll Number:

1. DATE OF EXAMINATION/STENOGRAPHY SKILL TEST: **27<sup>th</sup> May , 2016**
2. REPORTING TIME : **12.00 pm**
3. EXAMINATION/TEST CENTRE : **Aayakar Bhawan, Terminal Bank/Help Desk [4<sup>th</sup> floor], Kolkata-700 069**

(Signature of the issuing authority and seal)  
(Examination Branch)



APPLICATION FORM FOR STENOGRAPHY SKILL TEST (MAY, 2016) FOR CANDIDATES SELECTED IN  
RELAXED STANDARD THROUGH STENOGRAPHER (GROUP C & D) EXAMINATION -2010 and 2011.

ROLL NO ALLOTTED:  
(For office use only)

Paste a recent  
passport size  
photograph here  
duly attested by  
CIT/Range Head

1. NAME OF THE CANDIDATE :  
(IN BLOCK LETTERS)
2. EMPLOYEE CODE :
3. DESIGNATION :
4. NAME OF THE EXAMINATION :
5. PRESENT POSTING :
6. DATE OF BIRTH :
7. DATE OF JOINING IN THE DEPARTMENT :
8. CATEGORY( Whether SC/ ST/ OBC/ General) :
9. CIT CHARGE :
10. PRESENT PLACE OF POSTING :
11. LANGUAGE FOR STENOGRAPHY TEST :
12. CONTACT NUMBER :

**Declaration by the applicant:** I hereby solemnly declare that the statement made and information furnished by me in the application form is/are true and correct. I have not concealed any information. However, if any information furnished therein is found incorrect or false, I understand that I am liable to prosecution.

Date:

Place:

(Signature of the candidate with designation)

It is hereby certified that the above particulars are true and correct as per service records.

(Signature of the Head of Office with date and seal)