

कार्यालय
प्रधान मुख्य आयकर आयुक्त
तीसरी मंजिल, आयकर भवन,
महर्षि कर्वे मार्ग, मुंबई - 400 020

फोन: 022-22017654



Office of the
Pr. Chief Commissioner of Income tax
3rd floor, Aayakar Bhavan,
Maharshi Karve Road, Mumbai - 400 020

Email: mumbai.pccit@incometax.gov.in

No.Addl. CIT(HQ)Pers./Examination Cell/CPT/2025-26

Date : 19.02.2025

To,
All the Heads of Offices,
Income Tax Department,
Mumbai.

Madam/Sir,

Sub : Computer Proficiency Test for Group 'C' officials - 2025 - reg

Kindly refer to the above.

2. As per the Recruitment Rules 2015 for Tax Assistants, to be eligible for promotion to the post of Tax Assistant, officials in the cadre of Multi-tasking Staff, Lower Division Clerks, Notice Servers, Record Keepers and Sr. Gestetner Operators including erstwhile group "D" staff are required to pass the Computer Proficiency Test (CPT) (data-entry skill for 5000 key depressions per hour).

3. Further, Tax Assistants who have been recruited on Compassionate basis and under Sports Quota are also required to pass the CPT (data-entry skill for 8000 key depressions per hour), for confirmation in service.

4. The CPT is proposed to be conducted tentatively in the month of April 2025. It is requested that a list of such officials, posted in your office, who are willing to appear in CPT-2025, may kindly be furnished to this office, in hard copy, **by on or before 7th March, 2025**, in the format given below:

S. No.	Employee Code	Name of the official	Father's name	Date of Birth	Designation	Mode of recruitment (SSC/Compassionate Appointment/Sports Quota)	Date of appointment

5. The time-table and venue of the CPT-2025 will be intimated in due course.

Yours faithfully,

Q Sakore

(विशाल विलास साकोरे, भा.रा.से.)

(VISHAL VILAS SAKORE, I.R.S.)

आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

Dy. Commissioner of Income Tax (HQ) Personnel, Mumbai

For Pr. Chief Commissioner of Income Tax, Mumbai