



Directorate of Income-Tax (Income-tax)
5th Floor, Mayur Bhawan,
Connaught Circus,
New Delhi-110001

F. No. DE-2014/Notification/DIT(IT)/ 5235

Dated :- 12.03.2014

To

All CCIT/CIT (In-charge of Examination)

Cochin

Madam/Sir,

Subject :Instructions regarding online submission of application form for
Departmental Examination - 2014- reg.

In this regard, I am directed to convey that the system of online submission of application form has been slightly modified. The verification of forms as well as handling of disputes raised by the candidates is to be done by the CCIT/CIT(Exam) **online** by visiting the link <http://itoexam2014.examonair.com>. The user-id and password for this purpose is **Cochin** and **cochin** respectively. It is expected that verification would be completed within a week of the receipt of form/disputes.

The following instructions should be strictly followed in this regard.

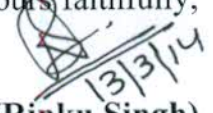
- 1) Only one application form is to be filled by a candidate. The form will be filled by visiting the link <http://itoexam2014.examonair.com>.
- 2) The candidates, who have appeared in any departmental examination after 2010, will type their name, date of birth, and roll no. following which their previous data will automatically appear on the screen.
- 3) Candidates are required to check their data carefully and diligently. In case of any discrepancy the applicant should immediately raise a dispute online in the designated box. The dispute so raised should also be intimated in writing by the applicant to the CCIT/CIT(Incharge of Examination) concerned within the next two working days. In such cases application will remain pending till resolution of the dispute.

- 4) Once the dispute is resolved after verification and final approval by DIT(Exam), a message will be sent on the e-mail id of the candidate and he/she will be able to refill the form, if required.
- 5) The candidates who have not appeared in any departmental examination after 2010, will be treated as new candidate(s). They will fill their own data, which would be accepted after verification by CIT(Exam) and approval by DIT(Exam).
- 6) The candidates who are changing their category from 'PQ to Normal' or 'Normal to Betterment' etc. will be able to do so only after verification by the CCIT/CIT(Exam) and approval by the Directorate.
- 7) The candidate is required to upload a scanned passport size photograph and his scanned signature in .jpg format in the online application form.
- 8) **The number of chances availed by the candidates must be verified by the CCIT/CIT(Exam) with due care.**
- 9) Candidates who do not submit a printout of the application form to CCIT/CIT(Exam) for verification, **would be admitted only provisionally** and their result would be declared only after verified copy of the form is received.
- 10) **After the issual of admit cards, no request for change in data shall be entertained.**
- 11) Online application system will remain open from **18.03.2014** to **17.04.2014**. No form will be accepted in any circumstance, after this date.
- 12) The candidates raising disputes will be able to refill their forms, if required, by **30.04.2014**.
- 13) The candidates, whose results are revised between 18.03.2014 to 17.04.2014, will if required be able to fill the application form for DE – 2014, , between **17.04.2014** to **30.04.2014**.
- 14) The candidates will be able to download their admit cards from **15.05.2014** onwards.
- 15) **It is reiterated that if the bubbles are not marked in the correct manner, as indicated on the back side of OMR sheet, then the answer may not be evaluated and no representation in this regard would be entertained. All the candidates should therefore take UTMOST CARE in filling the bubbles in the OMR sheet.**



- 16) All the application forms will be verified by the concerned authorities and discrepancy if any, found in the records shall be communicated to the candidates via e-mail. All the candidates are advised to keep checking their e-mail regularly till the issue of admit cards.
- 17) Hard copies of all the application forms received till **12.05.2014**, should be sent simultaneously to the Directorate of Income Tax (IT).

Yours faithfully,


(Rinku Singh)

Jt. Director of Income Tax (Exam)
New Delhi