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F.No. : EG(20)(8)Restructuring/2001/DIT/pt.file

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आयकर निदेशालय (आयकर और लेखा परीक्षा)  
DIRECTORATE OF INCOME-TAX (INCOME-TAX & AUDIT)

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

पांचवी मंजिल, मयूर भवन, कनॉट सर्कस, नई दिल्ली-110001

5<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001.

Dated : 30-03-2007

**Sub: Eligibility norms for Departmental Examinations 2006 -**

**(I) Ministerial Staff (II) ITIs & (III) ITOs -**

**Instruction Regarding -**

The Departmental Examination 2006 for Ministerial Staff, Inspectors of Income Tax and Income Tax Officers was held as a last chance for employees to clear their papers under the Examination Rules 1998 after a gap of about 3 years in October, 2006. The eligibility for such exams was to be determined on the basis of Eligibility Rules 1998.

The eligible cadres as per Examination Rules 1998 underwent a change after restructuring in 2001 due to change in the designations. This created some confusion as to the eligibility of post restructuring designations for various levels of examinations i.e. Ministerial Staff, ITIs and ITO's Examinations leading to representations from employees and clarifications being sought from Commissioners in charge of exams in various Cadre controlling CCs IT charges.

On the above subject a Board meeting was held on 22-03-07 wherein the following decisions were taken by the Board for compliance:

The post restructuring cadres which would now be eligible for Departmental Examinations 2006 for (I) Ministerial Staff (II) ITIs & (III) ITOs shall be as follows :

**Ministerial Staff Examination**

1. T.A (having passed Computer Test)
2. Steno Grade I, II, III
3. LDC including Hindi Typist
4. Sr. T.A

**Income Tax Inspectors Examination**

Post restructuring designations which are eligible are :-

1. All ITIs (for confirmation)
2. Office Superintendents
3. T.As (those having already passed Ministerial Staff Exam.)
4. Sr. T.As (those having already passed Ministerial Staff Exam.)
5. Steno Gr. III, II, I (those having already passed Ministerial Staff Exam.)

**Income Tax Officers Examination**

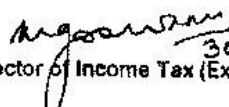
Post restructuring designations which are eligible are :-

1. ITI
2. Office Superintendent, if already passed ITI Exam.
3. Sr. T.A. if already passed ITI Exam.
4. T.A. if already passed ITI Exam.
5. Steno Gr. II & I, if already passed ITI Exam.

This notification shall not apply to adhoc employees even in eligible cadres. The above eligibility criteria is drawn from the Examination Rule 1998 by parity of designations and shall apply only to Departmental Examination 2008.

-sd-  
(Dr. Poonam K Saxena)  
Director of Income Tax (IT)

Copy to: 1. All Chief Commissioners of Income Tax  
2. All Director Generals of Income Tax

  
30/3/07  
Joint Director of Income Tax (Exams)

Annexure 2



Directorate of Income-Tax (IT)  
Central Board of Direct Taxes  
5<sup>th</sup> Floor, Mayur Bhawan  
New Delhi-110001

F.No. DE-2012/Notification/DIT(Exam)/ 2251 to 2269

Dated : 11.07.2012

To  
All Chief Commissioners of Income Tax (Cadre controlling),  
All CIT (Incharge of Examination)

Madam/Sir,

**Subject : Eligibility of Stenographers for appearing in ITO  
Examinations 2012 – reg.**

As per De 2012/Notification/DIT(Exam)/1607 dated 04.06.2012, the eligibility criteria for Stenographers appearing in ITO Examination is *Stenographer Grade I and II (if already passed ITI Exam) in [PB2 Rs. 9300-34800 + Rs 4200 (GP)]*.

The Directorate received a number of representations from erstwhile Stenographer Grade III, now rechristened Stenographer Grade II, seeking permission to appear in ITO Examination 2012.

The matter was considered by Board. Accordingly, in partial modification of Notification dated 04.06.2012, the eligibility of stenographers for appearing in the Departmental Examination 2012 for ITO is as under :-

Erstwhile stenographer Grade III and now redesignated as stenographer Grade-II in terms of CBDT notification dated 30.09.2010 who have completed five years regular service after induction and passed ITI Exam.

Stenographer Grade- I, if already passed ITI Exam

Yours sincerely,

(G.K.Maheshwari)

Director of Income Tax (IT)  
New Delhi

ANNEXURE - 3

Directorate of Income-tax (IT)  
Central Board of Direct Taxes  
Department of Revenue  
Ministry of Finance  
New Delhi - 110001.

F.No. DE/Delhi/Effective Date/DIT/2011 55-7

Date: 22.12.2011

To

All Cadre Controlling Chief Commissioners of Income Tax,  
All CIT (In-charge of Examn.) (By name)

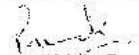
Madam/Sir,

Sub:- Effective date of passing of Examinations - Instruction reg.

The CBDT Instruction F. No. A-32013/3/2000-Ad. VI dated 18.07.2000, wherein the date of passing the Examination was reckoned from the last date of the Examination, was modified by Instruction F.No. OA 542/1995/CAT Cuttack/2002/DIT/697 dated 22.05.2009.

2. The modification was necessitated in the light of the decision of the Hon'ble Orissa High Court in W.P. (C) No. 224 of 2003 dated 31.10.2008 in the case of Union of India & Ors. Vs. Kishore Chandra Mohanty & Ors. In the said judgement Hon'ble Orissa High Court has also referred to the decision of the Hon'ble Supreme Court in UPSC Vs. Ajaya Kumar Das & Others [Civil Appeal No. 6295 of 2001 dated 10.09.2001]
3. As per the modified Instruction dated 22.5.2009 it was decided that, henceforth, the effective date of passing of Examination shall be the date of declaration of result by the Directorate of Income Tax (IT) in the case of ITOs/ITIs Examination and by the CCIT/CIT (Incharge of Examination) in the case of MS Examination.
4. However para 4 of the Instruction dated 22.5.2009 stated that in a case where the Examination is held in a particular calendar year and the result thereof is declared in any subsequent calendar year, the effective date of passing the Examination shall be deemed to be the 1<sup>st</sup> of January of the calendar year in which the result has been declared.
5. The matter has been reconsidered in the Board Meeting held on 24<sup>th</sup> November 2011 and it has been decided to modify Instruction F. No. OA - 542/1995/CAT Cuttack/2002/DIT/697 dated 22.05.2009 by deleting para 4 from it, prospectively i.e. with effect from Departmental Examination - 2011 onwards.

Yours Faithfully,

  
Dr. Preeti Jain Das  
Addl. DIT(Exam.) (OSD)  
New Delhi.

**ANNEXURE - 4**

**Schedule of Examination:- Time Table for Departmental Examination 2013 for ITO/ITI.**

S. No.	DAY/DATE	SUBJECT & TIME	
		1st Session (ITO Examn.)	2 <sup>nd</sup> Session (ITI Examn.)
1.	<b>Wednesday 18.09.2013</b>	Paper-1 Income Tax law and Computation (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-1 Income Tax law and Computation (Without books) (Objective Type) 2:30 PM to 5:30 PM
2.	<b>Thursday 19.09.2013</b>	Paper-2 Advanced Accountancy (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-2 Book Keeping (Without books) (Objective Type) 2:30 PM to 4:30 PM
3.	<b>Friday 20.09.2013</b>	Paper-3 Allied Laws (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-3 Allied Laws (Without books) (Objective Type) 2:30 PM to 4:30 PM
4.	<b>Monday 23.09.2013</b>	Paper -5 Office Procedure (for partially qualified and betterment candidates of Old Pattern only) (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper -4 Office Procedure (Without books) (Objective Type) 2:30 PM to 4:30 PM
5.	<b>Tuesday 24.09.2013</b>	Paper-4 Income Tax & Accountancy (Combined Practical) (With I.T Act & Rules) (Subjective Type) 10:30 AM to 1:30 PM	Paper-5 Hindi (Subjective Type) 2:30 PM to 3:30 PM & Paper-6 Examination of Accounts (for partially qualified and betterment candidates of Old Pattern only) 3:30 PM to 5:30 PM
6.	<b>Wednesday 25.9.2013</b>	Paper-6 Examination of Accounts & Language Test (for partially qualified and betterment candidates of Old Pattern only) 10:30 AM to 1:30 PM & Language Test (Hindi Translation) 2:30 PM to 3:00 PM Part -II Language Test (Oral Test) 3:30 PM onwards	

**Time Table for Departmental Examination 2013 for Ministerial Staff**

S. No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session	2 <sup>nd</sup> Session
1.	<b>Wednesday 25.09.2013</b>	Paper-1 Precis & Drafting (without books ) <b>10:30 AM to 12:30 PM</b>	PAPER – 2 Office procedure (FRs,SRs,GFRsetc) (With books) <b>2:30 PM to 4:30 PM</b>
2.	<b>Thursday 26.09.2013</b>	PAPER – 3 Office procedure ( Income Tax) (Without books) <b>10:30 AM to 1:00 PM</b>	Paper – 5 Hindi Test (Written) <b>2:00 PM to 3:00 PM</b> & Reading and Conversation <b>3:00 PM to 3:30 PM</b>
3.	<b>Friday 27.09.2013</b>	Paper -4 Practical Test <b>10:30 AM to 1:30 PM</b>	