



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

F.No. DE-2013/Notification/DIT(IT)/

Dated : 21.06.2013

To

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

Subject : Notification-I for Departmental Examinations – 2013 for (i) Income Tax Officers, (ii) Income Tax Inspectors and (iii) Ministerial Staff –regarding.

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 20.06.2013. on the above subject and to communicate the following: -

ITO/ITI Examination 2013

- (a) The Departmental Examinations 2013 for the ITOs and ITIs shall be held in accordance with the Amended Departmental Examination Rules 2009 for ITOs and ITIs respectively.
- (b) Syllabus would be the same as was applicable for 2012 Examination.

As regards eligibility, the 2013 Examination for ITOs/ITIs shall be held on the basis of the eligibility criteria as circulated vide Directorate's Instruction F.No. EG(20)(8)Restructuring/2001/DIT/Pt.file dated 30.03.2007 (copy enclosed as Annexure-1). For 2013 Examination, the eligibility criteria of Steno Grade II for ITO Exam has been modified by CBDT in F.No. DE 2012/Notification/DIT. Accordingly, only those Stenographers Grade-II are eligible to appear in ITO Examination who have completed 5 years of regular service after induction and have passed the ITI Exam. (copy enclosed as Annexure-2)

- (c) The effective date of passing the Examination shall be governed by this Directorate's Instruction F.No. DE/Delhi/Effective Date/DIT/2011/3886 dated 22.12.2011 (copy enclosed as Annexure-3).
- (d) The schedule of the Examination is also being sent here with as Annexure-4.

2. The candidate shall fill the application form online on the website: www.incometaxindia.gov.in. The last date for filing the online application form and the submission of print out by the candidates to CCIT/CIT(Examination) shall be the 23rd of July 2013. **No application form should be accepted after this date.** The CCsIT/CsIT (Exam), after verification/certification, shall scan all the application forms so received in their respective regions. The scanned forms shall be sent to the Directorate in CDs. The physical forms (print-outs after attestation and certification) shall also be sent to this Directorate as was being done in earlier years.

3. Following points may be kept in mind by candidates while filling the application forms-

- (a) The candidates should carefully fill the application form after reading the instructions printed above the form.
- (b) Only one application form has to be filled by a candidate.

- (c) The candidate is required to upload a scanned passport size photograph and his scanned signature in .jpg format in the online application form.
- (d) A copy of the printout of the application form may be retained as acknowledgement.
- (e) The application printout that is to be submitted should be handled carefully and SHOULD NOT BE FOLDED / PUNCHED OR CRUSHED.
- (f) **Candidates who do not submit a printout of the application form to CCIT/CIT (Exam) for verification will not be permitted to appear in the Exams merely on the basis of online submission of the application.**
- (g) The facility of 'reprint' of submitted application form has been provided to candidates.
- (h) After the submission of application online, candidates can access their application to make modifications in the information provided by them, within the stipulated period.
- (i) However, modifications cannot be made to the uploaded photograph, signature or the information on the first page of the form. For making changes in the aforementioned fields, a candidate will have to apply afresh.
- (j) In cases, where candidates modify the submitted application, it must be ensured that only the final application form is verified and sent to the Directorate.

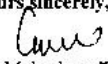
4. Please ensure that the application forms are correctly filled by the candidates and duly forwarded from your side for which there is a designated space in the application form itself. **The number of chances availed by candidates must be verified with due case.**

MS Examination 2013

- (a) The Departmental Examinations 2013 for the Ministerial Staff shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998.
- (b) As regards eligibility, the 2013 Examination for MS shall be held on the basis of the eligibility criteria as circulated vide Directorate's Instruction F.No. EG(20)(8)Restructuring/2001/DIT/Pt.file dated 30.03.2007 [Annexure-1].
- (c) The effective date of passing the Examination shall be governed by this Directorate's Instruction F.No.DE/Delhi/Effective Date/DIT/2011/3886 dated 22.12.2011.[Annexure-3].
- (d) The schedule of Examination is as per Annexure 4.
- (e) The CCIT/CIT (Incharge of Examination) may enrol the candidates for the MS Examination as per the past practice.

Encl. : As above.

Yours sincerely,


(G.K. Maheshwari)
Director of Income Tax (IT)
New Delhi