



Telephone :-23415330

Fax: 23415332

आयकर निदेशालय (परीक्षा एवं राजभाषा)  
5वां तल, मयूरभवन, कनॉटसर्कस, नईदिल्ली- 110001  
**DIRECTORATE OF INCOME TAX (EXAM & OL)**

5<sup>th</sup> Floor, MayurBhawan, Connaught Circus, New Delhi - 110001

**F.No. DE/Notification/ITO/ITI/MS/2021/ADG** /96

**Dated :24.06.2021**

To,

All Pr. Chief Commissioners of Income Tax (Cadre Controlling Authority),  
All Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(In-charge of Examination)

**Subject :- Notification-I for Departmental Examinations - 2021 for Income Tax Officers (ITOs)Income Tax Inspectors (ITIs) -regarding.**

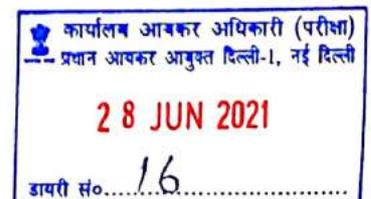
Madam/Sir,

I am directed to refer to Central Board of Direct Taxes (CBDT) decision in file of even number dated 21.06.2021 on the above subject and to communicate the following: -

**ITO/ITI Examination2021**

- The Departmental Examinations 2021 for the ITOs and ITIs shall be held in accordance with the Amended Departmental Examination Rules 2009 for ITOs and ITIs respectively.
- The schedule of the Examination has been enclosed as Annex-I.
- Syllabus would be the same as was applicable for 2020Examination.

As regards eligibility, the Departmental Examination - 2021for 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 Annex-II). The eligibility criteria of Steno Grade II for ITO Exam would be the same as modified by CBDT in F.No.DE 2012/Notification/DIT (Exam)/2251 dated 11.07.2012. 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 Annex-III).

(d) 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 Annex-IV).

2. The candidates shall fill the application form online on the website: **www.incometaxindia.gov.in**. The candidates would be enabled to fill the online application from **05.07.2021 (10 a.m.)** onwards. The last date for filing the online application form and the submission of print out by the candidates to Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(Examination) concerned shall be **30.07.2021 (8:00 p.m.)**. **No application form will be accepted after this date.** The Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(Exam) will be given a link for online verification/certification of the application of the candidates. After verification the Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(Exam) concerned shall scan all the application forms so received in their respective regions. The roll number wise scanned forms shall be sent to this Directorate in CDs. The physical forms (print-outs after attestation and certification) shall also be sent to this Directorate as in the past.

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 previous records of the candidates will be reflected against his/her roll number in the application form and he/she will be given an option to raise a query, if any data is incorrect. However, his/her claim would be accepted only after verification. The candidates who are appearing for the first time would fill the information as available with them which will be accepted only

after verification by the Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(Exam) and this Directorate. Such first timers will be allotted new roll numbers.

- (d) The candidates who are changing their category from 'PQ to Normal' or 'Normal to Betterment' will be able to do so only after approval of this Directorate after verification by the Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(Exam) concerned.
- (e) The candidate is required to upload a scanned passport size photograph and his/her scanned signature in jpg format in the online application form.
- (f) A copy of the printout of the application form may be retained as acknowledgement.
- (g) The application printout that is to be submitted should be handled carefully and SHOULD NOT BE FOLDED / PUNCHED OR CRUSHED.
- (h) Candidates who do not submit a printout of the application form to Pr. CCsIT/CCsIT/ Pr.CsIT/CsIT (Exam) concerned for verification will not be permitted to appear in the examination merely on the basis of online submission of the application.**
- (i) The facility of reprint of submitted application form has been provided to the candidates.
- (j) If any modification is required to be made to the uploaded photograph or signature, a candidate will have to report it to the Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(Exam) concerned.

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

5. It may be noted that marking of bubbles is the cornerstone for examination based on OMR sheet and correct method of marking the bubbles is clearly indicated on the back side of each OMR sheet. If the bubbles are not marked in the correct manner as indicated on the back side of OMR sheet, then marks may get deducted

and no representation in this regard would be entertained. Secondly, if more than one bubble is marked, it would be taken as a wrong answer and  $\frac{1}{8}$ th marks would be deducted for it.

6. It is further added that the candidates who have already qualified a paper/examination are **not eligible for re-appearing in that paper/examination**, except for betterment candidates who are allowed to appear in examination for bettering their scores once they have qualified the entire examination as a reserved candidate.

**Encl. :** As above.

Yours sincerely,



**(Ms. Nimisha Singh)**

Addl. Director General (HRD)-~~Exam.~~  
New Delhi

**Time Table for Departmental Examination 2021 for ITO/ITI**

S. No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session (ITO Exam.)	2 <sup>nd</sup> Session (ITI Exam.)
1.	<b>Monday 13.09.2021</b>	Paper-I Income Tax Law and Computation (Without books) (Objective Type) <b>10:30 AM to 12:30 PM</b>	Paper-1 Income Tax Law and Computation (Without books) (Objective Type) <b>2:30 PM to 5:30 PM</b>
2.	<b>Tuesday 14.09.2021</b>	Paper-2 Advanced Accountancy (Without books) (Objective Type) <b>10:30 AM to 12:30 PM</b>	Paper-2 Book Keeping (Without books) (Objective Type) <b>2:30 PM to 4:30 PM</b>
3.	<b>Wednesday 15.09.2021</b>	Paper-3 Allied Laws (Without books) (Objective Type) <b>10:30 AM to 12:30 PM</b>	Paper-3 Allied Laws (Without books) (Objective Type) <b>2:30 PM to 4:30 PM</b>
4.	<b>Thursday 16.09.2021</b>	Paper -5 Office Procedure <b>(For Partially Qualified and Betterment candidates of Old Pattern only)</b> (Without books) (Objective Type) <b>10:30 AM to 12:30 PM</b>	Paper -4 Office Procedure (Without books) (Objective Type) <b>2:30 PM to 4:30 PM</b>

5.	<b>Friday</b> <b>17.09.2021</b>	Paper-4 Income Tax & Accountancy (Combined Practical) (With I.T Act & Rules) (Subjective Type) <b>10:30 AM to 1:30 PM</b>	Paper-5 Hindi (Subjective Type) <b>2:30 Pm to 3:30 Pm</b> & Paper-6 Examination of Accounts <b>(For Partially Qualified and Betterment candidates of Old Pattern only)</b> <b>3:30 PM to 5:30 PM</b>
6.	<b>Monday</b> <b>20.09.2021</b>	Paper-6 Examination of Accounts & Language Test <b>(For Partially Qualified and Betterment candidates of Old Pattern only)</b> <b>10:30 AM to 1:30 PM</b> & Language Test (Hindi Translation) <b>2:30 PM to 3:00 PM</b> Part -II Language Test (Oral Test) <b>3:30 PM onwards</b>	



फ.सं.

Telephone 23415310  
Fax 23415312

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

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, ITI's 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

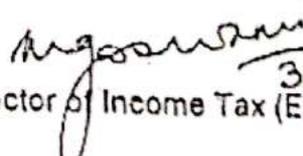
Post restructuring designations which are eligible are :-

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)



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

Dated : 11.07.2012

To

All Chief Commissioners of Income Tax (Cadre controlling),  
All CTF (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



Telephone:- 23425330

Fax:- 23415332

आयकर निदेशालय (आयकर)

5वां तल, मयूर भवन, कान्हाट सर्कस, नई दिल्ली - 110001

DIRECTORATE OF INCOME TAX (INCOME TAX)

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

F.No. DE/Eligibility Norms/2013/DIT/2903 to 2922

Date: 18.09.2013

To

All CCsIT/CsIT  
(Incharge of Examination)

Sir/Madam,

**Subject:** Request for removal of anomaly by allowing to appear in the 2013 for Ministerial Staff in r/o Stenographer selected on the basis of relaxed standard in Stenographer Gr. D Exam 2011- reg.

**Ref:** This office letter F.No. DE/ Eligibility Norms/2013/DIT/1545 to 1563 dated 22.07.2013

Kindly refer to above.

I am directed to convey that any stenographer who has been appointed provisionally in the department on relaxed standards subject to his/her attaining the prescribed standard within the stipulated period cannot be allowed to appear in the Departmental Examination for any promotion post till the time he/she has formally attained the prescribed standard. This will be irrespective of the year of examination by which the steno was provisionally appointed.

I am further directed to convey that all the candidates who have passed the requisite proficiency test in any examination conducted either by CCIT (CCA) or SSC or any prescribed agency shall be allowed to appear in the Departmental Examination.

Yours faithfully,

  
(Rajesh Gupta)

Asstt. Director of Income Tax (Exam)  
New Delhi

**Copy to:** The DGIT(HRD), 2<sup>nd</sup> Floor, ICADR Building, Plot No. 6, Vasant Kunj, Institutional Area, Phase - II, New Delhi-70 for necessary action and information.



Asstt. Director of Income Tax (Exam)  
New Delhi

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/2011/5584

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.