



F.No.01/AO/DE/Correspondence/Notification/2022

Dt./दिनांक: 22.07.2022

कार्यालयज्ञापन
OFFICE MEMORANDUM

विषय: अधिसूचन-II, विभागीय परीक्षा -2022 – मंत्रीस्तरीय कर्मचारी परीक्षा के संबंधमें।

Sub: Notification –II for Departmental Examinations – 2022 for Ministerial Staff Examination – Reg.

संदर्भ: आयकर निदेशक, दिल्ली के पत्रांक F.No.DE/2022/Notification/ITO/ITI/MS/ADG /...173...
दिनांक: 19.07.2022

Ref: ADIT(EXAM), New Delhi letter in F.No.DE/2022/Notification/ITO/ITI/MS/ ADG/...173...
dated 19.07.2022.

With reference to the above, the communication received from the ADIT(Exam), New Delhi on the above subject, is as under:

1. Ministerial Staff Examination, 2022:

- The Departmental Examination 2022 for the Ministerial Staff (MS) shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998.
- The schedule of Examination is as per Annex-I.
- Syllabus would be the same as was applicable for 2021 Examination.
- Following categories will be eligible to appear in Ministerial Staff Examination 2022:

1. T.A. (having passed Computer Test)
2. Steno Grade I, II
3. Sr.T.A.
4. LDC including Hindi Typist
5. Notice Server (having passed Computer Test)
6. MTS (having passed Computer Test)

Stenographers appointed provisionally in the department on relaxed standards subject to his/her attaining the prescribed standard within the stipulated period are **Not eligible** if they have not passed the requisite proficiency test thereafter as per the clarification dated 18.09.2013 issued by this Directorate (Annex-II)

- 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 (**Annex-III**).
- The Pr.CCsIT/CCsIT/Pr.CsIT/CsIT (Incharge of Examination) may enroll the candidates for the MS Examination as per the past practice.

2. The Head of Offices may please circulate this among the eligible candidates including those who are on leave and obtain their signatures while forwarding the applications. The forwarding authorities should give a certificate to the effect that particulars given in the applications are correct with reference to the Service Register of the official. It should also be ensured that recent **photographs** on the **Applications** as well as on the **Admit Card** are duly affixed by the Head of Office/ Department so as to enable this office to issue the Admit Card.

3. The candidate shall fill the application form **offline** in the office of their respective Pr.CCIT/CCsIT/Pr.CsIT/CsIT (Incharge of Examination) w.e.f. **25.07.2022 to 19.08.2022** (06.00pm). The due date i.e. **19.08.2022** should be strictly adhered to. Applications received beyond the due date will not be entertained. It is the responsibility of the individual candidates to ensure that their applications reach this office positively by **19.08.2022**. The candidates may ensure that the application may be duly signed and photograph of the applicant in the application form should be attested by the Head of Office (not on Admit card). **It may also be noted that the Application Form and Admit Card duly filled are to be submitted on separate Sheets.**

4. The completed Application Forms (along with Admit Card) from the eligible candidates should reach the **AO(Exam) Hyd, O/o the Pr. Chief Commissioner of Income Tax, (AP & Telangana), Hyderabad by 19.08.2022 (06.00pm) in the prescribed Application Form (enclosed).**

5. 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 Application Form.
- (b) Only one Application Form has to be filled by the Candidate.
- (c) **Applications without Photograph / Certification from the Head of Office, etc., will not be entertained and no correspondence will be entertained in those cases.**

(सी. वी. पवन कुमार)

(C.V. PAVANA KUMAR)

आयकर आयुक्त/Commissioner of Income Tax

(प्र.एवंक.द.से.)परीक्षा प्रभारी, हैदराबाद

(Admin & TPS) (Incharge of Exam)/HYD

Encl: Application Form, Admit Card, Time table and Board's letters

To:

1. **All the Heads of Offices in AP and TS regions**
2. **All the Sections in Pr.CCIT, AP & TS**

Copy to:

1. The ADIT(Exam), Directorate of Income Tax (Exam & OL), 5th floor, Mayur Bhawan, Connaught Circus, New Delhi -110001.
2. All CCsIT/DGIT/CsIT/DsIT/in AP & TS regions.
3. The Secretary, ITEF, Hyderabad.
4. The Notice Board.

भारतसरकार
प्रधानमुख्यआयकरआयुक्तकार्यालय, हैदराबाद,
9th मंजिल, 'सी' ब्लॉक आयकरशिखर,
ए.सी. गार्ड्स, हैदराबाद-500004
दूरभाष: 040-23425462



GOVERNMENT OF INDIA
Office of the
Pr.Chief Commissioner of Income Tax
9th Floor, 'C' Block, IT Towers,
AC Guards, Hyderabad-500004,
Phone: 040-23425462

अनुसचिवीय विभागीय परीक्षा 2022 में बैठने हेतु आवेदन पत्र
APPLICATION FORM FOR APPEARING IN DEPARTMENTAL EXAMINATION MINISTERIAL STAFF, 2022

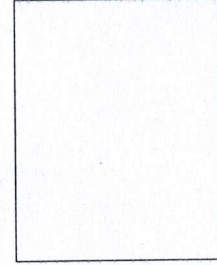
केवल मु आ आ कार्यालय के प्रयोग हेतु
FOR CCsIT OFFICE USE ONLY

योग्य /अयोग्य

आवंटित रोल न.

Eligible/Ineligible

ROLL No allotted:



RECENT/नवीनतम

PASTE PHOTOGRAPH/ फोटो चिपकाएँ

दिनांक/Date :

प्राधिकृत अधिकारी के हस्ताक्षर/ Signature of Authorised Officer

आवेदक द्वारा भरा जाए/(To be filled by the candidate)

- आवेदक का नाम व पदनाम/
Name & designation of the Candidate :
(क्या आवेदक सीधी भर्ती/पदोन्नति/अनुकंपा/स्पोर्ट्स कोटा/अन्य से है)
(Whether DR/PR/Compassionate/Sports Quota/Others)
- कर्मचारी कोड / Employee code :
- मोबाइल न. / Mobile No. :
- क्या पदोन्नति या पुष्टि हेतु/
Whether for promotion or confirmation :
- वर्तमान पद पर नियुक्ति का दिनांक /
Date of joining in the present post :
- क्या अनु. जाति/ अनु. जनजाति से हैं /
Whether belongs to SC/ST :
- आयकर आयुक्त प्रभार / CIT's Charge :
- जन्मतिथि / Date of Birth :
- योग्यता परीक्षा उत्तीर्ण करने का वर्ष (यदि लागू, हो तो) /
Year of passing eligibility Examination (If applicable)
- 1991 या उसके बाद की परीक्षा के लिए आवंटित रोल नंबर
(आवेदक को स्थायी रोल नंबर देना है) /
Roll No. allotted in 1991 or subsequent
Examination (Candidate should mention
Permanent Roll No.) :
- तैनाती का स्थान / Place of Posting :

12. गत वर्षों में कार्य प्रदर्शन का विवरण (अंक सहित) (विषय वार) /

Details of performance in the
Earlier years (with marks)(Subject wise)

वर्ष	पेपर -I	पेपर -II	पेपर -III	पेपर -IV	पेपर-V
Year	Paper-I	Paper-II	Paper-III	Paper-IV	Paper-V

13. विषय, जिनकी आवेदक परीक्षा देना चाहता है /

Subjects in which candidate intends
to appear

:

14. "लेखा" पेपर के लिए भाषा का माध्यम (हिन्दी/ अंग्रेजी)

Language chosen for answering the paper
"Accounts" ENGLISH/HINDI

:

15. परीक्षा केंद्र आयकर आयुक्त प्रभार वार

(परीक्षा केंद्र परिवर्तन के लिए विचार नहीं किया जाएगा)/

Examination Centre CIT Charge-wise

(**Change of centre will not be entertained**)

:

स्थान /**PLACE:**

दिनांक /**DATE :**

आवेदक के हस्ता./ **SIGNATURE OF THE CANDIDATE**

(केवल कार्यालय प्रयोग के लिए) अग्रेषण / **FOR (FORWARDING OFFICE USE ONLY)**

प्रमाणित किया जाता है कि आवेदक ने उपर्युक्त आवेदन में जो विवरण दिया है उसे संबंधित फाइलों तथा सेवा पंजिका

से मिलान किया गया और सही पाया गया है ।

Certified that the particulars furnished by the above applicant have been verified with reference to the relevant files & Service Register of the applicant and found to be correct.

दिनांक/ Date:

आय. अधिकारी/आय.सहायक आयुक्त/आय. उपायुक्त/आय. अपर आयुक्त के हस्ता.

SIGNATURE OF THE ITO/ACIT/DCIT/ADDL.CIT

अधिकारी का नाम /**Name of the Officer:**

पदनाम /**Designation:**

मोबाइल नंबर/**Cell No:**

नोट : अन्य प्रभार से आने वाले आवेदक अपने आवेदन के साथ में अंक - तालिका भी संलग्न करें।

NOTE: Candidates coming from other charges should enclose marks-list along with their application.

अनुसचिवीय विभागीय परीक्षा 2022 हेतु प्रवेश पत्र
ADMIT CARD FOR MINISTERIAL STAFF OF DEPARTMENTAL EXAMS, 2022

1. परीक्षा का नाम / Name of the Examination :
2. आवेदक का नाम / कार्यरत कार्यालय
Name of the Candidate /
Office in which working :
3. कर्मचारी कोड / Employee code :
4. जन्मतिथि / Date of Birth :
5. विषय (जिनमे शामिल हो रहे हैं)
Subjects in which appearing :

PAPER-I	PAPER-II	PAPER-III	PAPER-IV	PAPER-V

6. भाषा का माध्यम (हिन्दी/अंग्रेजी)
Language chosen for answering the
paper "Accounts" ENGLISH/HINDI :
7. आवेदक का नमूना हस्ताक्षर
Specimen signature of the Candidate :
8. परीक्षा केंद्र /Examination Centre :
9. मोबाइल नंबर/ Cell Phone No :
10. 1991 या उसके बाद की परीक्षा का रोल नंबर
(आवेदक को स्थायी रोल नंबर देना है)/
Roll No. allotted in 1991 or subsequent
Examination (Candidate should mention
Permanent Roll No.) :

नवीनतम फोटो
चिपकाएँ
AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH

जारीकर्ता प्राधिकारी द्वारा प्रमाणित/
To be attested by the Issuing authority.

रोल नंबर/ Roll No:

दिनांक/ Dated:

SEAL

जारीकर्ता के हस्ताक्षर और मोहर /
SIGNATURE OF THE ISSUING AUTHORITY AND



आयकर निदेशालय (परीक्षा एवं राजभाषा)

5वां तल, मयूर भवन, क्नाउट सर्कस, नईदिल्ली- 110001

DIRECTORATE OF INCOME TAX (EXAM & OL)

5th Floor, MayurBhawan, Connaught Circus, New Delhi - 110001

F. No. DE/Notification/ITO/ITI/MS/2022/ADG 1173

Dated : 19.07.2022

To,

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

Subject:- Notification for Departmental Examinations - 2022 for Ministerial Staff Examination - regarding.

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 15.07.2022 on the above subject and to communicate the following: -

Ministerial Staff Examination 2022

- The Departmental Examinations 2022 for the Ministerial Staff shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998.
- The schedule of Examination is as per Annex-1.
- Syllabus would be the same as was applicable for 2021 Examination.
- Following categories will be eligible to appear in Ministerial Staff Examination 2022-
 - T.A. (having passed Computer Test)
 - Steno Grade I, II
 - Sr. T.A.
 - LDC including Hindi Typist
 - Notice server (having passed Computer Test)
 - MTS (having passed Computer Test)

Stenographers appointed provisionally in the department on relaxed standards subject to his/ her attaining the prescribed standard within the stipulated period are **Not eligible** if they have not passed the requisite proficiency test thereafter as per the clarification dated 18.09.2013 issued by this Directorate [Annex-II].

(e) 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. [Annex-III].

(f) The Pr. CCsIT/CCsIT/Pr. CsIT/CsIT(In-charge of Examination) may enrol the candidates for the MS Examination as per the past practice.

2. The candidate shall fill the application form offline in the office of their respective Pr.CCsIT/CCsIT/Pr. CsIT/CsIT(In-charge of Examination) **w.e.f. 25.07.2022 (10 a.m.) to 19.08.2022 (6:00 p.m)** and may contact their concerned In-charge of Examination for any further details. No application form will be accepted after this date.

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.

Encl. : As above.

Yours sincerely,

(Rajesh Mahajan)

Addl. Director of Income Tax (Exam)
New Delhi

Annex-I**Time Table for Departmental Examination 2022 for Ministerial Staff**

S. No.	DAY/DATE	SUBJECT & TIME	
		1st Session	2nd Session
1.	Monday 10.10.2022	Paper-1 Precis& Drafting (without books) 10:30 AM to 12:30 PM	Paper- 2 Office Procedure (FRs,SRs,GFRsetc) (With books) 2:30 PM to 4:30 PM
2.	Tuesday 11.10.2022	PAPER – 3 Office Procedure (Income Tax) (Without books) 10:30 AM to 1:00 PM	Paper – 5 Hindi Test (Written) 2:00 PM to 3:00 PM & Reading and Conversation 3:00 PM to 3:30 PM
3.	Wednesday 12.10.2022	Paper -4 Practical Test 10:30 AM to 1:30 PM	



Telephone:- 23425330

Fax:- 23415332

आयकर निदेशालय (आयकर)

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

DIRECTORATE OF INCOME TAX (INCOME TAX)

5th floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001

F.No. DE/Eligibility Norms/2013/DIT/2905 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), 2nd 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/2011/3886

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 1st 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 24th 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.