

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त कार्यालय, हैदराबाद,  
9<sup>थी</sup> मंजिल, 'C' ब्लॉक आयकर शिखर,  
ए.सी. गार्ड्स, हैदराबाद-500004  
दूरभाष: 040-23425462  
फैक्स: 040-23425222



GOVERNMENT OF INDIA  
Office of the  
Principal Chief Commissioner of  
Income Tax  
9<sup>th</sup> Floor, 'C' Block, IT Towers,  
AC Guards, Hyderabad-500004,  
Phone: 040-23425462  
Telefax: 040-23425222

F.No.01/AO(Exams)/Notification/2018.

Dt.23.05.2017

**OFFICE MEMORANDUM**

Sub: Notification –II for Departmental Examinations – 2018 for  
Ministerial Staff Examination – Reg.

Ref: DIT(IT), New Delhi letter. In F.No. DE-2018/Notification/ADG(EXAMS)/165,  
dt.17.05.2018

\* \* \*

With reference to the above, the communication received from the Director of  
Income Tax (IT), New Delhi on the above subject is as under;

**Ministerial Staff Examination 2018:**

- a. The Departmental Examination 2018 for the Ministerial Staff (MS) shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998 .
- b. The schedule of Examination is as per Annex-1.
- c. Following categories will be eligible to appear in Ministerial Staff Examination 2018 –
  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. Multi Tasking Staff (having passed skill 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** as per the clarification dated 18.09.2013 issued by this Directorate (Annex-2).

- 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 (Annex-3).
- e. The Pr.CCSIT/Pr.CsIT/CsIT(In-charge of Examination ) may enroll the candidates for the MS Examination as per the past practice.

The applications from the eligible candidates should reach the **A.O.(Exams), O/o.the Pr.Chief Commissioner of Incometax, A.P & Telangana, Hyderabad by 22.06.2018 in the prescribed proforma in two pages (enclosed).**

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 Entrance card are duly affixed by the Head of Office/ Department so as to enable this office to issue the Entrance Card.

**Applications without photograph / Certification from the Head of Office, etc., will not be entertained and no correspondence will be entertained in those cases.**

The due date i.e., **22.06.2018** mentioned above 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 **22.06.2018**. The candidates may ensure that the certificate is duly signed and photograph of the application (not entrance card) attested by the Head of Office. **It may also be noted that the application form and Entrance Card are to be submitted on separate Sheets.**

The completed application forms (along with Entrance card) are to be forwarded to the A.O (Exams), O/o. The Pr. Chief Commissioner of Income Tax, A.P. & Telangana, Hyderabad by **19.06.2018** (in time so as to reach before the due date 22.06.2018).

Sd/-

(**Dr. RAJENDRA KUMAR**)  
Commissioner of Income Tax  
(Admin & TPS)(Incharge of Examinations)  
Hyderabad


Encl: Proforma of Application & Entrance card and Time table and Board's letters.

To

- 1.All the Head of Office in A.P. and Telangana Regions.
- 2.All the Sections in Pr.CCIT, Hyderabad.

Copy to

1. The Director of Income Tax (I.T.)(Exams), 5<sup>th</sup> floor, Mayur Bhavan, Cannaught Circus, New Delhi -110001.
2. All CCsIT/DGIT/CsIT/DsIT/in A.P.and Telangana Regions.
3. The Secretary, ITEF, Hyderabad.
4. The Notice Board.

  
(SUDARSHAN P. D)  
Administrative Officer (Exams)(i/c)  
O/o Pr. Chief Commissioner of Income Tax  
A.P & Telangana, Hyderabad.

GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
CHIEF COMMISSIONER OF INCOME TAX,  
ANDHRA PRADESH & TELANGANA : HYDERABAD.

APPLICATION FORM FOR APPEARING IN DEPARTMENTAL EXAMINATION  
MINISTERIAL STAFF - 2018

FOR CcsIT OFFICE USE ONLY

Eligible / ineligible

ROLL NO.  
Allotted:

PASTE RECENT  
PHOTOGRAPH

Dated initials of  
Authorised Officer

Signatures of  
Authorised Officer

(To be filled by the candidate)

1. Name & designation of the Candidate :  
(Whether DR/PR/Compassionate/Sports Quota/Others
2. Whether for promotion or confirmation :
3. Date of joining in the present post :
4. Whether belongs to SC/ST :
5. CIT's Charge :
7. Year of passing eligibility Examination :  
If applicable
8. Roll No. allotted in 1991 or subsequent Examination (Candidate should mention Permanent Roll No.) :
9. Place of Posting :
10. Details of performance in the Earlier years (with marks)(Subject wise) :

Year	Paper-I	Paper-II	Paper-III	Paper-IV	Paper-V
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11. Subjects in which candidate intends to appear :
12. Language chosen for answering the paper "Accounts" ENGLISH/HINDI :
13. Examination Centre CIT Charge-wise (Change of centre will not be entertained) :

PLACE:

DATE :

SIGNATURE OF THE CANDIDATE

FOR (FORWARDING OFFICE USE ONLY)

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.

Date:

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

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

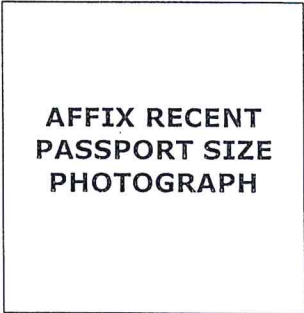


**ENTRANCE CARD**

- 1. Name of the Examination :
- 2. Name of the Candidate :
- 3. Subjects in which appearing :

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

- 4. Specimen signature of the  
Candidate :
- 5. Examination Centre :
- 6. Cell Phone No :



To be attested by the  
Issuing authority.

Roll No: -----

Dated:

SIGNATURE OF THE ISSUING  
AUTHORITY AND SEAL.

प्रधान मुख्य आयकर आयुक्त कार्यालय  
O/o. Pr. Chief Commissioner  
of Income Tax



23 MAY 2018

प्रशासनिक अधिकारी  
Administrative Officer  
(Exams) Hyderabad.

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



Dated: 17.05.2018

F.No. DE-2018/Notification/ADG(Exams)/ 165

To

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

**Subject : Notification-II for Departmental Examinations – 2018 for Ministerial Examination – regarding.**

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 10.05.2018 on the above subject and to communicate the following: -

**MS Examination 2018**

- (a) The Departmental Examinations 2018 for the Ministerial Staff shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998.
- (b) The schedule of Examination is as per Annex-I.
- (c) Following categories will be eligible to appear in Ministerial Staff Examination 2018 -
  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].

- (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.[Annex-III].
- (e) The Pr. CCsIT/CCsIT/Pr. CsIT/CsIT (In-charge of Examination) may enroll 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) and may contact their concerned In-charge of Examination for any further details.

Encl. : As above.

Yours sincerely,

(Manoj Joshi)  
Addl. Director General (Exam. & OL)  
New Delhi

**Time Table for Departmental Examination 2018 for Ministerial Staff**

S. No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session	2 <sup>nd</sup> Session
1.	<b>Tuesday</b> <b>31.07.2018</b>	Paper-1 Precis & Drafting (without books ) <b>10:30 AM to 12:30 PM</b>	Paper- 2 Office Procedure (FRs,SRs,GFRs etc) (With books) <b>2:30 PM to 4:30 PM</b>
2.	<b>Wednesday</b> <b>01.08.2018</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>Thursday</b> <b>02.08.2018</b>	Paper -4 Practical Test <b>10:30 AM to 1:30 PM</b>	

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Telephone:- 23445330

Fax:- 23415332

आयकर निदेशालय (आयकर)

5वां तल, मयूर भवन, कनॉट 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/290340 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,

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



Annex - II

Annex 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/2011/3874  
To

Date: 22.12.2011

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.

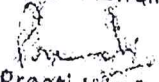
2. The modification was necessitated in the light of the decision of the Hon'ble Orissa High Court in W.P. (C) No. 224 of 2003 dated 31.10.2008 in the case of Union of India & Ors. Vs. Kishore Chandra Mohanty & Ors. In the said judgement Hon'ble Orissa High Court has also referred to the decision of 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.