



F.No.01/AO/DE/Correspondence/Notification/2023

Dt./दिनांक 19.07.2023

कार्यालयज्ञापन  
**OFFICE MEMORANDUM**

विषय: अधिसूचन-I, विभागीय परीक्षा -2022 – मंत्रीस्तरीय कर्मचारी परीक्षा के संबंधमें।  
**Sub:** Notification –I for Departmental Examinations – 2023 for Ministerial Staff Examination – Reg.  
**संदर्भ:** आयकर निदेशक, दिल्ली के पत्रांक F.No.DE/Notification/ITO/ITI/MS/2023/ADG /123.  
दिनांक: 18.07.2023  
**Ref:** ADG(EXAM), New Delhi letter in F.No.DE/Notification/ITO/ITI/MS/2023 ADG/123.  
dated 18.07.2023.

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

**1. Ministerial Staff Examination - 2023:**

- a. The Departmental Examination 2023 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-I**.
- c. The syllabus would be the same as was applicable for 2022 examination.
- d. Following categories will be eligible to appear in Ministerial Staff Examination 2023:
  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**)

- 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 (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.

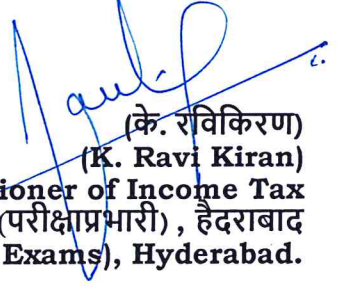
contd..2..

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. **20.07.2023 to 11.08.2023 (08.00 PM)**. The due date i.e. **11.08.2023** 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 **11.08.2023**. 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 11.08.2023 (08.00 PM) 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.**

  
(के. रविकिरण)  
(K. Ravi Kiran)  
आयकर आयुक्त / Commissioner of Income Tax  
(प्र.एवंक.द.सी.) (परीक्षाप्रभारी), हैदराबाद  
(Admin & TPS) (Incharge of Exams), Hyderabad.

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

**Copy to:**

1. All the Heads of Offices in AP and TS region.
2. The ADG (HRD)(Exam), CBDT, Directorate of Income Tax (Exam & OL), 5<sup>th</sup> floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001.
3. The Secretary, ITEF, Hyderabad.

भारतसरकार  
प्रधानमुख्यआयकरआयुक्तकार्यालय,हैदराबाद,  
9<sup>th</sup> मंजिल, 'सी' ब्लॉकआयकरशिखर,  
ए.सी. गार्ड्स,हैदराबाद-500004  
दूरभाष: 040-23425462



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

**अनुसचिवीय विभागीय परीक्षा 2023 में बैठने हेतु आवेदन पत्र**  
**APPLICATION FORM FOR APPEARING IN DEPARTMENTAL EXAMINATION MINISTERIAL STAFF, 2023**

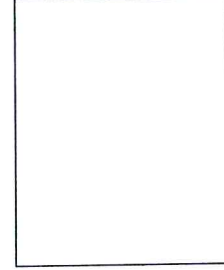
केवल मु आ आ कार्यालय के प्रयोग हेतु  
**FOR CCsIT OFFICE USE ONLY**

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)**

1. 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)
2. कर्मचारी कोड / Employee code :
3. मोबाइल न. / Mobile No. :
4. क्या पदोन्नति या पुष्टि हेतु/  
Whether for promotion or confirmation :
5. वर्तमान पद पर नियुक्ति का दिनांक /  
Date of joining in the present post :
6. क्या अनु. जाति/ अनु. जनजाति से हैं /  
Whether belongs to SC/ST :
7. आयकर आयुक्त प्रभार / CIT's Charge :
8. जन्मतिथि / Date of Birth :
9. योग्यता परीक्षा उत्तीर्ण करने का वर्ष (यदि लागू, हो तो) /  
Year of passing eligibility Examination (If applicable)
10. 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.) :
11. 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 Year	पेपर -I Paper-I	पेपर -II Paper-II	पेपर -III Paper-III	पेपर -IV Paper-IV	पेपर-V Paper-V
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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 ) अग्रप्रेषण / FOR (FORWARDING OFFICE USE ONLY)

प्रमाणित किया जाता है कि आवेदक ने उपर्युक्त आवेदन में जो विवरण दिया है उसे संबन्धित 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/AO/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 2023 हेतु प्रवेश पत्र  
**ADMIT CARD FOR MINISTERIAL STAFF OF DEPARTMENTAL EXAMS - 2023**

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:

जारीकर्ता के हस्ताक्षर और मोहर /

**SIGNATURE OF THE ISSUING AUTHORITY AND**

**SEAL**

Subject: Notification – I & II for Departmental Examination - 2023 of Ministerial Staff and Income-tax Officers/ Income-tax Inspector - reg.

To: "guwahati.pcit1" <guwahati.pcit1@incometax.gov.in>,  
"Hyderabad CIT [ADMIN & TPS], Hyderabad" <hyderabad.cit.admin.tp:  
"jaipur.pcit1" <jaipur.pcit1@incometax.gov.in>,  
"kanpur.pccit" <kanpur.pccit@incometax.gov.in>,  
md chowdhury <md.a.h.chowdhury@incometax.gov.in>,  
"lucknow.pccit" <lucknow.pccit@incometax.gov.in>,  
"Mumbai PCIT1 RU[REAC]" <mumbai.pcit1.ru.reac@incometax.gov.in:  
"nagpur.pcit1" <nagpur.pcit1@incometax.gov.in>,  
"delhi.cit1" <delhi.cit1@incometax.gov.in>,  
"CIT[CO] Patna" <patna.cit.co.admin@incometax.gov.in>,  
"Patna ITO-CO & TPS, O/o the CIT[Admn & TPS] Patna" <patna.ito.co  
"patiala.cit" <patiala.cit@incometax.gov.in>,  
"pune.pcit1" <pune.pcit1@incometax.gov.in>



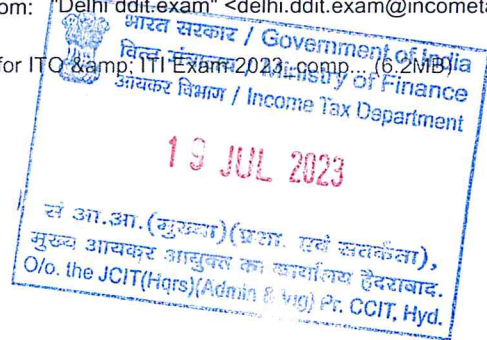
JCIT(A2V)

Date: 07/19/23 12:48 PM

From: "Delhi ddit.exam" <delhi.ddit.exam@incometax.gov.in>

NOTIFICATION - I for MS Exam - 2023.pdf (4.0MB)

NOTIFICATION - II for ITO & ITI Exams 2023.comp (6.2MB)



Respected Madam/Sir,

Kindly refer to the above subject.

2. In this regard, I am directed to forward scanned copy of Notification - I & II for Departmental Examination - 2023 of Ministerial Staff and Income-tax Officers/ Income-tax Inspector respectively.

Thanking you,

DC (Admin)

Yours faithfully,

Rishi Dev Verma, IRS  
Assistant Director of Income-tax, Exams, HRD, CBDT.

L Ao Exams



Telephone :-23415330

Fax: 23415332

आयकर निदेशालय (परीक्षा एवं राजभाषा)

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

**DIRECTORATE OF INCOME TAX (EXAM & OL)**

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

F. No. **DE/Notification/ITO/ITI/MS/2023/ADG** | **Dated :18.07.2023**

To,

1. **All Pr. Chief Commissioners of Income Tax;**
2. **All CCsIT/Pr. CsIT/CsIT (In-charge of Examination).**

**Subject :- Notification - I for Departmental Examinations - 2023 for Ministerial Staff Examination - reg.**

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 17.07.2023 on the above subject and to communicate the following: -

**Ministerial Staff Examination - 2023**

- (a) The Departmental Examinations 2023 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-1.
- (c) Following categories will be eligible to appear in Ministerial Staff Examination 2023-
  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

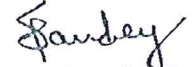
the clarification dated 18.09.2013 issued by this Directorate [Annex-II].

- (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 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) and may contact their concerned In-charge of Examination for any further details.

**Encl.:** As above.

Yours sincerely,



**(Sanjay Pandey)**

Addl. Director General (Exam)  
New Delhi

राजय पाण्डेय / Sanjay Pandey  
आयकर अपर महानिदेशक-2  
Addl. Director General of Income Tax-2  
मानव संसाधन विकास  
Human Resource Development  
केन्द्रीय प्रत्यक्ष कर बोर्ड, नई दिल्ली  
Central Board of Direct Taxes, New Delhi



**Time Table for Departmental Examination 2023 for Ministerial Staff**

S.No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session	2 <sup>nd</sup> Session
1.	<b>Monday</b> <b>04.09.2023</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>Tuesday</b> <b>05.09.2023</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 &amp;</b> Reading and Conversation <b>3:00 PM to 3:30 PM</b>
3.	<b>Friday</b> <b>08.09.2023</b>	Paper -4 Practical Test (With Books) <b>10:30 AM to 1:30 PM</b>	

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:- 23445339

:- 23415332

**आयकर निदेशालय (आयकर)**

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

**DIRECTORATE OF INCOME TAX (INCOME TAX)**5<sup>th</sup> floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001**Annex-II**

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

Date: 18.09.2013

To

All CCsIT/CsIT  
(Incharge of Examination)

Sir/Madam,

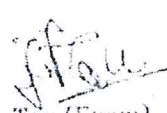
**Subject:** Request for removal of anomaly by allowing to appear in the 2013 for Ministerial Staff in r/o Stenographer selected on the basis of relaxed standard in Stenographer Gr. D Exam 2011- reg.**Ref:** This office letter F.No. DE/ Eligibility Norms/2013/DIT/1545 to 1563 dated 22.07.2013

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  
Central Board of Direct Taxes  
Department of Revenue  
Ministry of Finance  
New Delhi - 110001

T.No. DC/Delhi/Effective Date/DIT/2011/3237.

Date: 22.12.2011

To

All Cadre Controlling Chief Commissioners of Income Tax,  
All CEs (in charge of Examns) (By name)

Mamam/Sir,

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

The CBDT Instruction F. No. A-32013/3/2000-2d (I) dated 18.05.2009 whereby the date of passing the Examination was reckoned from the last date of the Examination as per 11(a) by Instruction F.No. OA-542/1995/CA1 Cutack/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. 274 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 referred to the decision of the Hon'ble Supreme Court in D.P.S.C. vs. Anaya Kumar Das & Ors. [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/ITAs Examination and by the CEs (in charge of Examination) in the case of IAS 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 a 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/CA1 Cutack/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. Deep Jaiswal  
Addl. DIT (in charge of Examns)  
New Delhi

**AMENDED DEPARTMENTAL EXAMINATION RULES FOR**  
**MINISTERIAL STAFF – 1998**  
**(Effective from 2023 Examination onwards)**

**INTRODUCTION**

These Rules may be called the Amended Departmental Examination Rules for **MINISTERIAL STAFF, 1998**. These Rules will be applicable for the Departmental Examination from the calendar year **2023 and onwards**.

These Rules may be called for the Departmental Examination for MINISTERIAL STAFF, 1998. These rules will be applicable for the Departmental Examination for Ministerial Staff to be held in 1998 and in subsequent years. The Departmental Examination for Ministerial Staff held upto 1997 will continue to be governed by the Rules for the Departmental Examination for Ministerial Staff issued under the Directorate's letter F. No. EG(20)(8)73/DIT dated 15.11.78 as amended from time to time.

**RULES - I : AUTHORITY AND PERIODICITY**

The Departmental Examination for Ministerial Staff will be held by the Directorate of Income Tax (Exam) on behalf of the Central Board of Direct Taxes, New Delhi every year in the first quarter of the financial year. The examination dates can however be changed at the discretion of the Director of Income Tax (Exam). The Director of Income Tax (Exam) shall notify the exact dates of the examination and lay down the time table well in advance of the examination.

**RULE - II : COMMISSIONER OF INCOME TAX (IN-CHARGE OF EXAMINATION)**

The Commissioner of Income Tax nominated by the Chief Commissioner of Income Tax shall be responsible for the proper conduct of the examination for Ministerial Staff in that charge. The Chief Commissioner of Income-tax shall authorise the Commissioner of Income-tax so nominated :

- (a) to receive applications from the candidates appearing in the examination in the prescribed proforma provide in Rule-XI of these Rules;
- (b) to intimate to DIT (Exam) the requirement of question papers;

- (c) to furnish all statements that have a bearing on the conduct of the examination in the form as prescribed by DIT (Exam) from time to time;
- (d) to make all arrangements for proper conduct of the examination and declaration of results thereof;
- (e) to perform such other essential functions not covered by Sub-Rules II(a) to II(d) as may be deemed necessary by DIT (Exam).

**RULE - III : ELIGIBILITY**

The following persons will be eligible to appear in the Departmental Examination for Ministerial Staff :

- a) Directly recruited Upper Division Clerks.
- b) Stenographers Gr. III, Gr. II and Gr. I
- c) Lower Division Clerks including Hindi Typists.

**RULE - IV : CHANCES PERMISSIBLE AND AGE LIMIT**

In respect of this examination, there will be (i) no restriction on the number of chances to be availed and (ii) no age limit for appearing in the examination.

**RULE - V : SUBJECTS OF THE EXAMINATION**

The examination will be held in the following subjects as per syllabus given in the Appendix :

PAPER NO.	SUBJECT	MAXIMUM MARKS
1.	Precis & Drafting	100
2.	Office Procedure (FRs, SRs, GFRs etc.) (with books)	100
3.	Office Procedure (Income-Tax) (without books)	150
4.	Practical Test (with books)	150
5.	Hindi Test	100

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**RULE - VI : PASS PERCENTAGE**

1. (a) A candidate will be declared to have passed the examination if he secures 40% marks (35% in case of **PwBD/SC/ST** candidates) in each of the Papers 1, 2 & 3 and 50% (45% in case of **PwBD/SC/ST** candidates) in Paper 4 (Practical Test – with books). **No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.**
  - (b) A candidate who secures the minimum pass marks in one or more subjects in a particular examination will be exempted from appearing in those papers in the subsequent examinations.
  - (c) If a candidate secures 45% marks (40% in case of **PwBD/SC/ST** candidates) in the aggregate of the papers at S. No. 1 to 4 but fails in only one paper (out of papers at Sl. No. 1 to 4) by not more than 5 marks he will be considered to have passed the examination in full, notwithstanding that he completes the examination piece-meal.
2. (a) The candidate secure 40% (35% in case of **PwBD/SC/ST** candidates) in Hindi test in order to qualify this paper. The marks obtained in this paper are not to be taken into account for the purpose of computing the aggregate percentage of marks as prescribed in clause 1(a) and (c) of this Rule.
  - (b) Those who have qualified in Hindi paper in the Matriculation or its equivalent or any higher examination will be exempted from passing the Hindi Tests.
  - (c) If a candidate fails to secure qualifying marks in Hindi, an entry will be made in his service book or other service records. He will, however, still be required to pass the Hindi Test subsequently.

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## RULE - VII : TREATMENT OF CANDIDATE USING UNFAIR MEANS

A candidate who is or has been found to be indulging in any one or more of the following :

- (1) Obtaining support for his candidature by any means;
- (2) Impersonating;
- (3) Procuring impersonation by any person;
- (4) Submitting fabricated documents or document which have been tampered with;
- (5) Making statements which are incorrect or false: suppressing material information;
- (6) Resorting to any other irregularity or any other improper means in connection with his or her candidature for the examination or in connection with the result of the examination;
- (7) Using unfair means in the examination hall;
- (8) Misbehaving in the examination hall in any manner;
- (9) Attempting to commit or as the case may be to abet in the commission of all or any of the acts specified in the foregoing clauses.

May in addition to rendering himself liable to criminal prosecution and disciplinary action under the appropriate rules, be liable also to any one or all of the following penalties:

- (a) to be disqualified by the Competent Authority from the examination for which he is a candidate and be declared as failed obtaining Zero marks in all the papers in which he appeared in that examination.
- (b) to be debarred either permanently or for a specified period by the Competent Authority ;
- (c) to be given an adverse entry in the Annual Confidential Report by the Controlling Officer / Reviewing Officer.

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**Explanation I :** Competent Authority shall be the Commissioner of Income Tax (In-Charge of Examination).

**Explanation II :** A candidate found in possession of any paper, book, note or any other material, the use of which is not permitted in the examination hall shall be deemed to have used unfair means in the examination hall. Candidates communicating with each other or exchanging calculators, chits, blotting papers etc. (on which something is written) shall also be treated to have used unfair means.

### **RULE – VIII : PROCEDURE FOR AWARD OF PUNISHMENT**

The Competent Authority shall issue an memorandum to the candidate requiring him to submit his explanation within 30 days (which may be extended at the discretion of the Competent Authority in appropriate cases for sufficient reasons) of the receipt of the memorandum of charges of which he/she has been found guilty.

The Competent Authority shall examine all the material available on record and after making a careful evaluation thereof, if the Competent Authority arrives at the conclusion that the allegations against candidate stand proved either wholly or partly, he shall proceed to determine the punishment to be imposed and pass appropriate order in writing.

### **RULE - IX : REVIEWING AUTHORITY**

A candidate aggrieved by the order of punishment by the Competent Authority under Rule-VIII may within 30 days of the receipt of the said order represent to the Chief Commissioner of Income Tax of the Region for a review of the punishment order. The Chief Commissioner of Income Tax shall have the power to condone the delay in filing of the review petition for a further period of 30 days.

The Chief Commissioner of Income Tax after going through the facts reported to him appraising the evidence on record and the representation of the candidates shall pass appropriate orders in writing. The order passed by the Chief



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Commissioner of Income Tax in regard to all matters connected with the imposition  
Modification or revocation of the punishment shall be final.

**RULE - X : REVALUATION & REPRESENTATIONS**

No request for revaluation of the answer books will be entertained. The request for recounting of marks may be entertained by the Commissioner of Income-tax (In-charge of Examination), if received by him within 30 days from the date of declaration of the result by him. Any representation received thereafter will not be entertained on any account.

**RULE - XI : APPLICATION FOR APPEARING IN THE EXAMINATION**

The application for appearing in the examination will be made by the candidate to the Commissioner of Income Tax (In-charge of Examination) in the annexed FORMAT DE-X immediately after the declaration of the results for the preceding year by the Chief Commissioner of Income Tax / Commissioner of Income Tax (In-charge of Examination).

**RULE - XII : CONDUCT OF EXAMINATION AND DECLARATION OF RESULT**

1. The Commissioner of Income Tax (In-charge of Examination) shall make arrangements for conducting the examination including allotment of roll numbers, distribution of question papers, prescribing the procedure in the examination hall, evaluation of the answer books and the declaration of results. He will also declare the name of the candidates who have completely qualified the examination with or without Hindi test.
2. The Commissioner of Income Tax (In-charge of Examinations) shall send the requirement of question papers to the DIT (Exam) before 31<sup>st</sup> March of the year of examination. The DIT (Exam) will supply the required number of question papers to the CCIT/CIT (In-charge of Examinations).
3. The Commissioner of Income Tax (In-charge of Examination) shall send the following to the DIT (Exam) as soon as the results are declared:
  - (a) Report on the conduct of the Examination;
  - (b) A copy of the mark-sheet with list of candidates declared successful.

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