



F.No.01/AO/DE/Correspondence/Notification/2021

Dt./दिनांक:07.09.2021

**कार्यालयज्ञापन**  
**OFFICE MEMORANDUM**

**विषय:** अधिसूचन-1, विभागीय परीक्षा -2021 – आयकर निरीक्षक एवं आयकर अधिकारी के संबंध में  
**Sub:** Notification – I for Departmental Examinations – 2021 for (i) Income Tax Officers (ITOs) and (ii) Income Tax Inspectors (ITIs) – Reg.

अधिसूचन-II, विभागीय परीक्षा -2021 – मंत्रीस्तरीय कर्मचारी परीक्षा के संबंध में।  
Notification – II for Departmental Examinations – 2021 for Ministerial Staff Examination – Reg.

**Ref:** 1) Office Memorandum No. F.N.01/AO/DE/Correspondence/Notification /2021 dated 30.06.2021 and 12.08.21 reg. Dept Exams 2021 for ITOs/ITIs and Ministerial Staff (Notification –I and Notification-II)  
2) ADG(HRD), EXAM, New Delhi letter in F.No. DE/Notification/ ITO/ITI/MS/2021/ADG/259 dated 05.08.2021  
3) ADG(HRD), EXAM, New Delhi letter in F.No. DE/Notification/ ITO/ITI/MS/2021/ADG/438 dated 02.09.2021

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The revised Notification-I and Notification II of Departmental Examinations, 2021 for ITO, ITI and Ministerial Staff issued by ADG(HRD), EXAM, Directorate of Income Tax (Exam & OL), New Delhi vide letter in F.No.DE/Notification/ITO/ITI/MS/2021/ADG/438 dated 02.09.2021 (**Ref.3**) along with **Annex-A** is forwarded herewith for information and necessary action.

In a partial modification to the Office Memorandum vide **Ref.(1)**, the Schedule of Departmental Examination 2021 for ITO/ITI and MS **stands revised** as per the **Annex-A** (Copy enclosed). Consequently, Annexure-I of both the earlier Notifications i.e, Notification-I and Notification-II gets **replaced by Annex-A** (Revised Timetable).

Further, the candidates who have not been able to apply online for any reason whatever shall fill the application form online on the website: **www.incometaxindia.gov.in** (**Those candidates who have already applied for DE 2021 need not apply again**). The candidates would be enabled to fill the online application from **20.09.2021(10.00am)** onwards. The last date for filing the online application form and the submission of print out by the candidates to the O/o CIT(Admin & TPS)(AP&TS) (Incharge of Examination), Hyd, is **24.09.2021(08.00pm)**. No application form will be accepted after this date. All other provisions as mentioned in the main body of the earlier Notifications i.e, Notification-I, F.No.DE/Notification/ITO/ITI/MS/2021/ADG/89 & Notification-II F.No.DE/ Notification/ITO/ITI/MS/2021/ADG/126 dated 24.06.2021 & 05.08.2021 and this office Memorandum **Ref.(1) & Ref.(2)** will continue to remain valid without any modification.

*(Handwritten Signature)*

(पीयूषसोनकर)/(PEEYUSH SONKAR)  
आयकरआयुक्त/Commissioner of Income Tax  
(प्र.एवंक.द.से.)परीक्षाप्रभारी,हैदराबाद  
(Admin & TPS)(Incharge of Examination)/Hyd

Encl: Annex-A

Copy to:

1. The ADG(HRD)(Exam), Directorate of Income Tax (Exam & OL), 5<sup>th</sup> floor, Mayur Bhawan, Connaught Circus, New Delhi -110001.
2. DGIT/I&CI/New Delhi
3. All the Heads of Offices in Andhra Pradesh and Telangana Regions
4. All the Sections in Pr.CCsIT, CCsIT/DGIT/Pr.CsIT/CsIT/DsIT (AP & TS Regions).
5. The Secretary, ITEF, Hyderabad.
6. The Notice Board.

to (Exam)  
CP  
6/S



Telephone :-23415330  
Fax: 23415332

**DIRECTORATE OF INCOME TAX (EXAM)**

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

**F. No. DE/Notification/ITO/ITI/MS/2021/ADG/438**

**Dated :02.09.2021**

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  
(i)Income Tax Officers (ITOs), (ii) Income Tax Inspectors (ITIs)**

**Notification-II for Departmental Examinations - 2021 for  
Ministerial Staff Examination -regarding.**

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 21.06.2021 on the above subject and to say that in partial modification of the earlier Notification-I F. No. DE/Notification/ITO/ITI/MS/2021/ADG 63 to 99 dated 24.06.2021 & Notification-II F. No. DE/Notification/ITO/ITI/MS/2021/ADG 100 to 136 dated 24.06.2021 and Notification - I & II F. No. DE/Notification/ITO/ITI/MS/2021/ADG 233 to 269 dated 05.08.2021, schedule of examination for the above categories stand revised as per the Annex 'A' to this notification.

Consequently Annexure I of both the earlier notifications i.e. Notification-I F.No. DE/Notification/ITO/ITI/MS/2021/ADG 63 to 99 dated 24.06.2021 & Notification-II F.No. DE/Notification/ITO/ITI/MS/2021/ADG 100 to 136 dated 24.06.2021 and Notification - I & II F. No. DE/Notification/ITO/ITI/MS/2021/ADG 233 to 269 dated 05.08.2021 gets replaced by Annex 'A' to this notification.

Further, the candidates who have not been able to apply online for any reason whatsoever shall fill the application form online on the website: **www.incometaxindia.gov.in** (Those candidates who have already applied for **DE 2021 need not apply again**) The candidates would be enabled to fill the online application from **20.09.2021 (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 **24.09.2021 (8:00 p.m.)**. **No application form will be accepted after this date.** All other provisions

Notification-I F. No. DE/Notification/ITO/ITI/MS/2021/ADG 63 to 99 dated 24.06.2021 & Notification-II F.No. DE/Notification/ITO/ITI/MS/2021/ADG 100 to 136 dated 24.06.2021 and Notification - I & II F. No. DE/Notification/ITO/ITI/MS/2021/ADG 233 to 269 dated 05.08.2021 will continue to remain valid without any modification.

**Encl. :** As above.

Yours sincerely,



**(Nimisha Singh)**

Addl. Director General (HRD)-2  
New Delhi  
Incharge of Examination

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

S. No.	DAY/DATE	SUBJECT &	TIME
		<b>1<sup>st</sup> Session (ITO Exam.)</b>	<b>2<sup>nd</sup> Session (ITI Exam.)</b>
1.	<b>Wednesday 20.10.2021</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>Thursday 21.10.2021</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>Friday 22.10.2021</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>Monday 25.10.2021</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 -4 Office Procedure (Without books) (Objective Type) <b>2:30 PM to 4:30 PM</b>
5.	<b>Tuesday 26.10.2021</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-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.		Paper-6	

<b>Wednesday 27.10.2021</b>	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> <b>&amp;</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>	
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**Time Table for Departmental Examination 2021 for Ministerial  
Staff**

S.No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session	2 <sup>nd</sup> Session
1.	<b>Wednesday 27.10.2021</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>Thursday 28.10.2021</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 29.10.2021</b>	Paper -4 Practical Test <b>10:30 AM to 1:30 PM</b>	