



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

Dt./दिनांक: 30.06.2021

**कार्यालय जापन**  
**OFFICE MEMORANDUM**

विषय: अधिसूचन -II, विभागीय परीक्षा -2021 – मंत्रीस्तरीय कर्मचारी परीक्षा के संबंध में।

**Sub:** Notification –II for Departmental Examinations – 2021 for Ministerial Staff Examination – Reg.

**संदर्भ:** आयकर निदेशक, दिल्ली के पत्रांक F. No .DE /2021 /Notification /ITO /ITI /MS/ADG /126 दिनांक: 24.06.2021

**Ref:** ADG(HRD) EXAM, New Delhi letter in F.No.DE/2021/Notification/ ITO/ITI/MS/ ADG/126 dated 24.06.2021

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

**Ministerial Staff Examination, 2021:**

- a. The Departmental Examination 2021 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. Following categories will be eligible to appear in Ministerial Staff Examination 2021:
  1. TA(having passed Computer Test)
  2. Steno Grade I, II
  3. Sr.TA
  4. LDC including Hindi Typist
  5. Notice Server(having passed Computer Test)
  6. Multi Tasking Staff (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 (Annexure-III).
- e. The Pr.CCsiT/CCsIT/Pr.CsIT/CsIT (Incharge of Examination) may enroll the candidates for the MS Examination as per the past practice.

The Applications from the eligible candidates should reach the **AO(Exam) Hyderabad, O/o the Pr. Chief Commissioner of Income Tax, AP & Telangana, Hyderabad by 30.07.2021 in the prescribed Proforma only 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 candidate shall fill the application form **offline** in the office of their respective Pr.CCIT/CCsIT/Pr.CsIT. The due date i.e. **30.07.2021** 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 **30.07.2021**. 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 Entrance/Admit card). **It may also be noted that the application form and Entrance/Admit Card duly filled are to be submitted on separate Sheets.**

The completed application forms (along with Entrance/Admit Card) are to be forwarded to the AO (Exams), O/o. The Pr. Chief Commissioner of Income Tax, A.P. & Telangana, Hyderabad by **30.07.2021** (in time so as to reach before the due date **30.07.2021**).

(पीयूष सोनकर)/(PEEYUSH SONKAR)

आयकर आयुक्त/Commissioner of Income Tax

(प्र.एवं क.द.से.)परीक्षा प्रभारी, हैदराबाद

(Admin & TPS)(Incharge of Examination)/Hyderabad

**Encl:** Proforma of Application, Entrance/Admit Card, Time table and Board's letters

**To:**

- 1. All the Heads of Offices in Andhra Pradesh and Telangana Regions**
- 2. All the Sections in Pr.CCIT, Andhra Pradesh & Telangana**

**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. All CCsIT/DGIT/CsIT/DsIT/in A.P and Telangana Regions.
3. The Secretary, ITEF, Hyderabad.
4. The Notice Board.



APPLICATION FORM FOR APPEARING IN DEPARTMENTAL EXAMINATION MINISTERIAL STAFF, 2021

**FOR CCsIT OFFICE USE ONLY**

Eligible/Ineligible

ROLL No allotted:

PASTE RECENT  
PHOTOGRAPH

Date:

Signature of Authorised Officer

**(To be filled by the candidate)**

1. Name & designation of the Candidate  
(Whether DR/PR/Compassionate/Sports Quota/Others) :
2. Employee code :
3. Mobile No. :
4. Whether for promotion or confirmation :
5. Date of joining in the present post :
6. Whether belongs to SC/ST :
7. CIT's Charge :
8. Date of Birth :
9. Year of passing eligibility Examination (If applicable) :
10. Roll No. allotted in 1991 or subsequent  
Examination (Candidate should mention  
Permanent Roll No.) :
11. Place of Posting :
12. 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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13. Subjects in which candidate intends  
to appear :
14. Language chosen for answering the paper  
"Accounts" ENGLISH/HINDI :
15. 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

Name of the Officer:

Designation:

Cell No:

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

**ENTRANCE/ADMIT CARD FOR MINISTERIAL STAFF OF DEPARTMENTAL EXAMS, 2021**

1. Name of the Examination :  
2. Name of the Candidate /  
Office in which working :  
3. Employee code :  
4. Date of Birth :  
5. Subjects in which appearing :

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

6. Language chosen for answering the  
paper "Accounts" ENGLISH/HINDI :  
7. Specimen signature of the Candidate :  
8. Examination Centre :  
9. Cell Phone No :  
10. Roll No. allotted in 1991 or subsequent  
Examination (Candidate should mention:  
Permanent Roll number)

AFFIX RECENT  
PASSPORT SIZE  
PHOTOGRAPH

To be attested by the  
Issuing authority.

**Roll No:** .....

**Dated:**

**SIGNATURE OF THE ISSUING AUTHORITY AND SEAL**



AO (Exam)



Telephone :-23415330  
Fax: 23415332

आयकरनिदेशालय (परीक्षा एवं राजभाषा)

5वां तल, मयूरभवन, क्नाॅटसर्कस, 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/126

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-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 communicate the following: -

**Ministerial Staff Examination 2021**

- (a) The Departmental Examinations 2021 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 2021-
  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.

Yours sincerely,



**(Ms. Nimisha Singh)**

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

**Encl. :** As above.

**Annex-I****Time Table for Departmental Examination 2021 for Ministerial Staff**

<b>S. No.</b>	<b>DAY/DATE</b>	<b>SUBJECT &amp; TIME</b>	
		<b>1<sup>st</sup> Session</b>	<b>2<sup>nd</sup> Session</b>
1.	<b>Monday 20.09.2021</b>	Paper-1 Precis& Drafting (without books ) <b>10:30 AM to 12:30 PM</b>	Paper- 2 Office Procedure (FRs,SRs,GFRsetc) (With books) <b>2:30 PM to 4:30 PM</b>
2.	<b>Tuesday 21.09.2021</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</b> & Reading and Conversation <b>3:00 PM to 3:30 PM</b>
3.	<b>Wednesday 22.09.2021</b>	Paper -4 Practical Test <b>10:30 AM to 1:30 PM</b>	

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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/2011/5884

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.



Telephone:- 23425330

Fax:- 23415332

आयकर निदेशालय (आयकर)

5वां तल, मयूर भवन, कनाउट 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/290320 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.

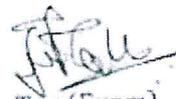
I am further directed to convey that all the candidates who have passed the requisite proficiency test in any examination conducted either by CCIT (CCA) or SSC or any prescribed agency shall be allowed to appear in the Departmental Examination.

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