

भारत सरकार
प्रधान मुख्य आयकर आयुक्त कार्यालय, हैदराबाद,
9^{थी} मंजिल, " 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
9th Floor, 'C' Block, IT Towers,
AC Guards, Hyderabad-500004,
Phone: 040-23425462
Telefax: 040-23425222

F.No.01/AO(Exams)/Notification/2017.
Dt.03.05.2017

OFFICE MEMORANDUM

Sub: Notification –II for Departmental Examinations – 2017 for
Ministerial Examination – Reg.

Ref: DIT(IT), New Delhi Ir. In F.No.DE/2017/Notification/
ADG(Exams)/245, dt.01.05.2017.

• * * *

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 2016:

- a. The Departmental Examination 2016 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 2016 –
 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)

①
वसिष्ठ
DESPATCHED

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 09.06.2017 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., **09.06.2017** 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 **09.06.2017**. 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 Incometax, A.P. & Telangana, Hyderabad by **06.06.2017** (in time so as to reach before the due date 09.06.2017).

Sd/-
(M.RAVINDRA SAI)
Commissioner of Incometax (CO)(Admin)i/c
Examination I/c, 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), 5th 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.


(P.V.L.GAYATRI)
Administrative Officer (Exams)
O/o.Pr.Chief Commissioner of Income Tax
A.P.&Telangana, Hyderabad.

✓

Time Table for Departmental Examination 2017 for Ministerial Staff

S. No.	DAY/DATE	SUBJECT & TIME	
		1 st Session	2 nd Session
1.	Tuesday 18.07.2017	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.	Wednesday 19.07.2017	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.	Thursday 20.07.2017	Paper -4 Practical Test 10:30 AM to 1:30 PM	



Telephone: 23475330

Fax: 23415332

आयकर निदेशालय (आयकर)

5वां मंज, 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/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.

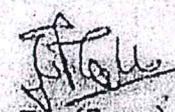
I am directed to convey that any stenographer who has been appointed provisionally in the department on relaxed standards subject to his/her attaining the prescribed standard within the stipulated period cannot be allowed to appear in the Departmental Examination for any promotion post till the time 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 CGIT (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.

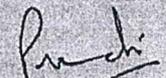
2. The modification was necessitated in the light of the decision of the Hon'ble Orissa High Court in W.P. (C) No. 224 of 2003 dated 31.10.2008 in the case of Union of India & Ors. Vs. Kishore Chandra Mohanty & Ors. In the said judgement Hon'ble Orissa High Court has also referred to the decision of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