

भारतसरकार  
प्रधानमुख्यआयकरआयुक्तकार्यालय, हैदराबाद,  
9वीं मंजिल, 'सी' ब्लॉक आयकरशिखर,  
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/DE/Correspondence/Notification/2021.

Dt./दिनांक: 12.08.2021

**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 reg. Dept Exams 2021 for ITOs/ITIs and Ministerial Staff.  
2) ADG(HRD), EXAM, New Delhi letter in F.No. DE/Notification/ITO/ITI/MS/2021/ ADG/259 dated 05.08.2021.

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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/259 dated 05.08.2021 along with Annex-A is forwarded herewith for information and necessary action.

In a partial modification to the Office Memorandum vide Ref.(1) above, the schedule of Departmental Examination 2021 for ITO/ITI and MS **stands revised** as per the **Annex-A** (Copy enclosed)

Consequently, Annexure-1 of both the earlier Notifications i.e., Notification-I and Notification-II gets **replaced by Annex-A** (Revised Timetable of Departmental Exams, 2021 for ITOs/ITIs & MS)

All other provisions as mentioned in the main body and Annexure 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 will continue to remain valid without any modification.

*Sonkar*

(पीयूष सोनकर)/(PEEYUSH SONKAR)  
आयकर आयुक्ते/Commissioner of Income Tax  
(प्र. एवं क.द.से.) परीक्षाप्रभारी, हैदराबाद  
(Admin & TPS)(Incharge of Examination)/Hyderabad

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. All the Heads of Offices in Andhra Pradesh and Telangana Regions
3. All the Sections in Pr.CCIT, Andhra Pradesh & Telangana
4. All CCsIT/DGIT/CsIT/DsIT/in A.P and Telangana Regions.
5. The Secretary, ITEF, Hyderabad.
6. The Notice Board.

AO (Exam)  
OR  
10/8



Telephone :-23415330

Fax: 23415332

**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/259 Dated :05.08.2021**

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, 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 gets replaced by Annex 'A' to this notification.

All other provisions as mentioned in the main body and annexure of 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 will continue to remain valid without any modification.

Yours sincerely,

**Encl. :As above.**

**(Nimisha Singh)**

Addl. Director General (HRD)-Exam  
New Delhi

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

S. No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session (ITO Exam.)	2 <sup>nd</sup> Session (ITI Exam.)
1.	<b>Monday 20.09.2021</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>Tuesday 21.09.2021</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>Wednesday 22.09.2021</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>Thursday 23.09.2021</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>Friday 24.09.2021</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.	<b>Monday 27.09.2021</b>	Paper-6 Examination of Accounts & Language	

		<p>Test  <b>(For Partially Qualified and Betterment candidates of Old Pattern only)</b>  <b>10:30 AM to 1:30 PM</b>  &amp;  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></p>	
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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>Monday 27.09.2021</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>Tuesday 28.09.2021</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&amp;</b> Reading and Conversation <b>3:00 PM to 3:30 PM</b>
3.	<b>Wednesday 29.09.2021</b>	Paper -4 Practical Test <b>10:30 AM to 1:30 PM</b>		