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**DIRECTORATE OF INCOME TAX (EXAM & OL)**  
5<sup>th</sup> Floor, MayurBhawan, Connaught Circus, New Delhi - 110001

**F. No. DE/Notification/ITO/ITI/MS/2022/ADG /147 to 183** Dated :19.07.2022

To,

**All Pr. Chief Commissioners of Income Tax (Cadre Controlling Authority),  
All Pr. CCsIT/CCsIT/Pr. CsIT/CsIT (In-charge of Examination)**

**Subject:- Notification for Departmental Examinations - 2022 for Ministerial Staff Examination - regarding.**

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 15.07.2022 on the above subject and to communicate the following: -

**Ministerial Staff Examination 2022**

- (a) The Departmental Examinations 2022 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) Syllabus would be the same as was applicable for 2021 Examination.
- (d) Following categories will be eligible to appear in Ministerial Staff Examination 2022-
  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(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) **w.e.f. 25.07.2022 (10 a.m.) to 19.08.2022 (6:00 p.m)** and may contact their concerned In-charge of Examination for any further details. No application form will be accepted after this date.


3. 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 form.

(b) Only one application form has to be filled by a candidate.

Yours sincerely,

**Encl. :** As above.

  
**(Rajesh Mahajan)**  
Addl. Director of Income Tax (Exam)  
New Delhi

Time Table for Departmental Examination 2022 for Ministerial Staff

S. No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session	2 <sup>nd</sup> Session
1.	<b>Monday 10.10.2022</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 11.10.2022</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 12.10.2022</b>	Paper -4 Practical Test <b>10:30 AM to 1:30 PM</b>	

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आयकर निदेशालय (आयकर)

5<sup>th</sup> फ्लोर, 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

F.No. DE/Eligibility Norms/2013/DIT/2905 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 (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.

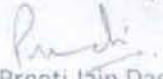
2. The modification was necessitated in the light of the decision of the Hon'ble Orissa High Court in W.P. (C) No. 224 of 2003 dated 31.10.2008 in the case of Union of India & Ors. Vs. Kishore Chandra Mohanty & Ors. In the said judgement Hon'ble Orissa High Court has also referred to the decision of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