



Telephone :-23415330

आयकर निदेशालय (मानव संसाधन विकास)
परीक्षा प्रभाग

5वां तल, मयूर भवन, कनॉट सर्कस, नई दिल्ली- 110001

DIRECTORATE OF INCOME TAX (HRD)

EXAMINATION DIVISION

5th Floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001

F. No. DE/Notification/ITO/ITI/MS/2025/ADG/651

Dated :14.05.2025

To,

1. All Pr. Chief Commissioners of Income Tax,;
2. All Pr. CCsIT/CCsIT/Pr. CsIT/CsIT (In-charge of Examination)

Subject:- Notification - I for Departmental Examinations - 2025 for Ministerial Staff Examination - reg.

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 14.05.2025 on the above subject and to communicate the following: -

Ministerial Staff Examination - 2025

- (a) The Departmental Examinations 2025 for the Ministerial Staff shall be held in accordance with the Amended Departmental Examination Rules for the Ministerial Staff 1998 (Effective from 2023 examination onwards).
- (b) The schedule of Examination is as per **Annex-I**.
- (c) Following categories will be eligible to appear in Ministerial Staff Examination 2025 -
 1. T.A.
 2. Steno Grade I, II
 3. LDC including Hindi Typist
 4. Notice server (having passed Computer Test)
 5. 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.

Encls. : As above.

Yours sincerely,


(Dr. Satyapal Singh Meena)
Addl. Director General-2 HRD
New Delhi

Annex-I**Time Table for Departmental Examination 2025 for Ministerial Staff**

S. No.	DAY/DATE	SUBJECT & TIME	
		1 st Session	2 nd Session
1.	Monday 01.09.2025	Paper-1 Precis & Drafting (Without Books) 10:30 AM to 12:30 PM	Paper- 2 Office Procedure (FRs, SRs, GFRs etc.) (With Books) 2:30 PM to 4:30 PM
2.	Tuesday 02.09.2025	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.	Wednesday 03.09.2025	Paper -4 Practical Test (With Books) 10:30 AM to 1:30 PM	

Annex - II

F- 23445330
F- 23415332



आयकर निदेशालय (आयकर)

5वां तल, 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 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), 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.

Annex-III

F.No. DE/Delhi/Effective Date/DIT/2011/3556

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.

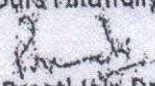
2. The modification was necessitated in the light of the decision of the Hon'ble Orissa High Court in W.P. (C) No. 224 of 2003 dated 31.10.2003 in the case of Union of India & Ors. Vs. Kishore Chandra Mohanty & Ors. In the said Judgement Hon'ble Orissa High Court has also referred to the decision of the Hon'ble Supreme Court in UPSC Vs. Ataya Kumar Das & Others [Civil Appeal No. 6295 of 2001 dated 10.09.2004]

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 CCI/CIT (In-charge 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. Preet Jain Das

Addl. DIT(Exam.) (OSD)
New Delhi.