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आयकर निदेशालय (मानव संसाधन विकास)  
परीक्षा अनुभाग

५वां तल, मयूर भवन, क्लॉट सर्कस, नईदिल्ली— 110001

**DIRECTORATE OF INCOME TAX (HRD)**  
**EXAMINATION SECTION**

5<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi – 110001

F. No. DE/Notification/ITO/ITI/MS/2024/ADG/220

**Dated :13.05.2024**

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 - 2024 for Ministerial Staff Examination - reg.**

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 09.05.2024 on the above subject and to communicate the following: -

**Ministerial Staff Examination - 2024**

- (a) The Departmental Examination- 2024 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 2024 -
  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,



**(Sumer Singh Meena)**

Addl. Director General-2 HRD  
New Delhi

सुमेर सिंह मीना / Sumer Singh Meena  
अपर अधिकारी नकाशित्रेतरक-2  
Addl. Director General of Income Tax-2  
मानव संसाधन विकास  
Human Resources Development  
केन्द्रीय प्रत्यक्ष कर बोर्ड, नई दिल्ली  
Central Board of Direct Taxes, New Delhi

**Annex-I**

**Time Table for Departmental Examination 2024 for Ministerial Staff**

<b>S.No.</b>	<b>DAY/DATE</b>	<b>SUBJECT &amp;</b>	<b>TIME</b>
		<b>1<sup>st</sup> Session</b>	<b>2<sup>nd</sup> Session</b>
1.	<b>Tuesday 27.08.2024</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>Wednesday 28.08.2024</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>Thursday 29.08.2024</b>	Paper -4 Practical Test (With Books) <b>10:30 AM to 1:30 PM</b>	

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सुमेर सिंह मीना / Sumit Singh Meena  
अधिकारी महानिदेशक-2  
Addl. Director General of Income Tax-2  
मानव संसाधन विकास  
केन्द्रीय प्रत्यक्ष कर बोर्ड, नई दिल्ली  
Central Board of Direct Taxes, New Delhi

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**आयकर निवेशालय (आयकर)**  
स्ट्रीट, मयूर भवन, कॉट सर्कित, 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/2943 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.

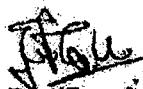
I am directed to convey that any stenographer who has been appointed provisionally in the department on relaxed standards subject to his/her attaining the prescribed standard within the stipulated period cannot be allowed to appear in the Departmental Examination for any promotion post till the time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

Annex-II

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

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 CBOT 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.

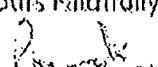
2. The modification was necessitated in the light of the decision of the Hon'ble Orissa High Court in W.P. (C) No. 224 of 2003 dated 31.10.2008 in the case of Union of India & Ors. Vs. Kishore Chandra Mohanty & Ors. In the said Judgement Hon'ble Orissa High Court has also referred to the decision of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