



सत्यमेव जयते

MOST URGENT

F.No.1/A.O.(EXAMS)/DE-NOTIFICATION/2011

Date: 11-07-2011

MEMORANDUM

Sub : Notification -I for the Departmental Examinations - 2011
Calling for applications for Ministerial Staff Exam, 2011- Regarding.

Ref: DIT(Exam), CBDT, New Delhi's in F.No.DE-2011/Notification/DIT(Exam)/
1034 to 1052, Dated: 01.07.2011

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With reference to the above, the communication received from the Director of
Income Tax (Exam) on the above subject is as under:

Ministerial Staff Examination, 2011

- (a) The Departmental Examinations 2011 for the Ministerial Staff shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998 as per the examination schedule in Annexure - 3.
- (b) As regards eligibility, the 2011 Examn. for MS shall be held on the basis of the eligibility criteria as circulated vide Directorate's Instruction F.No. EG(20)(8) Restructuring/2001/DIT/Pt.file dated 30-03-2007. A copy of the same is enclosed.

The candidates appearing for the Ministerial Staff Examination will be enrolled in accordance with the old procedure. The applications from the eligible candidates should reach the **A.O. Exams , O/o.the CCIT-I, Hyderabad, by 05.08.2011**. As per Annexure I & II.


2. 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 application 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.

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3. The Officials working in CCsIT's office should send their applications through the DCIT(H.Qrs)(Admn.), Hyderabad.

4. The due date i.e., **05.08.2011** 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 **05.08.2011**. The candidates may also ensure that the certificate is duly signed and photographs 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.**

5. The completed application forms (along with Entrance card) are to be forwarded to the A.O (Exams) , O/o.CCIT-I, Hyderabad by **05.08.2011** (in time so as to reach before the due date **05.08.2011**


(K.GNANA PRAKASH)
Commissioner of Incometax(CO)
Examination I/c, Hyderabad.

Encl : Proforma & Time Table

- To
- 1. All the Heads Office A.P. Region.
- 2. All the Sections in CCsIT/CsIT/DsIT Office, AP Region
- 3. The Joint Director of Income Tax (Exams), O/o. Director of Income tax(Incometax), 5th Floor, Mayur Bhavan, Connaught Circus, New Delhi - 110 001.
- 4. Copy to the Chief Invigilators for three centres (Hyderabad , Vizag and Vijayawada).
- 5. The Secretary, ITEF, Hyderabad.
- 6. Copy to Notice Board

GOVERNMENT OF INDIA
INCOME-TAX DEPARTMENT
CHIEF COMMISSIONER OF INCOME-TAX - I,
ANDHRA PRADESH :: HYDERABAD.

APPLICATION FORM FOR APPEARING IN DEPARTMENTAL EXAMINATION 2011
MINISTERIAL STAFF

FOR CcsIT OFFICE USE ONLY

Eligible / Ineligible

Roll No.
Allotted :

PASTE RECENT
PHOTOGRAPH

Dated initials of
Authorised Officer

Signatures of
Authorised Officer

(To be filled by the candidate)

1. Name & Designation of the Candidate :
2. Whether for promotion or confirmation :
3. Date of joining in the present post :
4. Date of Birth :
5. Whether belongs to SC/ST :
6. CIT's Charge :
7. Year of passing eligibility Examination,
if applicable :
8. Roll No. allotted in 1991 or subsequent
Examination(Candidate should mention
permanent Roll No.) :
9. Place of Posting :
10. Details of performance in the
earlier years(with marks)(Subject wise) :

Year	PAPER-I	PAPER-II	PAPER-III	PAPER-IV	PAPER-V
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11. Subjects in which candidate intends
to appear :
10. Language chosen for answering the paper
"Accounts" ENGLISH/HINDI :
13. Examination Centre CIT Charge-wise
(Change of centre will not be entertained) :

PLACE :
DATE :

SIGNATURE OF THE CANDIDATE

FOR(FORWARDING OFFICE USE ONLY)

Certified that the particulars furnished by the above applicant have been verified with reference to the relevant files & Service Register of the applicant and found to be correct.

Date:

SIGNATURE OF THE ITO/ACIT/DCIT/ADDL.CIT

Note : Candidates coming from other charges should enclose marks-list along with their

ENTRANCE CARD

1. Name of the Examination : _____
2. Name of the Candidate : _____
3. Subjects in which appearing : _____

PAPER-I	PAPER-II	PAPER-III	PAPER-IV	PAPER-V

4. Specimen signature of the Candidate : _____
5. Examination Centre : _____

AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH.

To be attested by the
Issuing Authority.

Roll No: _____

Dated: _____

SIGNATURE OF THE ISSUING
AUTHORITY AND SEAL.



फ.सं.

F.No. : EG(20)(8)Restructuring/2001/DIT/pt.file

Telephone : 23415330
Fax : 23415332

आयकर निदेशालय (आयकर और लेखा परीक्षा)
DIRECTORATE OF INCOME-TAX (INCOME-TAX & AUDIT)

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

पांचवी मंजिल, मयूर भवन, कनॉट सर्कस, नई दिल्ली-110001

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

Dated : 30-03-2007.

Sub: Eligibility norms for Departmental Examinations 2006 -

(i) Ministerial Staff (ii) ITIs & (iii) ITOs -

Instruction Regarding -

The Departmental Examination 2006 for Ministerial Staff, Inspectors of Income Tax and Income Tax Officers was held as a last chance for employees to clear their papers under the Examination Rules 1998 after a gap of about 3 years in October, 2006. The eligibility for such exams was to be determined on the basis of Eligibility Rules 1998.

The eligible cadres as per Examination Rules 1998 underwent a change after restructuring in 2001 due to change in the designations. This created some confusion as to the eligibility of post restructuring designations for various levels of examinations i.e. Ministerial Staff, ITI's and ITO's Examinations leading to representations from employees and clarifications being sought from Commissioners in charge of exams in various Cadre controlling CCs IT charges.

On the above subject a Board meeting was held on 22-03-07 wherein the following decisions were taken by the Board for compliance:

The post restructuring cadres which would now be eligible for Departmental Examinations 2006 for (i) Ministerial Staff (ii) ITIs & (iii) ITOs shall be as follows :

Ministerial Staff Examination

1. T.A (having passed Computer Test)
2. Steno Grade I, II, III
3. LDC including Hindi Typist
4. Sr. T.A

Income Tax Inspectors Examination

Post restructuring designations which are eligible are :-

1. All ITIs (for confirmation)
2. Office Superintendents
3. T.As (those having already passed Ministerial Staff Exam.)
4. Sr. T.As (those having already passed Ministerial Staff Exam.)
5. Steno Gr. III, II, I (those having already passed Ministerial Staff Exam.)

Income Tax Officers Examination

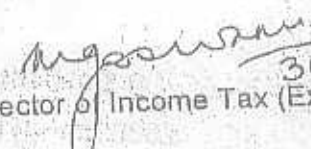
Post restructuring designations which are eligible are :-

1. ITI
2. Office Superintendent, if already passed ITI Exam.
3. Sr. T.A, if already passed ITI Exam.
4. T.A, if already passed ITI Exam.
5. Steno Gr. II & I, if already passed ITI Exam.

This notification shall not apply to adhoc employees even in eligible cadres. The above eligibility criteria is drawn from the Examination Rule 1998 by parity of designations and shall apply only to Departmental Examination 2006.

-sd-
(Dr. Poonam K Saxena)
Director of Income Tax (IT)

- Copy to: 1. All Chief Commissioners of Income Tax
2. All Director Generals of Income Tax


30/3/07
Joint Director of Income Tax (Exams)