

भारत सरकार



सत्यमेव जयते

GOVERNMENT OF INDIA

Office of the

Commissioner of Income Tax  
(Computer Operations)

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आयकर आयुक्त (कम्प्यूटर प्रचालन)

का कार्यालय

3 वीं मंजिल, 'ए' ब्लॉक,

आयकर शिखर, ए.सी. गार्ड्स,

मासब टैंक, हैदराबाद - 500 004

दूरभाष : 040-23425204

फैक्स : 040-23425212

F.No.01/A.O(EXAMS)/DE-NOTIFICATION/2011

Dated : 11-07-2011

To

All the Heads of Offices  
in A.P. Region.

Sub : Notification - I for Departmental Examinations-2011 for  
(i) Incometax Officers (ii) Incometax Inspectors  
- Requirement for application forms for the New Pattern of  
ITO's,ITI's examination, 2011 - Regarding.

Ref : DIT(Exam), CBDT, New Delhi's letter in  
Fno. DE-2011/Notification/DIT(Exam)/1034 to 1052  
Dated 01.07.2011

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With reference to the above mentioned subject, you are requested to kindly intimate the requirement of machine readable application forms for ITO's and ITI's for enrolling the candidates for the Departmental Examinations ITO's/ITI examination, 2011 by return of FAX. (FAX No's. 040-23425212 - 23240403.). As per the requirement for machine readable application forms in respect of ITO's/ITI's are being forwarded shortly.

**The last date for submission of application forms by the candidates to the under signed shall be the 29.07.2011. No application forms should be accepted after this date.**

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

Encl: Board's Lr. Dt.01.07.2011.





Directorate of Income-tax (Examination)

Central Board of Direct Taxes

5<sup>th</sup> Floor, Mayur Bhawan,

New Delhi-110001

भारत सरकार / Government of India  
वित्त मंत्रालय / Ministry of Finance  
आयकर विभाग / Income Tax Department  
-6 JUL 2011  
Oto. Chief Commissioner of Income Tax  
C Block

Dated : 01.07.2011

F.No. DE-2011/Notification/DIT(Exam)/1034 to 1052

To  
All Chief Commissioners of Income Tax (Cadre control),  
All CIT(Incharge of Examination)

**Subject : Notification-I for Departmental Examinations – 2011 for (i) Income Tax Officers, (ii) Income Tax Inspectors and (iii) Ministerial Staff –regarding.**

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 30<sup>th</sup> June 2011 on the above subject and to communicate the following :-

**ITO/ITI Examination 2011**

- (a) The Departmental Examinations 2011 for the ITOs and ITIs shall be held in accordance with the Amended Departmental Examination Rules 2009 for ITOs and ITIs respectively.
- (b) Syllabus would be the same as was applicable for 2010 Examination
- (c) As regards eligibility, the 2011 Examination for ITOs/ITIs 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 as Annexure-1
- (d) The effective date of passing the Examination shall be governed by this Directorate's Instruction F.No. OA-542/1995/CAT Cuttack/2002/DIT dt. 22.05.09 (copy enclosed as Annexure-2).
- (e) The schedule of the Examination is also being sent here with as Annexure-3.
- (f) For enrolling the candidates for ITO/ITI Examination, separate machine readable application forms for ITOs & ITIs are enclosed. The one in Merzenda colour are for ITO examinations & the one in Orange colour are for ITI examinations. Separate forms for partially qualified (PQ) candidates and betterment candidates have been printed. It is requested to verify the PQ status of the candidates from the PQ result of 2010 examination as well as their eligibility in terms of number of attempts and age before issuing these forms. Similarly betterment application forms should be issued only to those SC/ST candidates who are already fully qualified.

2. The last date for submission of application forms by the candidates before the CIT(Incharge of Examination) shall be the 29<sup>th</sup> July 2011. No application forms should be accepted after this date. Thereafter, the application forms may be sent to the Directorate by hand, through special messenger by

Addl.CIT(Admn)/DC(Admn)/DC(Misc)/DC(Infra)  
Addl.CIT(Tech)/Addl.CIT(Judl.)/AC(Inv)/AD(Pros.)  
A.D(O.L)/A.O(Exams)/A.D(Acc)/A.D(ESU)  
ITQ(Fin)/ITQ(Inv)/ITQ(Recd)/ITQ(PRC)/ITQ(PS)

प्रशासनिक अधिकारी (प्र.प्र.)  
Administrative Officer (Exams)  
- 7 JUL 2011  
Oto. CCT-1, Hyderabad, A.P.

the 5<sup>th</sup> August 2011. In no case the application forms should be dispatched so that there is no loss or mutilation of the application forms in transit. On scanning of the application forms, the roll numbers, admit cards and attendance sheets shall be sent by the Directorate.

3. Following points may be observed by the candidates while filling the application forms-
- (a) Only one copy of application form has to be filled. A photocopy of the application form may be retained as acknowledgement;
  - (b) The application number is printed on the application forms which should be retained by the candidates for future reference;
  - (c) The application forms should be handled carefully and **SHOULD NOT BE FOLDED / PUNCHED OR CRUSHED;**
  - (d) Use only blue/black ball point pen; use of pencil is strictly prohibited;
  - (e) The photograph should be pasted and not stapled;
  - (f) The candidates should carefully fill the application forms after reading the instructions;
  - (g) Detailed instructions for the guidance of the candidates are printed on the back side of the form.
4. Please ensure that the application forms are correctly filled by the candidates and duly forwarded from your side for which there is a designated space in the application form itself. Any further requirement for additional application forms may also be faxed at 011-23415332.

MS 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 examination schedule in Annexure-3
- (b) As regards eligibility, the 2011 Examination 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 as Annexure-1
- (c) The effective date of passing the Examination shall be governed by this Directorate's Instruction F.No. OA-542/1995/CAT Cuttak/2002/DIT dt. 22.05.09. A copy of the same is enclosed as Annexure-2
- (d) The CCIT/CIT(Incharge) of Examination may enrol the candidates for the MS Examination as per the past practice.

Encl. : As above.

Yours sincerely,

Sd/-  
(G.K.Maheshwari)  
Director of Income Tax (Exam)  
New Delhi

**Schedule of Examination:-** Time Table for Departmental Examination 2011 for ITO/ITI Examination.

S. No.	DAY/DATE	SUBJECT & TIME	
		1st Session (ITO Examn.)	2 <sup>nd</sup> Session (ITI Examn.)
1.	Wednesday 14.09.2011	Paper-1 Income Tax law and Computation (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-1 Income Tax law and Computation (Without books) (Objective Type) 2:30 PM to 5:30 PM
2.	Thursday 15.09.2011	Paper-2 Advanced Accountancy (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-2 Book Keeping (Without books) (Objective Type) 2:30 PM to 4:30 PM
3.	Friday 16.09.2011	Paper-3 Allied Laws (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper-3 Allied Laws (Without books) (Objective Type) 2:30 PM to 4:30 PM
4.	Monday 19.09.2011	Paper -5 Office Procedure (for partially qualified and betterment candidates of Old Pattern only) (Without books) (Objective Type) 10:30 AM to 12:30 PM	Paper -4 Office Procedure (Without books) (Objective Type) 2:30 PM to 4:30 PM
5.	Tuesday 20.09.2011	Paper-4 Income Tax & Accountancy (Combined Practical) (With I.T Act & Rules) (Subjective Type) 10:30 AM to 1:30 PM	Paper-5 Hindi (Subjective Type) 2:30 PM to 3:30 PM & Paper-6 Examination of Accounts (for partially qualified and betterment candidates of Old Pattern only) 3:30 PM to 5:30 PM
6.	Wednesday 21.9.2011	Paper-6 Examination of Accounts & language Test (for partially qualified and betterment candidates of Old Pattern only) 10:30 AM to 1:30 PM & Language Test (Hindi Translation) 2:30 PM to 3:00 PM Part -II	



	Language Test (Oral Test) 3:30 PM onwards	
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**Time Table for Departmental Examination 2011 for Ministerial Staff Examination**

S. No.	DAY/DATE	SUBJECT & TIME	
		1 <sup>st</sup> Session	2 <sup>nd</sup> Session
1.	Wednesday 21.09.2011	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.	Thursday 22.09.2011	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.	Friday 23.09.2011	Paper -4 Practical Test 10:30 AM to 1:30 PM	