



सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA  
Office Of The

प्रधान मुख्य आयकार आयुक्त, मुंबई  
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI  
अतिरिक्त आयकर आयुक्त (मुख्यालय), कार्मिक, मुंबई  
ADDITIONAL COMMISSIONER OF INCOME TAX, (HQ) PERSONNEL, MUMBAI  
3<sup>rd</sup> Floor, R No.340, Aayakar Bhavan, M. K. Road, Mumbai – 400020  
Tel: (off.) 022-22077187, 022- 22079273  
Email ID: [mumbai.dcit.hq.pers@incometax.gov.in](mailto:mumbai.dcit.hq.pers@incometax.gov.in)

No. Addl.CIT(HQ)Pers./ITO/ITI- Exam-2023 Circular/2023-24

Date : 24.07.2023

To,  
All Heads of Offices,  
Income Tax Department,  
Mumbai.

Madam/Sir,

- Sub : 1. Departmental Examination 2023 for Income Tax Officers (ITOs) and IncomeTax Inspectors (ITIs) – Submission of Forms by Eligible candidates - Reg.  
2. Requirement of online application form – Reg.

Ref : F.No.DE/Notification/ITO/ITI/MS/2023/ADG/124 Dated 18.07.2023

\*\*\*\*\*

I am directed to inform that as per Directorate of Income-tax (Exam), New Delhi's letter F.No.DE/Notification/ITO/ITI/MS/2023/ADG/124 dated 18.07.2023, the schedule of the Departmental Examination - 2023 for ITOs and ITIs is as under:

**Time Table for Departmental Examination 2023 for ITO/ITI**

Sr. No	Day/Date of Exam	SUBJECT & TIME	
		1 <sup>st</sup> Session (ITO Exam)	2 <sup>nd</sup> Session (ITI Exam)
1.	Monday 11.09.2023	<b>Paper - 1</b> Income Tax Law and Computation (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	<b>Paper – 1</b> Income Tax Law and Computation (Without Books) (Objective Type) (02:30 P.M. to 05:30 PM)
2.	Tuesday 12.09.2023	<b>Paper – 2</b> Advanced Accountancy (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	<b>Paper – 2</b> Book Keeping (Without Books) (Objective Type) (02:30 P.M. to 04:30 PM)
3.	Wednesday 13.09.2023	<b>Paper – 3</b> Allied Laws (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	<b>Paper – 3</b> Allied Laws (Without Books) (Objective Type) (02:30 P.M. to 04:30 PM)



4.	Thursday 14.09.2023	Paper – 4 Income-Tax & Accountancy (Combined Practical) * (With IT Act & Rules) (Subjective Type) (10:30 AM to 01:30 PM)	Paper – 4 Office Procedure (Without Books) (Objective Type) (02:30 PM. to 04:30 PM)
5.	Friday 15.09.2023	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 – 5 Hindi (Subjective Type) (02:30 P.M. to 03:30 PM) & Paper - 6 Examination of Accounts (For Partially Qualified and Betterment candidates of Old Pattern only) (03:30 P.M. to 05:30 PM)
6.	Saturday 16.09.2023	Paper – 6 Examination of Accounts & language Test (For Partially Qualified and Betterment candidates of Old Pattern only) (10:30 AM to 01:30 PM) & Language Test (Hindi Translation) (02:30 PM to 03:00 PM) Part - II Language Test (Oral Test) 03:30 PM onwards	

**\*Note:** The candidates are requested to bring their own bare IT Act and Rules for their use in the examination. These will **NOT** be provided by this office.

2. The rules for Departmental Examination - 2023 for ITOs and ITIs are enumerated herein below as per this year's circular:

- The Departmental Examinations 2023 for the ITOs and ITIs shall be held in **Online Mode**, in accordance with the Amended Departmental Examination Rules 2009 for ITOs and ITIs respectively.
- The Syllabus would be the same as was applicable for 2022 Examination.
- In online Mode of Departmental Examination, question papers will be displayed on screen and answers will be captured by click of button for objective papers. However, Subjective Paper (ITO Paper-IV), exam will be conducted in offline mode. As such, Paper –IV of the ITO Exam, question papers will be in physical form only, and answers will be recorded by the candidates in Paper format on answer booklets provided by the Department.



- d) As regards eligibility, the Departmental Examination-2023 for ITOs/ITIs shall be held on the basis of the eligibility criteria as circulated vide Directorate's Instruction F.No.EG (20) (2) Restructuring/2001/DIT/Pt. File dated 30.03.2007. The eligibility criteria of Steno Grade II for ITO Exam would be the same as modified by C&DT in F.No.DE 2012/Notification/DIT(Exam)/2251 dated 11.07.2012. Accordingly, only those Stenographers Grade-II are eligible to appear in ITO Examination who have completed 5 years of regular service after induction and have passed the ITI Exam.
- e) The effective date of passing the Examination shall be governed by the Directorate's Instruction F.No.DE/Delhi/Effective Date/DIT/2011/3226 dated 22.12.2011.
- f) The Amended Department Examination Rules 2009 do not place any age bar for taking ITO and ITI Examination for the new pattern candidates. As per letter No. 1203 to 1221 dated 01.07.2016, no age bar exists for partially qualified candidates of old examination. The number of chances for all categories of candidates, including SC/ST candidates availing betterment chance, is limited to ten.

### **3. Enrolment of candidates for ITOs/ITIs Exam – 2023**

The candidates shall fill the application forms online on the website: [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The candidates would be enabled to fill the online application form from **20.07.2023 (10:00 am)** onwards. The last date for filing the online application form and the submission of the print out of the same by the candidates to Pr.CCsIT/CCsIT/Pr.CsIT/CsIT (In-Charge of Examination) concerned shall be **11.08.2023 (08:00 p.m)**. **No application form will be accepted after this date.**

**The following points may be kept in mind by the 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.
- c) The previous records of the candidates will be reflected against his/her Roll No. in the application form and he/she will be given an option to raise a query, if any data is incorrect. However, his/her claim would be accepted only after verification. The candidates who are appearing for the first time would fill the information as available with them which will be accepted only after verification by the Pr.CCsIT/CCsIT/Pr.CsIT/CsIT (In-Charge of Examination) and the Directorate. Such first timers will be allotted new Roll Numbers.
- d) The candidates who are changing their category from 'PQ to Normal' or 'Normal to Betterment' will be able to do so only after verification by the Pr.CCsIT/CCsIT/Pr.CsIT/CsIT (In-Charge of Examination) and after the approval of the Directorate.
- e) Each candidate is required to upload a scanned passport size photograph and his scanned signature in jpg format in the online application form.
- f) A copy of the printout of the application form may be retained as acknowledgement.





- g) The application printout that is to be submitted should be handled carefully and **SHOULD NOT BE FOLDED/PUNCHED OR CRUSHED.**
- h) Candidates who do not submit a printout of the application form to Pr.CCsIT/CCsIT/Pr.CsIT/CsIT (In-Charge of Examination) for verification will not be permitted to appear in the examination merely on the basis of online submission of the application.
- i) The facility of 'reprint' of submitted application form has been provided to candidates.
- j) If any modification is required to be made to the uploaded photograph or signature, the candidate will have to report it to the Pr.CCsIT/CCsIT/Pr.CsIT/CsIT(In-Charge of Examination).
- k) Candidates need to ensure that application forms are correctly filled by them.
- 4.. It is further added that the candidates who have already qualified a paper/examination are **not eligible for re-appearing in that paper/examination,** except for betterment candidates who are allowed to appear in examination for bettering their scores once they have qualified the entire examination as reserved candidate.
5. As per F.No.DE-2010/Notification/DIT(IT)/Part-II dated 02.12.2010, exemption in Hindi paper is to be examined at the end of the designated Pr.CIT (In-charge of Examination) and after verifying the necessary documents, the exemption/non-exemption on the said paper will be granted to the candidate. **Hence, all candidates appearing for ITI examination and who are eligible for exemption in Hindi paper should produce proof of their exemption while submitting the hard copy of the online application.**
6. The candidate is required to submit a photocopy of his/her Identity card alongwith the hardcopy of the online application.
7. The contents of this circular may please be brought to the notice of all the candidates immediately.




  
(मुदित श्रीवास्तव, भा.रा.से.)  
(MUDIT SRIVASTAVA, I.R.S.)  
अपर आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई  
Addl. Commissioner of Income Tax (HQ)  
Personnel, Mumbai

**Copy to:** 1. The Directorate of Income Tax (Exam & OL), New Delhi.

2. Notice Board.

3. The PROs of the Income Tax Office concerned with a request to place the copy of this Circular prominently on the PRO's notice board.

  
(डॉ. आशिष अ. काटे, भा.रा.से.)  
(Dr. ASHISH A. KATE, I.R.S.)  
आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई  
Dy. Commissioner of Income Tax (HQ)  
Personnel, Mumbai

**Time Table for Departmental Examination 2023 for ITO/ITI**

Sr. No	Day/Date of Exam	SUBJECT & TIME	
		1 <sup>st</sup> Session (ITO Exam)	2 <sup>nd</sup> Session (ITI Exam)
1.	Monday 11.09.2023	<b>Paper - 1</b> Income Tax Law and Computation (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	<b>Paper – 1</b> Income Tax Law and Computation (Without Books) (Objective Type) (02:30 P.M. to 05:30 PM)
2.	Tuesday 12.09.2023	<b>Paper – 2</b> Advanced Accountancy (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	<b>Paper – 2</b> Book Keeping (Without Books) (Objective Type) (02:30 P.M. to 04:30 PM)
3.	Wednesday 13.09.2023	<b>Paper – 3</b> Allied Laws (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	<b>Paper – 3</b> Allied Laws (Without Books) (Objective Type) (02:30 P.M. to 04:30 PM)
4.	Thursday 14.09.2023	<b>Paper – 4</b> Income-Tax & Accountancy (Combined Practical) * (With IT Act & Rules) (Subjective Type) (10:30 AM to 01:30 PM)	<b>Paper – 4</b> Office Procedure (Without Books) (Objective Type) (02:30 PM. to 04:30 PM)
5.	Friday 15.09.2023	<b>Paper – 5</b> Office Procedure (for partially qualified and betterment candidates of old pattern only) (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	<b>Paper – 5</b> Hindi (Subjective Type) (02:30 P.M. to 03:30 PM) & <b>Paper - 6</b> Examination of Accounts (for partially qualified and betterment candidates of old pattern only) (03:30 P.M. to 05:30 PM)
6.	Saturday 16.09.2023	<b>Paper – 6</b> Examination of Accounts & language Test (for partially qualified and betterment candidates of old pattern only) (10:30 AM to 01:30 PM) & Language Test (Hindi Translation) (02:30 PM to 03:00 PM) Part - II Language Test (Oral Test) 03:30 PM onwards	