



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

3rd Floor, R No.340, Aayakar Bhavan, M. K. Road, Mumbai – 400020

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

Date : 27-07-2023

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

Respected Madam/Sir,

Sub : Departmental Examination 2023 for Ministerial Staff –
Submission of application forms by eligible candidates - reg.

Ref: F.No.DE/Notification/ITO/ITI/MS/2023/ADG/123 Dated 18.07.2023.

Kindly refer to the above subject.

2. I am directed to inform you that as per the notification, F. No. DE/ Notification / ITO/ ITI/ MS/ 2023/ ADG/123 dated 18.07.2023, issued by the Directorate of Income-tax (Exam & OL), New Delhi, the schedule of the Departmental Examination - 2023 for Ministerial Staff is as under:

Time Table for Departmental Examination 2023 for Ministerial Staff

Sr. No.	Day/Date of Exam	Subject & Time	
		1 st Session	2 nd Session
1.	Monday 04.09.2023	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 05.09.2023	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 08.09.2023	Paper – 4 Practical Test (With Books)* 10:30 AM to 1:30 PM	



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

3. The rules for the Departmental Examination - 2023 for Ministerial Staff are enumerated herein below as per the referred notification:

- (a) The Departmental Examinations-2023 for the Ministerial Staff shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998.
- (b) Syllabus would be the same as was applicable for 2022 Examination.
- (c) The following categories will be eligible to appear in Ministerial Staff Examination 2023:
 - i. T.A. (having passed Computer Test).
 - ii. Steno Grade I, II
 - iii. Sr. Tax Assistant
 - iv. LDC including Hindi Typist.
 - v. Notice Server (having passed Computer Test).
 - vi. Multi Tasking Staff (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 the Directorate of Income Tax (Income Tax), New Delhi.*

- (d) The effective date of passing the Examination shall be governed by the Directorate's Instruction F. No. DE / Delhi/ Effective Date/ DIT/ 2011/ 3886 dated 22/12/2011.
- (e) The candidates should take print out of the Application Form and Admit Card for the Ministerial Staff Exam 2023 annexed to this circular. **The duly filled application form along with photocopy of ID card and proof of passing Hindi Exam (at the time of matriculation or above) should be submitted in this office, Room No. 133C on or before 11.08.2023 positively. No application form will be accepted after this date under any circumstances.**

4. 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 ensuring that personal details such as name, employee code, date of birth, category mode of recruitment and date of joining tally with official records.
- (b) Only one application form has to be filled by a candidate.
- (c) The candidate is required to affix two similar **recent passport size photographs**, one to be pasted in the box meant for affixing photograph on application form and the other on Admit card. **The photograph should be clear and frontal view of the face should be visible in the photograph.**



(d) Candidates need to ensure that personal details such as name, employee code, date of birth, category, mode of recruitment and date of joining are correctly filled by them, as per the official records. If it is found that the candidate is making a false claim, his/her candidature may be cancelled.

5. The soft copy of this circular along with the application form and admit card has also been uploaded on the official website www.incometaxmumbai.gov.in under 'Departmental News' tab. The same should be used for downloading the application form.

6. You are kindly requested that the contents of this circular may please be brought to the notice of all the candidates immediately.

Encl: As above



(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 :-

- i. The Directorate of Income Tax (Exam & OL), New Delhi.
- ii. Notice Board.
- iii. The PROs of the Income Tax Offices concerned with a request to place a 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

LAST DATE FOR SUBMISSION OF FORM : 11.08.2023 (MS EXAM 2023)

**GOVERNMENT OF INDIA : MINISTRY OF FINANCE
INCOME TAX DEPARTMENT : PR.CHIEF COMMISSIONER OF INCOME TAX, MUMBAI**

**APPLICATION FORM FOR APPEARING IN THE
DEPARTMENTAL EXAMINATION FOR MINISTERIAL STAFF – 2023**

For Office Use only

Eligible/Ineligible

Roll No. Allotted

Dated Initials of
Authorized Officer

Signature of
Authorized Officer

*Affix
(Do not staple)
Your recent
passport size
photograph.
Signature to be
done across the
photograph.*

01. NAME OF THE CANDIDATE (IN BLOCK LETTERS):
{NAME TO BE MENTIONED AS IN SERVICE RECORDS ONLY}

SURNAME (if any)																				Name before marriage (To be filled by a married female only)	
NAME																					
MIDDLE NAME																					

02. DESIGNATION :

03. EMPLOYEE CODE :

04. RECRUITMENT THROUGH : SSC [] COMPASSIONATE [] SPORTS QUOTA [] OTHER []

05. EDUCATION QUALIFICATION:

06. PRESENT POSTING :

07. MOBILE NUMBER :

**08. If the present attempt is not the first attempt
Specify Year & Roll No. of last Exam given.**

Year	
Roll No.	

09. DATE OF BIRTH

DD			MM			YEAR			

10. CATEGORY: (Please tick ✓ in the Box)

(Important: In the case of SC/ST candidates,
the certificate embodied on the reverse
should necessarily be issued by the **Officer**
forwarding the Application)

SC [] ST []
OBC [] GEN []

11. SUBJECT(S) IN WHICH THE CANDIDATE WISHES TO APPEAR (Please Tick [✓])

1	PRECIS & DRAFTING		4	PRACTICAL TEST	
2	OFFICE PROCEDURE (FRs, SRs, GFRs, etc)		5	HINDI TEST**	
3	OFFICE PROCEDURE (INCOME TAX)				

**Hindi Test is optional for those who had Hindi Language as a subject in their Matriculation Examination

12. MEDIUM OF WRITING PAPER II – OFFICE PROCEDURE (WITH BOOKS): (Please Tick [✓])
Hindi [] English []

13. EXEMPTED PAPERS (PLEASE TICK [✓] FOR PAPERS PASSED IN EARLIER YEARS):

ROLL NO.	YEAR	PAPER-1 PRECIS & DRAFTING	PAPER-2 O. P (FRs, SRs, GFRs etc)	PAPER-3 O. P (INCOME TAX)	PAPER-4 PRACTICAL TEST	PAPER-5 HINDI TEST (WRITTEN)

14. DATE OF JOINING THE DEPARTMENT : _____

15. NUMBER OF CHANCES AVAILED TILL 2022 EXAMINATION: _____

16A. Have you joined the Department as MULTI TASKING STAFF : YES [] NO []
If YES, whether passed COMPUTER PROFICIENCY TEST (CPT): YES [] NO []
[If Yes, mention the month & year of passing. If No, the candidate is not eligible for writing the Exam.]
MONTH & YEAR OF PASSING CPT: _____

16B. Have you been provisionally appointed as Stenos. on relaxed standards 2010 & 2011:
YES [] NO []
If YES, whether qualified the Proficiency Test conducted by the Staff Selection Commission or CCIT (CCA) or any prescribed agency: YES [] NO []
[If Yes, mention the month & year of passing. If No, the candidate is not eligible for writing the Exam.]
MONTH & YEAR OF PASSING PROFICIENCY TEST: _____

17. WHETHER CAME ON INTERCHARGE TRANSFER FROM OTHER REGION:
YES [] NO [] IF YES, MENTION: PREV REGION: _____
DATE OF JOINING MUMBAI REGION: _____

Date:

Place:

Signature of Candidate

CERTIFICATE TO BE SIGNED BY THE HEAD OF OFFICE

Certified that the particulars furnished above have been verified and found correct.

SIGNATURE OF THE OFFICER :

NAME OF THE OFFICER :

EMPLOYEE CODE :

DESIGNATION :

WARD/OFFICE :

CERTIFICATE

Certified that Mr./Ms. _____ working as _____ in this office, belongs to SC / ST Community and this has been verified from the Caste Certificate produced before me or from other official records in this office.

OFFICE
SEAL

Signature of
Gazetted Officer:

Office Stamp:

(Note: Before submitting this form, please ensure that no column is left blank. Strike out that which is not applicable. Incomplete forms will be summarily rejected.)

ADMIT CARD 2023

1. NAME OF THE
EXAMINATION

MINISTERIAL STAFF
EXAMINATION, 2023

Affix
(Do not staple)
Your recent
passport size
photograph

2. NAME OF THE :
CANDIDATE/ OFFICE IN
WHICH WORKING

3. DESIGNATION :

4. EMPLOYEE CODE :

5. DATE OF BIRTH :

6. MOBILE NUMBER :

(To be attested by the
issuing authority)

7. SUBJECTS IN WHICH
APPEARING (Please Tick [✓])

PAPER- 1 Precis & Drafting (Without Books)	PAPER-2 Office Procedure (FRs,SRs,GFRs etc) (With Books)	PAPER-3 Office Procedure (Income Tax) (Without Books)	PAPER-4 Practical Test	PAPER-5 Hindi Test

8. LANGUAGE CHOSEN FOR
ANSWERING PAPER-2
(ENGLISH /HINDI) :

9. SPECIMEN SIGNATURE
OF THE CANDIDATE :

(NOT TO BE FILLED BY THE CANDIDATE)

EXAMINATION CENTRE :

ROLL NO. :

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DATE OF ISSUE OF
ENTRANCE CARD :

SIGNATURE OF THE ISSUING
AUTHORITY AND SEAL