



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI
3rd Floor, Aayakar Bhavan, Maharshi Karve Road, Mumbai – 400020
(022) - 22016691/22077187 / Fax: 022- 22079273/22077187
Email: mumbai.dcit.hq.pers@incometax.gov.in

No. Pr. CCIT/Mum/HQ/Personnel/Examination/Dept.Exam-2024/MS/2024- 25 /79 Date: 17.05.2024

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

Madam/Sir,

Sub : Departmental Examination 2024 for Ministerial Staff –Submission of Application Forms by eligible candidates - reg.

Ref : F.No.DE/Notification/ITO/ITI/MS/2024/ADG/220 Dated 13.05.2024

Kindly refer to the above subject.

2. I am directed to inform you that as per the Notification-I for Departmental Examination 2024 for Ministerial Staff, issued by the Examination Section, Directorate of Income-Tax (HRD), New Delhi, vide F.No. DE/ Notification/ITO/ITI/ MS/2024/ADG/220 dated 13.05.2024, the schedule of the Departmental Examination - 2024 for Ministerial Staff (hereinafter referred to as the “Examination”) is as under:

Sr. No.	Day/Date of Exam	Subject & Time	
		1 st Session	2 nd Session
1.	Tuesday 27.08.2024	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.	Wednesday 28.08.2024	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.	Thursday 29.08.2024	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 Examination, as per the notification, are enumerated herein below:

- (a) The Examination 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 the Examination held in 2023.
- (c) The following categories will be eligible to appear in Examination:
 - i. T.A. (having passed Computer Test).
 - ii. Steno Grade I and II
 - iii. LDC including Hindi Typist.
 - iv. Notice Server (having passed Computer Test).
 - v. Multi-Tasking Staff (having passed Computer Test).

*Stenographers appointed provisionally in the Department on relaxed standards subject to their 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 Application Form and Admit card for the Examination are enclosed with this circular and are available online on the website www.incometaxmumbai.gov.in. The candidates should download and print the Application Form and Admit card and fill them up.
- (f) **The duly filled Application Form and Admit Card 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 at Room No. 383 on or before 21.06.2024 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:

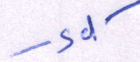
- (a) The candidates should carefully fill the application form ensuring that personal details such as Name, Employee code, Date of birth, Category, Mode of recruitment and Date of joining, tally with the official records.
- (b) Only one Application Form has to be filled by a candidate.
- (c) The candidate is required to affix two identical **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) **If it is found that the candidate is submitting incorrect information, his/her candidature may be cancelled.**

5. Applications from candidates who come under Persons with Disability (PwD) category, and who require a scribe for writing their examination, should be accompanied by a written request to the O/o Addl. CIT (HQ) Personnel, Mumbai, for providing the services of a scribe. They should also submit a copy of their Certificate of Disability indicating the percentage of disability from an authorised Medical Officer of a Government Hospital and a copy of UDID Card issued by Government of India.

6. The contents of this circular may please be brought to the notice of all the candidates immediately.

Encl: As above

Yours faithfully,



(मुदित श्रीवास्तव, भा.रा.से.)

(MUDIT SRIVASTAVA, I.R.S)

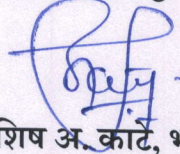
अपर आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

Addl. Commissioner of Income Tax (HQ) Personnel, Mumbai

For Pr. Chief Commissioner of Income-tax, Mumbai

Copy to:

1. The Directorate of Income Tax (HRD), Examination Section, New Delhi.
2. Notice Board.
3. The Building-in-charge of the Income Tax Office buildings, with a request to place the copy of this circular prominently on the building'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

For Pr. Chief Commissioner of Income-tax, Mumbai

Time Table for Departmental Examination 2024 for
Ministerial Staff

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**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.*

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 - 2024

For Office Use only

Eligible/Ineligible

Roll No. Allotted

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

Dated Initials of
Authorized Officer

Signature of
Authorized Officer

01. Name of the candidate (in Block Letters) (as per Service Records only)

Last Name											Name before marriage (To be filled by a married lady only)
Name											
Middle Name (if any)											

02. Designation	:	
03. Employee Code	:	
04. Recruitment through	:	SSC [] Compassionate [] Sports Quota [] Other []
05. Educational Qualifications	:	
06. Present Posting & Office Bldg	:	
07. Mobile Number	:	
08. Name-based Official Email ID	:	

09. If the present attempt is not the first attempt, then please specify the Year & Roll No. of last examination given.

Year		Roll No.	
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10. Date of Birth

DD		MM		YYYY			

11. Category: (Please Tick [√])

(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 []

12. 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

13. Medium of Writing Paper II- Office Procedure (With Books): (Please Tick [☐])

Hindi [☐]

English [☐]

14. Date of joining the Department: _____

15. For Papers passed in examinations given in earlier years (Exempted Papers):

Sr. No.	Name of Paper	Marks obtained	Year of Passing	Roll No.
1	PAPER-1: Precis & Drafting (Without Books)			
2	PAPER-2: Office Procedure (FRs, SRs, GFRs etc)			
3	PAPER-3: Office Procedure (Income Tax)			
4	PAPER-4: Practical Test			
5	PAPER-5: Hindi Test (Written & Oral)			

16. Whether belonging to Persons with Disability (PwD) Category: YES [☐] NO [☐]

(If Yes, then application for utilizing the services of scribe along with Disability Certificate mentioning the percentage of disability from an authorized Medical Officer of a Government Hospital and copy of UDID Card issued by Government of India should be submitted alongwith this form)

17A. Have you joined the Department as Multi-Tasking Staff (MTS): YES [☐] NO [☐]
If YES, whether passed Computer Proficiency Test (CPT): YES [☐] NO [☐]

(If Yes, please mention the month & year of passing: _____)

(If No, the candidate is not eligible for writing the Exam)

17B. Have you been provisionally appointed as Stenographer surplus on relaxed standards in 2010 & 2011: YES [☐] NO [☐]

If Yes, whether qualified the Proficiency Test conducted by the Staff Selection Commission or Pr.CCIT (CCA) or any prescribed agency: YES [☐] NO [☐]

(If Yes, please mention the month & year of passing: _____)

(If No, the candidate is not eligible for writing the Exam)

18. Whether joined Mumbai on Inter-charge/Loan basis transfer from another region: YES [☐] NO [☐]

If Yes,

a) Name of Previous/Parent region: _____

b) Date of joining Mumbai region: _____

c) Whether passed any paper of Ministerial Staff Exam in Previous/Parent Region YES [☐] NO [☐]

(If Yes, mention the paper number, roll number and marks obtained, and attach a complete marklist of that region along with this application form): _____

Date: _____

Place: _____

Signature of Candidate: _____

Note : Before submitting this form, please ensure the following :

1. No column is left blank
2. Strike out that which is not applicable
3. Incomplete forms will be summarily rejected.
4. All enclosures are properly attached.

CERTIFICATE TO BE SIGNED BY THE HEAD OF OFFICE

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

NAME OF THE OFFICER :

EMPLOYEE CODE :

DESIGNATION :

WARD/OFFICE :

SIGNATURE AND SEAL OF THE OFFICER:

CERTIFICATE

Certified that Mr./Ms. _____
working as _____ in this office, belongs to the 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:

PR. CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

ADMIT CARD – MINISTERIAL STAFF EXAMINATION 2024

1. Name of the candidate : _____

2. Current Posting : _____

3. Designation : _____

4. Employee code : _____

5. Date of Birth : _____

6. Mobile number : _____

7. Name-based official email ID : _____

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 (With Books)	PAPER-5 Hindi Test (Written & oral)

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