



सत्यमेव जयते

भारत सरकार/GOVERNMENT OF INDIA

कार्यालय /Office of The

प्रधान मुख्य आयकर आयुक्त, मुंबई

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

अतिरिक्त आयकर आयुक्त (मुख्यालय), कार्मिक, मुंबई

ADDL. COMMISSIONER OF INCOME TAX, (HQ) PERSONNEL, MUMBAI

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No.Pr.CCIT/MUM/Pers/ITO/ITI-Exam-2024/Circular/OnlineInstructions/2024- 25/251/ Date: 13.08.2024

: CIRCULAR :

**Subject: Instruction to candidates appearing for Departmental
Income Tax officers /Income Tax Inspectors Exam – 2024.**

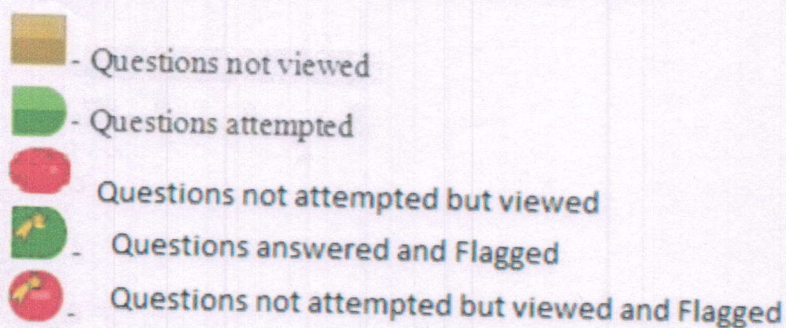
All candidates appearing for the Departmental Examination for Income Tax
Officers and Income Tax Inspectors – 2024 are hereby informed as under :-

1. The candidates shall be admitted to the Examination lab only after presenting **Admit Card** issued to them.
2. The candidates should carry **Departmental Identity Card** for verification of Identity proof. **Candidates who fail to show Departmental Identity Card will be barred from entering the Exam Hall/Lab.**
3. The reporting time of candidate is **9:00 A.M for the morning session and 1:00 P.M for the afternoon session.** The candidate shall be admitted to the Examination Hall ninety (90) minutes before the scheduled time of Examination. The instruction related to CBT(computer-based test) will be announced/read over to the candidates. The candidates will have the option to answer all the papers in English or in Hindi.
4. The candidates have to enter the Roll Numbers correctly on the computer screen as well as answer books in case of subjective papers. Failure to enter or write the correct Roll numbers, may entail loss of credit for the paper and any representation made for correcting the Roll Numbers after the examination will not be entertained.
5. **COMPUTER BASED TEST RELATED INSTRUCTIONS:**

The candidates should follow the instructions given below so that the Online Examinations may be conducted smoothly without any obstructions.

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- 5.1 Login by entering Roll No., PIN and Password. The PIN format is date of birth in format of YYYYMMDD. The password for the candidates will be announced by the Invigilator at the start of the examination.
- 5.2 The on-screen computer clock counter of every candidate will be set at the server. The countdown timer on the top right side of the computer screen will display the time remaining (in minutes) for the candidate to complete the examination. When the timer reaches zero, the examination will be auto submitted (end by itself). There will also be a bar indicating the percentage completion of the paper, below the timer.
- 5.3 The Question Palette displayed on the right side of the screen will show the status of each question using one of the following text/color codes/symbols.



The question(s) “Answered and Flagged” status for a question indicates that the candidate would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously placing it under “Flagged”. It may be noted that a candidate can return to any “Flagged” question any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section. A candidate can Flag a question even without answering it.

- 5.4 The Exam Status button will appear below the Question Palette. Candidate can click on the same and understand the status of the questions. The candidate can click on an arrow/symbol which appears to the left of question palette to collapse the question palette, thereby maximizing the question viewing window. To view the question palette again, the candidate can click on the arrow/symbol which appears on the right side of the question window.
- 5.5 **Navigating to a Question:** To navigate between questions within the Paper, the candidate needs to do the following:
- Click on the question number in the Question Palette at the right of the screen to go to that numbered question directly.
 - Click on “Next” to save the answer to a question. Clicking on “Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen
 - Click on “Flag” to mark a question for review and proceed to the next question.

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5.6 Answering a Question: Procedure for answering a multiple-choice type question:

- i. To select the option(s), click on the corresponding button(s) of the option(s)
- ii. To deselect the chosen answer, click on the button of the chosen option again or click on the "Clear Response" button
- iii. To save the answer, the candidate MUST click on the "Next" button.
- iv. To mark a question for review, click on the "Flag" button.
- v. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click on "Clear Response" to clear the previously entered answer and subsequently follow the procedure for answering that type of question.

5.7 Submission:

- i. The candidates will be informed 15 minutes before the end of the time scheduled for Examination.
- ii. The "EXAM SUBMIT" button for the paper will be activated 15 minutes before the close of the exam. If a candidate wants to submit the exam, he/she can click on the said button and submit the exam. Else the Exam will get auto submitted at the time the duration of the exam expires. However, after submission he/she will not be able to go out of the Exam Centre till the end of the examination. He/she has to remain seated in his/her allotted desk.

5.8 Evaluation:

Only those questions which are "Answered" and those which are "Answered and Flagged" will be evaluated.

5.9 List of items prohibited at the Examination Centre

1. Candidates are not allowed to carry any textual material, Scientific Calculators, DocuPen, Log Tables and Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, Bluetooth devices, pager, or any other electronic gadget/device, etc. except arithmetic calculators.
2. **Only authorized books (Bare Acts, Rules) are permitted in the examination centre and only in those Question Papers which permit their use.**
3. The candidates are prohibited from bringing any kind of electronic gadgets/device in the examination room/hall
4. If any candidate is in possession of any of the above items, he/she will be treated as using Unfair means and it will lead to cancellation of his/her candidature and also disciplinary action will be taken as per ITI/ITO Departmental Examination Rules 2009 (Amended in 2023).
5. If a candidate is found using unfair means, he/she will be debarred from appearing in the Departmental Examination. In appropriate cases, disciplinary proceedings and /or prosecution proceedings will be initiated.

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6. Tea, Coffee, Cold drinks, snacks or eatables are not allowed to be taken inside the Examination Room/Hall during examination hours.
7. Smoking, chewing gutka, spitting, etc. in the Examination Room/Hall is strictly prohibited.
8. It is clarified that only **arithmetic calculators will be allowed**.
9. Diabetic students will be allowed to carry eatables like sugar tablets/fruits (like banana /apple/orange) and transparent water bottle to the Examination Hall. However, they will not be allowed to carry packed foods like chocolates/candy/sandwiches etc.

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(गिरिधरन श्रीनिवासन)
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Copy to:

- i. All CCITs/DGITs, Pr.CIT/Pr.DITs, CITs/ADGs, Mumbai.
- ii. Notice Board.
- iii. ITO(HQ)(Systems & CPIO), Mumbai. –
with a request to publish on the Departmental Website

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