

कार्यालय
प्रधान मुख्य आयकर आयुक्त
तीसरी मंजिल, आयकर भवन,
महर्षि कर्वे मार्ग, मुंबई - 400 020

फोन: 022-22017654



Office of the
Pr. Chief Commissioner of Income tax
3rd floor, Aayakar Bhavan,
Maharshi Karve Road, Mumbai – 400 020
Email: mumbai.pccit@incometax.gov.in

No.Pr.CCIT/Mum/Personnel/Examination/Dept. Exam-2025/ITO-ITI/2025-26/8 Date : 22.05.2025

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

Madam/Sir,

- Sub :** 1. Departmental Examination 2025 for Income Tax Officers (ITOs) and
Income Tax Inspectors (ITIs) – Submission of Forms by Eligible candidates –
Reg.
2. Requirement of online application form – Reg.

Ref : F.No.DE/Notification/ITO/ITI/MS/2025/ADG/652 Dated 14.05.2025

2. I am directed to inform you that as per the Notification-II for Departmental Examination 2025 for Income Tax Officers (ITOs) Income Tax Inspectors (ITIs) issued by the Examination Section, Directorate of Income-Tax (HRD), New Delhi, vide F.No. DE/Notification/ITO/ITI/MS/2025/ADG/652 dated 14.05.2025, the schedule of the Departmental Examination - 2025 for ITOs and ITIs (hereinafter referred to as the "Examination"), is as under:

Sr. No	Day/Date of Exam	SUBJECT & TIME	
		1 st Session (ITO Exam)	2 nd Session (ITI Exam)
1.	Monday 08.09.2025	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) (02:30 P.M. to 05:30 PM)
2.	Tuesday 09.09.2025	Paper – 2 Advanced Accountancy (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	Paper – 2 Book Keeping (Without Books) (Objective Type) (02:30 P.M. to 04:30 PM)
3.	Wednesday 10.09.2025	Paper – 3 Allied Laws (Without Books) (Objective Type) (10:30 AM to 12:30 PM)	Paper – 3 Allied Laws (Without Books) (Objective Type) (02:30 P.M. to 04:30 PM)

4.	Thursday 11.09.2025	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 12.09.2025	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.	Monday 15.09.2025	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 I-T Act and Rules for their 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:

- The Examination shall be held in **Online Mode**, in accordance with the **"Amended Departmental Examination Rules 2009 (Effective from 2023 Examination onwards)**, for ITOs and ITIs respectively.
- The Syllabus would be the same as was applicable for the Examination held in 2024.
- In online Mode of Examination, question papers will be displayed on screen and answers will be captured by click of button for objective papers. However, for Subjective Paper (ITO Paper-IV), exam will be conducted in offline mode. As such, for 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.
- As regards eligibility, the Examination 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. The eligibility criteria of Steno Grade II for ITO Examination would be the same as modified by CBDT in F.No.DE 2012/Notification/DIT(Exam)/2251 dated 11.07.2012. Accordingly, only those

Stenographers Grade-II are eligible to appear in the ITO Examination who have completed 5 years of regular service after induction and have passed the ITI Examination.

- e) 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.
- f) The Amended Departmental Examination Rules 2009 do not place any age bar for taking the 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 (10).

4. Enrolment of candidates for ITOs/ITIs Exam – 2025

The candidates shall fill the Application Forms online on the website: **www.incometaxindia.gov.in**. The candidates would be able to fill the online Application Form from **23.05.2025 (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 **23.06.2025 (08:00 PM)**. **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) The candidate is required to upload a scanned passport size photograph and his scanned signature in jpg/jpeg format in the online Application Form.
- f) A copy of the printout of the Application Form may be retained as acknowledgement.
- g) The printout of the Application Form 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.**

5. 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 a candidate under reserved category.

6. 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 towards exemption while submitting the hard copy of the online Application Form.**

7. The candidate is required to submit a photocopy of his/her Identity card along with the hard copy of the online Application Form.

8. **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, requesting 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.

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

Yours faithfully,



(प्रीतमकुमार तुरेराव, भा.रा.से.)

(PREETAMKMAR TURERAO, I.R.S.)

संयुक्त आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

Joint 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.



(सौरव जैन, भा.रा.से.)

(SOURAV JAIN, I.R.S.)

आयकर उपआयुक्त (मुख्या.) कार्मिक, मुंबई

Dy. Commissioner of Income Tax (HQ) Personnel, Mumbai
For Pr. Chief Commissioner of Income-tax, Mumbai

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