

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.dcit.hq.pers@incometax.gov.in

F. No.Pr.CCIT/MUM/DC/Pers./MS Exam-2025/Admit Card/2025-26/14 Date : 18.08.2025

: **CIRCULAR** :

All candidates appearing the Departmental Examination for Ministerial Staff - 2025 are hereby informed that :

1. The **venue for the Ministerial Staff Examination - 2025** is as under :-

Income Tax Office,
Kautilya Bhavan,
G Block, Bandra Kurla Complex,
Bandra (East), Mumbai - 400 051.

2. The **Admit Cards** for **Ministerial Staff Exam - 2025** will be issued on **25.08.2025, 26.08.2025, 28.08.2025 and 29.08.2025** between **11.30 A.M. and 05.30 P.M.** in **Kaka Kalelkar Pustaklaya (OLD), Room No. 101A, on the First floor of Aayakar Bhavan, Maharshi Karve Road, Mumbai.**

3. The **set of seven books for the candidates appearing for the Ministerial Staff Exam - 2025 Paper-2 Office Procedure (FRs, SRs, GFRs, etc) (with books)** will also be issued on **25.08.2025, 26.08.2025, 28.08.2025 and 29.08.2025** between **11.30 A.M. and 05.30 P.M.** in **Kaka Kalelkar Pustaklaya (OLD), Room No. 101A, on the First floor of Aayakar Bhavan, Maharshi Karve Road, Mumbai.**

4. The books for Paper-2 will be issued to candidates in English language or Hindi language as per the language selected by them in their Application form.

5. All the candidates appearing in **Paper-2 Office Procedure (FRs, SRs, GFRs, etc)(with books)** should collect the books on the above mentioned dates and carry the same with them to the examination hall. **No books will be provided in the examination halls under any circumstances.**

6. The candidates appearing in Paper-2 Office Procedure (with books) will be required to sign an Undertaking to return the books in good condition, after completion of the examination.
7. If the books are lost, damaged or defaced in any manner, the cost of the books will be recovered from the salary of the candidate to whom the book is issued.
8. The books should be returned on Thursday 04.09.2025 or Monday 08.09.2025 between 11.30 A.M. and 05.30 P.M. only in Kaka Kalelkar Pustaklaya (OLD), Room No. 101A, on the First floor of Aayakar Bhavan, Maharshi Karve Road, Mumbai.
9. In view of the festive season in Mumbai, all candidates are requested to reach the examination venue half an hour early before the commencement of examination. No candidates will be allowed to enter the examination hall after the commencement of the examination. Candidates will be allowed to enter the examination hall half an hour before the commencement of the examination.
10. All candidates have to follow all the instructions given to them by the Chief Invigilator/Invigilators/staff on examination duty for the smooth conduction of the examination.
11. Candidates have to write only their ROLL NUMBER on the answer booklet and supplementary sheets used by them. Candidates should NOT write their names or disclose their identity in the answer booklet or supplementary sheets used by them.
12. Candidates should not leave the examination hall unless they are asked to do so by the Chief Invigilator/Invigilators/staff on examination duty.
13. All candidates appearing for the Ministerial Staff Examination – 2025 should compulsorily wear their valid Department Identity Card. Any candidate without valid Department Identity Card will not be allowed to enter the examination hall.
14. All candidates have to carry their own stationery items like Pens, Pencils, erasers, rulers for the examination.
15. Only simple arithmetic calculators will be allowed to use in Paper 4 – Practical Test.

16. 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.

17. The candidates are prohibited from bringing any kind of electronic gadgets/device in the examination hall. 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 Departmental Examination Rules for Ministerial Staff - 1998 (Amended in 2023).

18. Only authorized books (Bare Acts, Rules) are permitted in the examination hall and only for Paper 4 Practical Test. The candidates have to carry their own copy of the Bare Acts and Rules.

19. 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.

20. Tea, Coffee, Cold drinks, snacks or any type of eatables are not allowed to be taken inside the Examination Room/Hall.

21. Smoking, chewing gutka, spitting, or indulging in any unruly behaviour in the Examination Hall is strictly prohibited.

Sd/-

(सौरव जैन, भा.रा.से.)

(SOURAV JAIN, I.R.S.)

आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

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

For Pr. Chief Commissioner of Income Tax, Mumbai

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 of Mumbai region.



Amur

आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

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

For Pr. Chief Commissioner of Income Tax, Mumbai