

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



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Pr. Chief Commissioner of Income tax
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No.Pr.CCIT/Mum//HQ/Pers/DCIT/ITO/ITI-Exam-2025/Circular/2025-26/40
Online Instructions

Date 21.08.2025

: CIRCULAR :

**Subject : Instruction to candidates appearing for Departmental
Income Tax officers /Income Tax Inspectors Exam – 2025.**

All candidates appearing for the Departmental Examination for Income Tax
Officers and Income Tax Inspectors – 2025 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.**

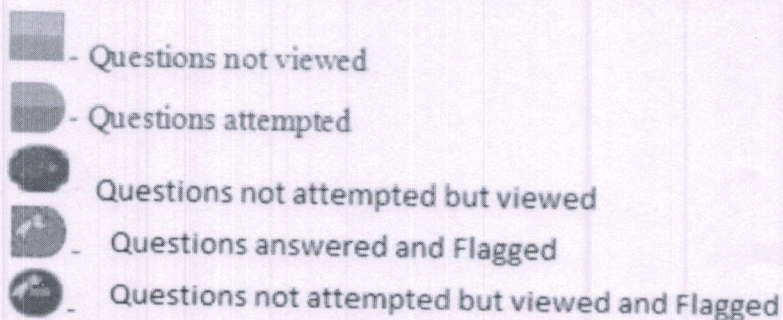
5. COMPUTER BASED TEST RELATED INSTRUCTIONS :

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

- 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.

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

- To select the option(s), click on the corresponding button(s) of the option(s)
- To deselect the chosen answer, click on the button of the chosen option again or click on the "Clear Response" button
- To save the answer, the candidate MUST click on the "Next" button.
- 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. The candidates have to carry their own copy of Income Tax Bare Acts and Rules.**
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.
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.

(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



आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

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

COMPUTER BASED TEST RELATED INSTRUCTIONS

These instructions may be affixed /written on the notice board at the examination centre for the benefit of the candidates so that Online Examination may be conducted smoothly without any obstructions. The Chief Invigilator shall be responsible to announce the following Instructions pertaining to Computer Based Examination at examination center.

- You can login by entering Roll No., PIN and Password. The PIN format is your date of birth in format of YYYYMMDD. The password for the candidate will be announced by the Invigilator at the exam start time.

आप रोल नंबर, पिन और पासवर्ड दर्ज करके लॉगइन कर सकते हैं। पिन प्रारूप आप के जन्म तिथि YYYYMMDD के प्रारूप में है। उम्मीदवार के लिए पासवर्ड की घोषणा निरीक्षक द्वारा की जाएगी।

- Once you login, please go through the instructions point wise.

एक बार लॉगइन करने के बाद, कृपया निर्देश बिंदुओं के अनुसार पढ़ें।

- After going through the instructions click the declaration and proceed by pressing next. निर्देशों को पूरा पढ़ने के बाद, घोषणा को चिह्नित करें और अगला दबा कर आगे बढ़ें।

- Please check the subject you are appearing for with other details and 'Confirm' to go to the next step. If the subject displayed does not match your applied subject, please Inform the Invigilator for resolving the problem.

कृपया अपने विषय तथा अन्य जानकारी की जांच करें जो प्रदर्शित हो रहे हैं और अगले चरण में जाने की पुष्टि करें। यदि प्रदर्शित विषय आपके लागू विषय से मेल नहीं खाता है, तो कृपया समस्या को सुलझाने के लिए अनुवीक्षक को सूचित करें।

- Once you confirm, then you will enter Into Test Screen, you will find on the left-hand side your Name, Roll No. In the centre of the Test Screen, you will find the Questions along with 4 options. On the right-hand side of the Test Screen, you will see the Question Palette. In case of any discrepancy please inform the Invigilator.

टेस्ट स्क्रीन में प्रवेश करने के बाद, बाएं हाथ में, आप अपने नाम, रोलनंबर पाएंगे। टेस्ट स्क्रीन के केंद्र में, आपको 4 (चार) विकल्पों के साथ प्रश्न मिलेगा। परीक्षण स्क्रीन के दाहिने हाथ पर आपको प्रश्न पट्टी दिखाई देगी। किसी भी विसंगति के मामले में निरीक्षक को सूचित करें।

- The questions will be displayed on the screen one at a time with their respective four options. / हर प्रश्न स्क्रीन पर चार संबंधित विकल्पों के साथ एक के बाद एक प्रदर्शित किए जाएंगे।

- A radio button is provided against each answer option for a question. Select one answer by clicking on the respective radio button /

हर एक प्रश्न के लिए प्रत्येक उत्तर विकल्प के साथ एक रेडियो बटन प्रदान किया गया है। संबंधित रेडियो बटन पर क्लिक कर के एक उत्तर चुनें।

Q. When the length of the journal is equal to the diameter of the journal, then the bearing is said to be a

- ☒ Short bearing
- ☐ Long bearing
- ☐ Medium bearing
- ☐ Square bearing

- On the Top right side of the Test Screen, you will find the following symbols:

टेस्ट स्क्रीन के ऊपर दाईं ओर, आपको निम्नलिखित प्रतीक मिलेंगे।

A+ **Zoom In**: Increase the font Size/ फ़ॉन्ट आकार बढ़ाएं

A- **Zoom Out**: Decrease the font size/ फ़ॉन्ट आकार घटाएं

- To answer a question, click on the button against the chosen option among the given four options. /

किसी प्रश्न का उत्तर देने के लिए, दिए गए चार विकल्प में से कोई भी चयन करके बटन पर क्लिक करें।

- To change your chosen answer, click on the button of another option /

अपने चुने हुए उत्तर को बदलने के लिए, दूसरे विकल्प के बटन पर क्लिक करें।

- To unselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.

चिह्नित जवाब को अचिह्नित करने के लिए चुने हुए विकल्प के बटन पर फिर से क्लिक करें या क्लियर रैस्पॉन्स पर क्लिक करें।

- Click on **Clear Response**, will clear response against that respective question only / क्लियर रैस्पॉन्स पर क्लिक करें, केवल उस संबंधित प्रश्न के उत्तर को हटा देगा।

- To save your answer, you MUST click on Next button / अपना जवाब सुनिश्चित करने के लिए, जरूरी है कि आप अगले बटन पर क्लिक करें।

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- To go to the next question / अगले प्रश्न पर जाने के लिए।
- The Flagged (Marked for Review) status for a question simply indicates that you would like to look at that question again. If a question is answered and Flagged (Marked for Review), your answer for that question will be considered in the evaluation /

किसी प्रश्न के लिए समीक्षा की स्थिति के लिए चिह्नित केवल संकेत करता है कि आप उस प्रश्न को फिर से देखना चाहेंगे। यदि एक प्रश्न का उत्तर दिया गया है और समीक्षा के लिए चिह्नित किया गया है, तो उस प्रश्न के लिए आप के उत्तर के मूल्यांकन में विचार किया जाएगा।

- Mark a reminder to attempt or review the question later / प्रश्न को पुनः देखने के लिए।
- To remove Flag from the question, click on Remove Flag, otherwise it will be considered for evaluation /
प्रश्न की समीक्षा के लिए चिह्नित हटाने के लिए, अनमार्क को क्लिक करें, अन्यथा इस को मूल्यांकन के लिए विचार किया जाएगा।

- Unmark the reminder to attempt or review the question later / बाद में प्रश्न का प्रयास करने या उसकी समीक्षा करने के लिए अनुस्मारक को अचिह्नित करें
- The Question Palette displayed on the right side of the Test Screen will show the status of each question using one of the following symbols:

परीक्षण स्क्रीन के दाहिनी तरफ प्रदर्शित किया जाने वाला प्रश्न पैलेट, निम्न प्रश्नों में से किसी एक का उपयोग करके प्रत्येक प्रश्न की स्थिति देखी जा सकती है:

-  - Questions not viewed
-  - Questions attempted
-  - Questions not attempted but viewed
-  - Question answered and Mark for Review
-  - Questions not attempted but viewed and Mark for Reviewed.

- The countdown timer in the top right corner of the Test Screen will display the remaining time available for you to complete the Test. When the timer reaches zero, the test will end automatically.

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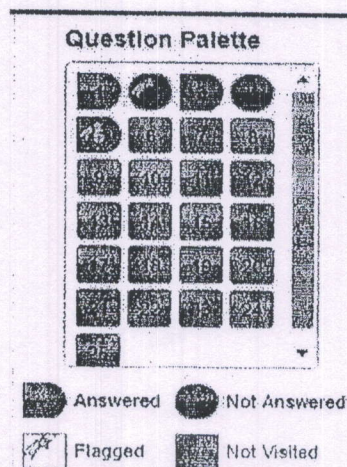
टेस्ट स्क्रीन के शीर्ष दाएं कोने में उलटी गिनती टाइमर आपके टेस्ट पूरा करने के लिए उपलब्ध समयसीमा प्रदर्शित करेगा। जब टाइमर शून्य तक पहुंच जाता है, तो स्वचालित रूप से परीक्षा समाप्त हो जाएगी।

- Question Palette on the right-hand side of the Test Screen is meant for randomly choosing the question for answering.

टेस्ट स्क्रीन के दाहिने हाथ पर प्रश्न पैलेट आक्रमितदंग से प्रश्न का चयन करने के लिए है।

- Click on the Question number In the Question Palette to go to the question directly. Note that using this option does NOT save your answer to the current question. /

यदि आवश्यक हुआ तो सीधे प्रश्न पर जाने के लिए प्रश्न पैलेट में प्रश्न संख्या पर क्लिक करें। ध्यान दें कि इस विकल्प का उपयोग करने से आपके वर्तमान प्रश्न का उत्तर सहेजा नहीं जाता है, जब तक आप वर्तमान प्रश्न के लिए अगला बटन नहीं दबाते हैं।



- Note that ONLY Questions for which answers are saved or Flagged (marked for review) after answering will be considered for evaluation. /

ध्यान दें कि केवल उन्ही प्रश्नों का जिसका उत्तर दिया गया है और उत्तर देने के बाद समीक्षा के लिए चिह्नित मूल्यांकन के लिए विचार किया जाएगा।

- The un-attempted questions will not be awarded any marks in the evaluation / अनुत्तरित प्रश्नों को कोई अंक नहीं दिया जाएगा।

- You can visit to any question anytime during the test as per your convenience only during the time stipulated / परीक्षण के दौरान आप किसी भी समय अपनी सुविधा के अनुसार निर्धारित प्रश्न पर जा सकते हैं।

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- Click on Exam Status to view the summary of the Test / टेस्ट का सारांश देखने के लिए परीक्षा की स्थिति पर क्लिक करें।

Exam Status

- Clicking on End Exam button will submit the entire test. You will not be able to revisit the test again or the test will auto submit once the test duration is completed.
एंड परीक्षा बटन पर क्लिक करने से पूरी परीक्षा खत्म हो जाएगी। आप परीक्षण फिर से दोबारा नहीं कर पाएंगे या परीक्षण की अवधि पूरी होने के बाद परीक्षण स्वतः जमा कर देगा।
- To submit all the answers after completing the test / परीक्षण पूरा करने के बाद उत्तर सबमिट करने के लिए।

End Exam

Sup