

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./Dept. ITO-ITI Exam-2026/2026-27/186 Date : 16.06.2026

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

Madam/Sir,

**Sub : Departmental Examination 2026 for Income Tax Officers (ITOs),  
Income Tax Inspectors (ITIs) and Ministerial Staff (MS) Circular – reg.**

**Ref : 1. F.No.DE/Notification/ITO/ITI/MS/2026/ADG/54 Dated – 05.06.2026**

- 2. Departmental Examination Rules for Income Tax Officers - 2026.**
- 3. Departmental Examination Rules for Income Tax Inspectors - 2026.**
- 4. Departmental Examination Rules for Ministerial Staff - 2026.**  
**(Effective from 2026 examination onwards)**

Kindly refer to the above.

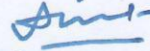
2. Please find enclosed herewith the above referred notification F.No.DE/Notification/ITO/ITI/MS/2026/ADG/54 dated 05.06.2026 containing instructions for eligible candidates to appear for the Departmental Examination for Income Tax Officers, Income Tax Inspector and Ministerial Staff – 2026.
3. All eligible candidates of ITO, ITI and MS examination are requested to go through the enclosed notification carefully and also the respective new examination rules and fill the application form as per the instructions mentioned in the notification.
4. Due to the changes in the examination rules, the candidates are further instructed as under :
  - a. In view of the changes in the examination papers, candidates must ensure the exact corresponding paper/s they have to appear before filling the online application form.
  - b. It is mandatory to submit a hard copy of the duly filled online examination application form.
  - c. The hard copy of the application form should be submitted to O/o Jt. CIT (HQ) Personnel, Exam Cell, in Room No.142C, 1<sup>st</sup> Floor, Aayakar Bhavan, Mumbai – 400 020.

- d. **Hard copies of the online application must be printed on one side in A4 size paper only.**
- e. Hard copy of the duly filled online examination form must be signed by the **Head of the section** in which the candidate is posted. The name and designation stamp and seal of the signing authority should be clearly visible. Signature should be obtained in the box earmarked for the same.
- f. Candidates must **upload** their **latest photograph**. The face of the candidate should be clearly visible and only **front facing** latest photograph must be uploaded in the application form.
- g. The application **printout** that is to be submitted must be handled carefully and **should not be folded/punched or crushed**.
- h. Candidates must come **personally** to submit the hard copy of the examination form as any discrepancy can be sorted out immediately.
- i. Valid Department Identity card should be of the designation filled in the online examination form.
- j. Photo copy of both sides viz front and back side of **VALID Income Tax Department Identity Card** should be submitted along with the examination form.
- k. Candidates applying for the **ITO and ITI examinations** must provide proof of passing their respective prerequisite cadre examinations. A copy of the passed **ITI examination** result is required for **ITO applicants**, while a copy of the passed **MS examination** result must accompany applications for the **ITI examination**.
- l. Candidates applying for MS examination must submit **proof of the exempt papers**.
- m. Candidates applying for MS examination must submit **proof of CPT passed** if applicable.
- n. All candidates appearing for ITI examination and MS examination, who are eligible for exemption in **Hindi paper**, must produce **proof towards exemption** while submitting the hard copy of the online Application Form.
- o. Applications from candidates who come under Persons with Benchmark Disability (PwBD) must submit a copy of their Disability certificate indicating the **percentage of disability from an authorized Medical Officer of a Government Hospital and a copy of UDID card issued by the Government of India**.
- p. Candidates coming under PwBD category who require a scribe for writing their examination, must request for the same by submitting an application along with the hard copy of the online application form. Application must be addressed to the O/o Jt.CIT (HQ) Personnel, Mumbai, requesting for providing the services of a scribe.
- q. **Syllabus for ITO, ITI and MS examination is already enclosed in the new examination rules uploaded by the Directorate of Income Tax (HRD) Examination Division, New Delhi.**
- r. **To avoid rejection, candidates are advised to ensure that all forms are fully completed and filled out strictly according to the instructions.**
- s. Time Table for ITO, ITI and MS examination - 2026 is enclosed with the circular.

- t. The submission of online examination forms for ITO, ITI and MS Examination – 2026 will start from 01.07.2026 (10:00 A.M. onwards). The last date for online submission of forms is 21.07.2026 (08:00 P.M.)
- u. The last date for submission of hard copy along with enclosures is 24.07.2026 (06:00 P.M.).

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

Yours faithfully,



(अभिषेक थरवाल, भा.रा.से.)

(ABHISHEK THARWAL, I.R.S.)

संयुक्त आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

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

Encl : As Above.

- Copy to :** 1. The Directorate of Income Tax (HRD), Examination Division, 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.

(रूपेश जनार्दनराव शेवळे, भा.रा.से.)

(RUPESH JANARDANRAO SHEVALE, I.R.S.)

आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

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

### Schedule of Examination

#### Time Table for Departmental Examination 2026 for Ministerial Staff

| S.No. | DAY/DATE                        | SUBJECT &                                                                                                                                       | TIME                                                                                            |
|-------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|       |                                 | 1 <sup>st</sup> Session                                                                                                                         | 2 <sup>nd</sup> Session                                                                         |
| 1.    | <b>Monday<br/>28.09.2026</b>    | Paper-I<br>Income Tax Law and<br>Taxpayer Services<br>(Objective) (With books –<br>Bare Acts and Rules Only)<br><br><b>10:30 AM to 12:30 PM</b> |                                                                                                 |
| 2.    | <b>Tuesday<br/>29.09.2026</b>   | Paper-II<br>Income Tax Computation<br>(Objective) (with Books-<br>Bare Acts and Rules Only)<br><br><b>10:30 AM to 12:30 PM</b>                  |                                                                                                 |
| 3.    | <b>Wednesday<br/>30.09.2026</b> | Paper-III<br>Office Procedure<br>(Objective) (with Books)<br><br><b>10:30 AM to 12:30 PM</b>                                                    |                                                                                                 |
| 4.    | <b>Thursday<br/>01.10.2026</b>  | Paper-IV<br>IT Applications<br>& Operations<br>(Objective) (without books)<br><br><b>10:30 AM to 12:30 PM</b>                                   | Paper – V<br>Rajbhasha Hindi<br>(Subjective) (without books)<br><br><b>02:30 PM to 04:30 PM</b> |

## Schedule of Examination

### Time Table for Departmental Examination 2026 for ITO & ITI

| S.No. | DAY/DATE                        | SUBJECT & TIME                                                                                                                                                |                                                                                                                                                           |
|-------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                 | 1 <sup>st</sup> Session<br>(ITO Exam.)                                                                                                                        | 2 <sup>nd</sup> Session<br>(ITI Exam.)                                                                                                                    |
| 1.    | <b>Monday<br/>05.10.2026</b>    | Paper - I<br>Income Tax Law and Taxpayer Services<br>(Objective type with books – Bare Acts and Rules Only)<br><br><b>10:30 AM to 12:30 PM</b>                | Paper - I<br>Income Tax Law, Computation & Taxpayer Services<br>(Objective type with books – Bare Acts and Rules Only)<br><br><b>02:30 PM to 04:30 PM</b> |
| 2.    | <b>Tuesday<br/>06.10.2026</b>   | Paper - II<br>Advance Accountancy<br>(Objective type without books)<br><br><b>10:30 AM to 12:30 PM</b>                                                        | Paper - II<br>Accountancy & Book Keeping<br>(Objective type without books)<br><br><b>02:30 PM to 04:30 PM</b>                                             |
| 3.    | <b>Wednesday<br/>07.10.2026</b> | Paper - III<br>Allied Laws and Office Administration<br>(Objective type with books – Bare Acts and FR, SR, GFR Rules etc.)<br><br><b>10:30 AM to 12:30 PM</b> | Paper - III<br>Allied Laws and Office Procedure<br>(Objective type with books – Bare Acts and FR, SR, GFR Rules etc.)<br><br><b>02:30 PM to 04:30 PM</b>  |
| 4.    | <b>Thursday<br/>08.10.2026</b>  | Paper – IV<br>Computation of Income and Drafting<br>(Subjective type with books -IT Act & Rules)<br><br><b>10:30 AM to 01:30 PM</b>                           | Paper – IV<br>IT Applications & Operations<br>(Without Books)<br><br><b>03:00 PM to 05:00 PM</b>                                                          |
| 5.    | <b>Friday<br/>09.10.2026</b>    | Paper – V<br>IT Applications & Operations<br>(Objective type without Books)<br><br><b>10:30 AM to 12:30 PM</b>                                                | Paper - V<br>Rajbhasha Hindi<br>(Subjective type without Books)<br><br><b>02:30 PM to 04:30 PM</b>                                                        |