



Directorate of Income-Tax (IT)
Central Board of Direct Taxes
5th Floor, Mayur Bhawan
New Delhi-110001

o/c

F.No. DE-2016/Notification/ADG(Exams)/ 504 to 540

Dated : 12.05.2016

To
All Pr. Chief Commissioners of Income Tax,
All Pr. CsIT/CsIT(In-charge of Examination)

Subject : Notification-II for Departmental Examinations – 2016 for Ministerial Examination – 2016 regarding.

Madam/Sir,

I am directed to refer to CBDT decision in file of even number dated 11.05.2016 on the above subject and to communicate the following: -

MS Examination 2016

- (a) The Departmental Examinations 2016 for the Ministerial Staff shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998.
(b) The schedule of Examination is as per Annex-1.
(c) Following categories will be eligible to appear in Ministerial Staff Examination 2016 -

1. T.A. (having passed Computer Test)
2. Steno Grade I, II
3. LDC including Hindi Typist
4. Sr. T.A.
5. Multi Tasking Staff (having passed skill test).
6. Notice Server

Stenographers appointed provisionally in the department on relaxed standards subject to his/ her attaining the prescribed standard within the stipulated period are **Not eligible** as per the clarification dated 18-09-2013 issued by this Directorate [Annex-2].

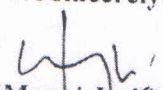
- (d) The effective date of passing the Examination shall be governed by this Directorate's Instruction F.No.DE/Delhi/Effective Date/DIT/2011/3886 dated 22.12.2011.[Annex-3].
(e) The Pr. CCsIT/Pr. CsIT/CsIT (In-charge of Examination) may enroll the candidates for the MS Examination as per the past practice.

2. The candidate shall fill the application form offline in the office of their respective Pr. CCsIT/Pr. CsIT/CsIT (In-charge of Examination) and may contact their concerned In-charge of Examination for any further details.

Encl. : As above.

LS Smead
S/Manu
12/5/16

Yours sincerely,


(Manoj Joshi)
ADG (Exam.)
New Delhi

Time Table for Departmental Examination 2016 for Ministerial Staff

S. No.	DAY/DATE	SUBJECT & TIME	
		1 st Session	2 nd Session
1.	Tuesday 26.07.2016	Paper-1 Precis & Drafting (without books) 10:30 AM to 12:30 PM	PAPER – 2 Office procedure (FRs,SRs,GFRsetc) (With books) 2:30 PM to 4:30 PM
2.	Wednesday 27.07.2016	PAPER – 3 Office procedure (Income Tax) (Without books) 10:30 AM to 1:00 PM	Paper – 5 Hindi Test (Written) 2:00 PM to 3:00 PM & Reading and Conversation 3:00 PM to 3:30 PM
3.	Thursday 28.07.2016	Paper -4 Practical Test 10:30 AM to 1:30 PM	
