

**MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF DIRECT TAXES
DEPARTMENTAL EXAMINATION RULES FOR MINISTERIAL STAFF - 2026
(Effective from 2026 Examination onwards)**

SHORT TITLE AND COMMENCEMENT

These Rules may be called the **Departmental Examination Rules for MINISTERIAL STAFF, 2026**. These Rules will be applicable for the Departmental Examination from the **calendar year 2026** and onwards.

RULE I: DEFINITIONS

In these Rules, unless the context otherwise requires

1. **Authority** for Departmental Examination for Ministerial Staff means Directorate of Income Tax, HRD on behalf of the Central Board of Direct Taxes, New Delhi.
2. **Betterment Chance** means further chance(s) allowed to SC/ST/PwBD candidates under these Rules for attaining the pass marks prescribed under these Rules for the General candidates for passing the individual papers and qualifying the examination on own merit.
3. **Competent Authority** means the Addl. Director General of Income-tax-2, HRD.
4. **New Pattern Examination** means the examinations held under the Departmental Examination Rules for Ministerial Staff, 2026 as amended from time to time.
5. **Old Pattern Examination** means the examination(s) held under the Departmental Examination Rules for Ministerial Staff, 1998 as amended from time to time.
6. **Partially qualified candidate** means a candidate who is yet to qualify three or less papers (except Rajbhasha Hindi) of the Old Pattern of examination Rules, 1998.
7. **Periodicity of the examination** means examination shall ordinarily be held once in a year, preferably in the first half of the calendar year. This is, however, subject to change at the discretion of the Directorate of Income Tax, HRD. The Directorate of Income Tax, HRD will notify the exact dates of examination and fix the timetable, well in advance of the examination.
8. **Reviewing Authority** means the Pr. Director General of Income-tax, HRD, New Delhi.

RULE II: IN-CHARGE OF EXAMINATION

A Pr. Commissioner / Commissioner of Income Tax nominated as the In-charge of Examination by the Pr. Chief Commissioner of Income Tax of shall be responsible for proper conduct of the Departmental Examination for Ministerial Staff in that Region/Charge. The Pr. Chief Commissioner of Income Tax shall authorize the Pr. Commissioner/ Commissioner of Income Tax so nominated for performing duties such as:

1. to receive applications in the prescribed proforma from the candidates appearing for the examination;

2. to scan, verify, and attest/certify the application forms of the candidates of their respective regions (in Roll Number/ Registration Number Wise), and to forward the same to the Directorate of Income Tax, HRD in electronic mode within the notified period, in the manner and time prescribed under Rule XIII and Rule XIV of these Rules;
3. to make necessary arrangements for sending the answer sheets to the Directorate of Income Tax, HRD, for the subjective paper;
4. to furnish all statements that have a bearing on conduct of the examination in the form as prescribed by the Directorate of Income Tax, HRD from time to time;
5. to make all arrangements for proper conduct of the examination and declaration of results thereof, prescribing the procedure in the Examination Hall, etc., and
6. to perform such other essential functions not covered by Sub-Rules II(1) to II(5) as may be deemed necessary by the Directorate of Income Tax, HRD.

RULE III: ELIGIBILITY

Eligibility of candidates to appear in the Departmental Examination for Ministerial Staff shall be as under:

1. Directly recruited Office Superintendent (for confirmation)
2. Tax Assistant (TA) (for promotion)
3. Multi-Tasking Staff (MTS), Notice Server (NS) and Lower Division Clerk (LDC) who have qualified Data Entry Skill Test (for promotion)
4. Stenographer Grade I and II (for eligibility to appear in ITI Exam)

Provided that such SC/ST/PwBD candidates, who have fully qualified under the old pattern or new pattern examination in the past with relaxed standards, shall also be eligible to take the examination for betterment of their results subject to the ceiling on the number of chances stipulated in Rule IV below.

This eligibility is for the limited purpose of allowing the Old Pattern candidates the concession of passing the unqualified paper(s) of the Old Pattern, and shall lapse as soon as they reach the chance ceiling stipulated below in Rule IV.

RULE IV: CHANCES PERMISSIBLE AND AGE LIMIT

1. A candidate shall be permitted a maximum of 10 chances to qualify the examination.
2. In calculation of maximum number of chances, the chances availed by the candidates prior to the 2026 Examination shall not be considered.
3. In the calculation of maximum number of chances actually availed by the candidate, the chances for which he/she is allowed to appear in the examination shall be taken into account irrespective of the fact whether the candidate takes the examination or not. Once a candidate has been permitted to appear in the examination, withdrawal of candidature shall not be allowed.
4. There shall be no bar on the age limit for appearing in the Departmental Examination
5. The candidates who have already qualified a paper/examination are not eligible for re-appearing in that paper/ examination, except for SC/ST/PwBD candidates who are allowed to appear in the examination for betterment of their marks, after qualifying the entire examination.

RULE V: BETTERMENT CHANCE FOR SC/ST/PwBD CANDIDATES

1. The SC/ST/PwBD candidates, who have fully qualified the Departmental Examination either under the Old Pattern or under the New Pattern with relaxed standards, shall be allowed further chance(s) to take the examination for improvement/betterment of the result in the respective paper(s), subject to the overall ceiling of ten chances stipulated in Rule IV.
2. Candidates who have not fully qualified the examination are not eligible to avail betterment chance for improvement of the results of individual paper(s).
3. The SC/ST/PwBD candidates who have qualified with relaxed standards in the Old Pattern, shall be permitted to take the corresponding matching paper(s) only as per matching schedule given below in Rule VI(2).
4. Candidates who have already qualified under general standard and got exemption for particular paper(s) as per Departmental Examination Rule for Ministerial Staff, 1998, shall be exempted from appearing in betterment examination for that particular paper(s) and for remaining paper(s), they need to pass as per the qualifying marks for the Departmental Examination Rules-2026.

RULE VI: SYSTEM OF THE EXAMINATION**1. PAPERS OF THE EXAMINATION**

The examination will be held in the following papers for New Pattern candidates, including New Pattern SC/ST/PwBD candidates availing the betterment chance, as per the syllabus given in Annexure-I.

Paper No.	Paper	Maximum Marks	Duration
1	Paper-I: Income Tax Law and Taxpayer Services (Objective) (With books - Bare Acts and Rules Only)	100	2 Hours
2	Paper-II: Income Tax Computation (Objective) (With books - Bare Acts and Rules Only)	100	2 Hours
3	Paper-III: Office Procedure (Objective) (With books)	100	2 Hours
4	Paper-IV: IT Applications & Operations (Objective) (Without Books)	100	2 Hours
5.	Paper-V: Rajbhasha Hindi (Subjective) (Without Books)	100	2 Hours

- a) Paper-I to Paper-IV shall consist of 100 marks MCQs each to be attempted in 2 hrs. Paper V (Rajbhasha Hindi) shall be subjective type of 100 Marks. The detailed syllabus of all papers is as per Annexure-I.
- b) Those who have qualified in Hindi paper in the matriculation or its equivalent or any higher Examination, will be exempt from passing the Rajbhasha Hindi paper in this Examination. In addition to above, the candidates who have passed the "Pragya" examination of Central Hindi

Teaching Institute or Hindi Teaching Scheme may also be exempt from passing examination in Rajbhasha Hindi subject to verification and certification by the In-Charge of Examination.

- c) 1/4th mark shall be deducted for every incorrect answer for the objective type papers.
- d) No scientific calculator, mobile phone or any other electronic gadget is permitted to be taken into the examination hall; however, arithmetic calculator is permitted.
- e) A candidate who has qualified any of the papers as per the Amended Departmental Examination Rules for Ministerial Staff, 1998, is exempt from appearing for the corresponding paper(s) under the new pattern as per matching schedule specified under Rule VI(2).

f) Provisions for persons with benchmark disabilities (PwBD):

- i. The Persons with Benchmark Disabilities (PwBD) in the categories of blindness, locomotor disability (both arms affected – BA) and cerebral palsy need to be provided the facility of scribe, if desired by the person. In case of other category of Persons with Benchmark Disabilities as defined under section 2(r) of the RPwD Act, 2016, the facility of scribe shall be allowed to such candidates on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write the examination on his/her behalf. The certificate is to be issued by the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution in the prescribed proforma.
- ii. The candidate has the discretion of opting for his own scribe or requesting the Examination In-charge for the same. In latter instances, candidates should be allowed to meet the scribe two days before the examination so that the candidate gets a chance to check and verify whether the scribe is suitable or not.
- iii. In case the Examination In-charge provides the scribe/reader, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, qualification of the scribe/reader shall be matriculate or above.
- iv. In case the candidate is allowed to bring his own scribe, qualification of the scribe should be one step below the qualification of the candidate taking the examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II, (as per **Annexure -II**)
- v. There should also be flexibility in accommodating any change in scribe/reader in case of emergency. The candidates should also be allowed to take different scribe/reader for writing different papers. However, there can be only one scribe per paper.
- vi. Candidates will be allowed to use aids and assistive devices such as prosthetics & orthotics, hearing aid as mentioned in para 2 of the certificate issued by the medical authority as per APPENDIX-I (as per **Annexure -III**).
- vii. Compensatory time of not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe.

2. For partially qualified Old Pattern candidates/Betterment chance candidates of Old Pattern

The paper matching schedule shall be as under:

S. No.	Unqualified Paper of Old Pattern (Subjective papers)	Matching Paper(s) to be taken by the candidates in the New Pattern	Type	Max. Marks
1.	Paper-3 Office Procedure (Income-Tax) (without books)	Paper-I: Income Tax Law and Taxpayer Services (Objective) (With books -Bare Acts and Rules Only)	Objective	100
2.	Paper-4 Practical Test (with books)	Paper-II: Income Tax Computation (Objective) (With books - Bare Acts and Rules Only)	Objective	100
3.	Paper-2 Office Procedure (FRs, SRs, GFRs etc.) (with books)	Paper-III: Office Procedure (With books)	Objective	100
4.	Paper-1 Precis & Drafting	Paper-IV: IT Applications & Operations	Objective	100
5.	Hindi Test	Paper-V: Rajbhasha Hindi (Without Books)	Subjective	100

- a) Partially qualified candidates shall be required to qualify the newly introduced Paper IV also, in order to pass the examination.
- b) If a candidate is partially qualified under the pattern of examination prescribed under the Examination Rules, 1998, he/she shall be required to opt for the matching paper as specified in Rule VI(2) of the new Examination Rules, 2026, to pass the examination. He/she shall also be required to pass the newly inserted Paper IV in order to pass the examination.

RULE VII: PASS PERCENTAGE

1. A candidate will be declared to have completely passed the Departmental Examination for Ministerial Staff if he/she secures a minimum of 50% marks (45% in case of SC/ST/PwBD candidates) in each of the papers. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.
2. A candidate who has secured 50% (45% in case of SC/ST/PwBD candidates) or more marks in one or more papers in a particular examination will be exempted from appearing in that paper or those papers in the subsequent examination(s).
3. Candidates who have partially qualified one or more papers as per old examination pattern as per Departmental Examination Rules, 1998, shall be exempt from appearing in these papers and shall be treated as qualified as per the Old Pattern (either in general or relaxed standard).
4. The Candidates who have partially qualified one or more papers under the Old Pattern of the Examination Rules, 1998 shall be treated as having qualified the examination, provided they qualify the remaining paper(s) in accordance with the new Departmental Examination Rules, 2026

i.e., by securing 50% marks (45% for SC/ST/PwBD candidates).

5. Rajbhasha Hindi paper can be passed at any time. The pass marks in this paper would be 50% (45% in the case of PwBD/SC/ST candidate). On passing this paper, an entry will be made in the service record of the candidate.
6. Marks in any paper being a fraction like $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ shall be rounded off to the nearest whole number i.e. $39\frac{1}{4}$ shall be rounded off to 39; $39\frac{1}{2}$ & $39\frac{3}{4}$ shall be rounded off to 40.

RULE VIII: GRACE MARKS

The grace marks policy was introduced with the purpose of enabling marginally failing candidates to pass the examination. A candidate may be allowed a maximum of five grace marks in the following manner:

1. For the purposes of obtaining exemption from re-appearance in individual papers, a maximum of two marks per paper shall be allowed as grace marks.
2. Where a candidate is fully qualifying the examination in a year, the whole of five grace marks may be allowed in one paper, subject to the condition that no grace marks have been availed in any paper in the same or previous examination in obtaining exemption from reappearing in any paper of that examination.
3. Where a candidate has already availed grace marks in the past in qualifying individual paper(s) in the same or previous examination, the grace marks already availed shall be reduced from the maximum permissible five grace marks and the balance, if any, shall be allowed to the candidate.

RULE IX: TREATMENT OF CANDIDATE USING UNFAIR MEANS

A candidate who is, or has been, found to be indulging in any one or more of the following, shall be treated as using unfair means in the departmental examinations:

1. Obtaining or attempting to obtain, directly or indirectly, any assistance, recommendation, influence, pressure, favour, or intervention from any person or authority, outside the scope of the applicable examination rules, for gaining an undue advantage in the departmental examination process;
2. Impersonating;
3. Procuring impersonation by any person;
4. Submitting fabricated document or documents which have been tampered with;
5. Making statements regarding candidature/ qualification/ qualification of the scribe (if availed)/any other which are incorrect or false, and suppressing material information;
6. Resorting to any other irregularity or any other improper means in connection with his or her candidature for the examination, or in connection with the result of the Examination;
7. Found to be in possession of any paper, book, note or any other material, the use of which is not permitted in the examination hall (as prescribed by the Exam Division);
8. Communicating with other candidates or exchanging calculators, chits, blotting papers etc. (on which something is written);
9. Tampering with the Information Technology system provided for examination purposes;

10. Carrying any unauthorized electronic gadgets including mobile phones, smart watches or bluetooth devices, scientific calculators, etc.;
11. Misbehaving in the examination hall in any manner;
12. Attempting to commit, or as the case may be, to abet in the commission of all or any of the act specified in the foregoing clauses;
13. Stealthily or forcibly taking, or attempting to take, the answer sheet out of examination hall, and
14. Use or attempted use of AI assist/Generative AI application/undisclosed LLM access/voice-relay through scribes.

A candidate who is, or has been, found to be indulging in any one or more of the abovementioned unfair means may, in addition to rendering himself/herself liable to criminal prosecution and disciplinary action under the appropriate rules, be liable to any one or more of the following penalties:

1. to be disqualified by the Competent Authority from the examination for which he/she is a candidate, and be declared failed obtaining zero marks in all the papers in which he/she appeared in that Examination.
2. to be debarred from appearing in the Departmental Examinations either permanently or for a specified period as deemed fit by the Competent Authority.
3. to be given adverse entry in the Annual Appraisal Report along-with initiation of Disciplinary Action under CCS (Conduct) Rules. Action under this Clause to be taken only after finalization of proceedings by the Competent Authority under Rule X and by the Reviewing Authority under Rule XI, if a review petition is filed by the candidate.

RULE X: PROCEDURE FOR AWARD OF PUNISHMENT

1. The Competent Authority shall issue a memorandum to the candidate requiring him/her to submit his/her explanation within 30 days (which may be extended by the Competent Authority for further 30 days in exceptional cases) of the receipt of the memorandum of charges.
2. The Competent Authority shall call for a comprehensive report from the In-charge of Examination, supported with all the relevant evidence / material including certified digital logs of the respective system/device in respect of use of unfair means by the candidate.
3. The Competent Authority shall examine the report received from the In-charge of Examination, along with all relevant evidence and material on record, and may conduct any enquiry as deemed fit. After such examination and enquiry, the Competent Authority shall arrive at a conclusion regarding the allegation. If the allegation against the candidate is found proved, either wholly or partly, the Competent Authority shall determine the punishment to be imposed and pass an appropriate order in writing. If the allegation is not proved, the Competent Authority shall pass a reasoned order in writing.

RULE XI: REVIEWING AUTHORITY

1. A candidate aggrieved by the order of punishment under Rule X by the Competent Authority may, within 30 days of receipt of the said order, represent to the Pr. Director General of Income-tax, HRD, New Delhi for review of the punishment order. The Pr. Director General of Income-tax, HRD, New

Delhi shall have the powers to condone the delay in filing of the review petition for a further period of 30 days from the date of receipt of the said order of punishment by the candidate.

2. The Pr. Director General of Income-tax, HRD, New Delhi, after going through the facts reported to him/her, appraising the evidence on record and the representation of the candidate, shall pass appropriate order in writing. The order passed by the Pr. Director General of Income-tax, HRD, in respect to all matters connected with the imposition, modification or revocation of the punishment, shall be final.

RULE XII: REVALUATION & REPRESENTATION

1. No request shall be entertained under any circumstances for revaluation or re-totaling of the answer scripts for objective type papers.
2. In order to make the examination system transparent, the Question Paper, Provisional Answer Key(s) and Recorded Response of the candidates will be hosted on the departmental website “incometaxindia.gov.in”
3. Candidates may submit representations, if any, regarding the provisional answer key(s) through the online representation window on the departmental web site “incometaxindia.gov.in”. The window will remain open for seven days from the date of activation of the window, and no representations shall be accepted after the stipulated period in any other mode.
4. The representations received shall be examined by the Expert Committee constituted by Directorate of Income Tax, HRD.
5. The decision of the Expert Committee shall be final and no representation shall be entertained in this regard. The provisional answer keys will be finalized on the basis of decision of Expert Committee, and final result will be declared accordingly and published on the departmental website.
6. The request for re-totaling/recounting of marks will, however, be entertained for the subjective type paper, if a representation is submitted by the candidate to the In-charge of Examination within 45 days from the date of issue of the result by the Directorate of Income Tax, HRD or within 30 days of the declaration of the result by the concerned In-charge of the Examination, whichever is earlier.

For this purpose, the date of uploading of result on the departmental web site “incometaxindia.gov.in” shall be taken to be the date of issue of result by the Directorate of Income Tax, HRD.

RULE XIII: APPLICATION FOR APPEARING IN THE EXAMINATION

1. The application for appearing in the examination will be made by the candidate to the In-charge of Examination in whose region or charge he/she is posted at the time of applying for the examination. The application shall be made in the prescribed format as and when called for, only after the declaration of the results for the preceding year by the In-charge of Examination.
2. Application received after the last date notified for this purpose shall be summarily rejected without assigning any reason, and no correspondence in this regard shall be entertained.

3. No request for change of examination centre shall be entertained unless the same is due to transfer of the candidate subsequent to submission of the application form or on administrative reasons, as deemed fit by the Competent Authority.
4. In the event of transfer of the candidate subsequent to submission of application, the candidate shall forward a copy of the previous application form along with the transfer order, through the In-charge of Examination in the new charge, to the Directorate of Income Tax, HRD.
5. All candidates are required to retain a photocopy of the application form submitted by them.

RULE XIV: LISTS/ STATEMENTS TO BE SENT BY THE IN-CHARGE OF EXAMINATION

The In-charge of Examination shall send the following lists of statements to the Directorate of Income Tax, HRD:

1.	Application forms verified and attested by the In-Charge of Examination	Within 30 days of the last date of submission of application form by the candidates.
2.	Seating plan and verified attendance sheet	Very next day after examination, dispatched through speed post
3.	List "B" of the candidates allowed to appear as per permission granted by the In-charge of Examination including the Roll Nos. allotted to the candidate and the exemption marks obtained by them in different papers in earlier years' examinations, in the prescribed proforma. The absentees in the examination in any particular paper(s) must be marked 'A' in red ink.	Within 15 days of the conclusion of examination.

RULE XV: CONDUCT OF EXAMINATION AND DECLARATION OF RESULT

1. Result of the examination will be compiled in the Directorate of Income Tax, HRD and communicated to the In-charge of Examination under intimation to concerned Pr. Chief Commissioner of Income tax. The In-charge of Examination will announce the same to the candidates showing the marks in each paper. The In-charge of Examination will declare the names of the candidates who have passed the examination fully, and send the list of fully successful candidates to the Directorate of Income Tax, HRD within 15 days of declaration of the results.
2. Delay in conduct of Examination or declaration of the results shall not give rise to any rightful claim to the applicants for being considered for promotion for vacancies of the year by deeming them eligible as on 1st of January of the relevant vacancy year irrespective of when the Examination is held and when the results are declared.
3. No relaxation, whatsoever, would be given to any category of employees on account of delay in conducting Examination or declaring the results thereof.

ANNEXURE-I

Syllabus of Ministerial Staff
PAPER I – Income Tax Law and Taxpayer Services
(Objective with Books – Bare Acts and Rules Only)

Duration: 2 Hours**Max. Marks: 100****(The paper shall consist of multiple-choice questions carrying 100 marks in total)**

1. Income Tax Act, 1961/Income Tax Act, 2025 as amended from time to time, along with relevant Rules, along with practical application of the Act and Rules with special emphasis on following chapters:

Name of Chapter	IT Act, 2025	IT Act, 1961
Basis of Charge	Chapter II	Chapter II
Incomes Which do not Form Part of Total Income	Chapter III	Chapter III
Computation of Total Income	Chapter IV	Chapter IV
Income of Other Person Included in Total Income of Assessee	Chapter V	Chapter V
Aggregation of Income	Chapter VI	Chapter VI
Set Off or Carry Forward and Set Off of Losses	Chapter VII	Chapter VI
Deduction to be Made in Computing Total Income	Chapter VIII	Chapter VIA
Rebates and Relief	Chapter IX	Chapter VIII
Determination of Tax in Special Cases	Chapter XIII	Chapter XII
Return of Income	Chapter XV	Chapter XIV

2. Income Tax Procedures, Appeals, and Compliance Management
- a) Monetary limit and time limit for filing of appeals and for Application before competent authorities for grant of condonation of delay in filing of return
 - b) Maintenance of Income tax records, filing and period of retention
 - c) Monthly and quarterly reports
 - d) Central Action Plan
3. Taxpayer Services and Digital Service Delivery:
- a) Taxpayers Charter and service delivery standards
 - b) Practical Applications in Taxpayer Services;
 - i. Personalized Communication
 - ii. Digital Platforms

- iii. Proactive Service Delivery- TRACES, 26AS, e-PAN, Prefilled ITR, ASK, SEVOTTAM,
- c) Grievance Redressal Systems in Taxpayer Services: CPGRAM, E-nivaran



Syllabus of Ministerial Staff
PAPER II - Income Tax Computation
(Objective Type with Books – Bare Acts and Rules Only)

Duration: 2 Hours

Max. Marks: 100

(The paper shall consist of multiple-choice questions carrying 100 marks in total)

The paper shall consist of tests designed to assess the accuracy of tax calculations across various heads of income, including depreciation, interest and in-depth knowledge of Income-tax office procedures. Topics covered are as follows:

1. Computation of Income of an assessee under various heads of Income, the total income and tax payable thereon as per Income tax Act, 2025/Income tax Act, 1961
2. Computation of set off and carry forward of losses
3. Calculation of exemptions and deductions
4. Calculation of advance tax, tax deductible at source, self-assessment tax
5. Computation of tax for Individual, Firm & LLP and Companies
6. Calculation of interests as per Income tax Act, 2025/Income tax Act, 1961
7. Computation of depreciation - Straight Line Method and Written Down Value Method
8. Computation of demand and refund consequent to passing of assessment order, penalty order, reassessment order, rectification order & order giving effect (OGE)
9. Rates of tax applicable to various classes of assessees

INCOME TAX DEPARTMENT

Syllabus of Ministerial Staff
PAPER III–Office Procedure
(Objective Type with Books – FR, SR, GFR, etc.)

Duration: 2 hours

Max. Marks: 100

(The paper shall consist of multiple-choice questions carrying 100 marks in total)

1. Fundamental Rules:
 - a) Definitions
 - b) General conditions and service
 - c) Pay
 - d) Leave including LTC & HTC
 - e) Joining Time
2. Supplementary Rules:
 - a) Medical Certificate of Fitness on first entry into Government Service
 - b) Travelling Allowances
 - c) Records of service
 - d) Amount of joining time admissible
 - e) Revised Leave Rules
3. CCS (CCA) Rules, 1965
4. CCS Conduct Rules, 1964
5. CCS Leave Rules, 1972
6. CCS Pension Rules, 2021
7. Delegation of Financial Power Rules, 2024
8. General Financial Rules, 2017
9. Manual of Office Procedure (Vol I, II, and III)
10. POSH Act (Protection of women from Sexual Harassment Act, 2013)
11. The Rights of Persons with Disabilities (RPwD) Act, 2016
12. Handling public procurement via GeM, and contract management

Syllabus of Ministerial Staff
PAPER IV - IT Applications & Operations
(Objective Type without books)

Duration: 2 hours

Max. Marks: 100

(The paper shall consist of multiple-choice questions carrying 100 marks in total)

Questions will be based on IT applications and operations in the department. It will test the functional capability of the candidate for core work of the department.

1. ITBA Applications Modules:

- a) Brief introduction to ITBA Portal
- b) ITR processing
- c) Rectification
- d) Recovery
- e) Audit
- f) Faceless Appeal, Appeal Register and CSR
- g) Order Giving Effect
- h) Penalty
- i) e-Nivaran
- j) PAN and TAN- (View / Update NRI Status details, Event Marking, Initiate Deletion / e-duplication / Restoration, Transfer / Create Transfer Order, Bulk Transfer)
- k) TDS
- l) Common Functions
- m) MIS-REPORT generation of all the modules
- n) Email & Video Conferencing (VC)

2. HRMS in ITBA

- a) Role of HRMS in ITBA
- b) User roles and access levels
- c) Role-based access control
- d) Compliance & HR rules

3. Insight application module

- a) Introduction of Insight Portal

- b) Data Handling in Insight Application
- c) Process Flow of Insight Portal
- d) E-verification
- e) Third Party Reporting

4. **ITD Information Security policy 2020**



Syllabus of Ministerial Staff
PAPER – V Rajbhasha Hindi
(Subjective Type without books)

Duration: 2 hours

Max. Marks: 100

PART A: Short Translation from Hindi to English [Marks: 20]

(Translation of short and simple passages or sentences from Hindi to English)

PART B: Short Translation from English to Hindi [Marks: 20]

(Translation of short and simple passages or sentences from English to Hindi)

PART C: Simple Reading Comprehension [Marks: 20]

(Comprehension based questions on short official passage, office order, notice, letter and memorandum)

PART D: General Official and Departmental Work-Related Hindi [Marks: 20]

(General questions on commonly used official terminology, choosing the appropriate English meaning of a Hindi word, choosing the appropriate Hindi equivalent of an English word, and identifying the correct usage of official and departmental sentences in Hindi and English)

PART E: Brief Official Writing [Marks: 20]

(Assessment of candidate's ability to write short official formats in simple Hindi)

ANNEXURE-II

APPENDIX-II

(Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.)

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the Centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

ANNEXURE-III

APPENDIX-I

(Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.)

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitations which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive devices such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic /PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date: