

**Paper I : Income Tax Law & Computation**

**(Objective Type without books)**

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**Duration : 3 hours**

**Max. Marks : 150**  
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**(150 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

**(A) Income Tax**

**[140 Marks]**

Income Tax Act, 1961 as amended from time to time along with relevant Rules, with an indepth understanding of the following chapters:

- a. Chapter VI -
- b. Chapter XIII -
- c. Chapter XVII - Read with 2<sup>nd</sup> and 3<sup>rd</sup> schedules.
- d. Chapter XXI

The paper will also contain objective type questions on practical application of Income Tax Act in dealing with assessments like total assessable income, calculation of taxes etc. The paper will also test knowledge of candidates regarding work relating to enquiry and surveys, tax evasion petitions, prosecutions, investigations and collection of information for CIB detailed in the Manual of Office Procedure, being some of function of Inspectors of Income Tax.

**(B) Wealth Tax**

**[10 Marks]**

Wealth Tax Act, 1957, as amended from time to time along with relevant Rules.

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**Paper II : BOOK – KEEPNG  
(Objective Type without books)**

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**Duration : 2 hours**

**Max. Marks : 100**  
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**(100 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

1. Fundamentals:
  - i. Definition of Accounting
  - ii. Functions of Accounting
  - iii. Necessity of Accounting
2. Accounting Principles
  - i. Concepts & Conventions
  - ii. Cash and Mercantile Systems
3. Fundamentals of Double Entry System – General Principles.
4. Accounting Cycle or Process – Journalisation and Ledgerisation. Recording transaction in subsidiary books – Posting of Ledger
5. Accounting of Bank transactions, bill transactions, preparation of bank reconciliation statements.
6. Capital and Revenue expenditure, receipts and payments and income and expenditure accounts
7. Preparation of Trial Balance, Errors disclosed by Trial Balance and errors not disclosed by Trial Balance – rectification of errors
8. Preparation of final accounts i.e. manufacturing, trading and profit and loss accounts and balance sheet.

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**Books Recommended**

1. Financial Accounting : R.L. Gupta  
V.K. Gupta  
(Sultan Chand & Sons)
2. Advance Accounts : M.C. Shukla  
T.S. Grewal  
(S. Chand & Company Ltd.)

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**PAPER – III : ALLIED LAWS**

**(Objective type without books)**

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**Duration : 2 hours**

**Max. Marks : 100**  
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**(100 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

1. **Transfer of Property Act**

Chapter-II (Ss. 5 to 11,44 to 53A)

Chapter-III,

Chapter-IV (Ss. 58,59A,69,73,100, 102, 103)

Chapter-V (Ss. 105 to 108)

Chapter-VII

Chapter VIII (Sec. 130)

2. Indian Registration Act 1908 (XVI of 1908)

Sections 16, 17, 18, 40 to 47 and 60.

3. Court fees Act, 1870 (VII of 1870)

Chapter III A – Sections 19-G, 19-H & 19-I.

4. Indian Stamp Act, 1889 (IIA of 1889)

Chapter I – Sections 2 clauses (10), (12), (14), (15), (21), (23) and (24).

5. Indian Succession Act, 1925 (XXXIX of 1925)

Part I – Definitions – Section 2.

Part II – Domicile –Section 4, 11, 14 and 19.

Part V – Intestate Succession –

Chapter I – Section 29-30.

Chapter II – Section 32, 33 and 34.

Part VI – Testamentary Succession –

Chapter – I – Sec. 57-58

Chapter – II – Sec. 59-62

Chapter – III – Sec. 63-64

Chapter – V - Sec. 67, 69 and 70

Chapter X – Sec. 124-125

Chapter – XXIII – Sec. 191

Part VIII – Sections 211-216

Part IX – Chapter I

Chapter IV – Sec. 273, 276, 278, 291, 294 & 297

Chapter V – Sec. 302, 304

Chapter VI

Chapter VII

Part X – Sec. 372, 373

Allied Laws contd. on next page

SYLLABUS FOR INCOME TAX INSPECTORS EXAMINATION AS PER NEW DE RULES 2009

6. Indian Trusts Act :

- Chapter I – Sec. 3
- Chapter II – Sec. 4-6
- Chapter III – Sec. 11, 19, 20, 20A and 23
- Chapter VI – Sec. 58, 64 and 67
- Chapter VIII – Sec. 78
- Chapter IX – Sec. 81, 85 and 88

7. Hindu Law : Mullah's Hindu Law

- Chapter XVIII – (Gifts)
- Chapter XIX – (Wills)
- Chapter XII – Co-parceners and Co-parcenary property – Mitakshara Law

8. Civil Procedure Code

- (a) Order V – Issue and service of summons
- (b) Order XVI – Summoning & attendance of witnesses
- (c) Sec. 60 to 63 read with order XXI
- (d) Order XIX – Affidavits
- (e) Order XXVI - Commissions - Rules 1 to 18 only
- (f) Order XLVII – Review

9. Right to Information Act

Section – 2,3,4,6,7,8,9,10,11

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**Paper IV : Office Procedure (Income-tax)**  
**(Objective Type without books)**

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**Duration : 2 hours**

**Max. Marks : 100**  
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**(100 multiple choice questions of one marks each ; ¼ mark to be deducted for every incorrect attempt)**

- (i) Registers prescribed for an Income Tax Office, their use purposes.
- (ii) Procedure regarding issue of notices, including summons, under different sections of the Income Tax Act, 1961
- (iii) In-depth understanding of procedures of collection and Recovery of Taxes under the Income Tax Act, 1961
- (iv) Procedure regarding granting of refunds.
- (v) Periodical statistical reports.
- (vi) Expenditure and Revenue Budget.
- (vii) In-depth understanding of procedures of search & seizure & survey under the Income Tax Act.
- (viii) Procedure regarding A appeals and Revision.
- (ix) Internal Audit & Revenue Audit.
- (x) Central action plan & scrutiny guidelines issued by the CBDT from time to time relevant to the financial year immediately preceding the financial year in which the examination is being conducted.
- (xi) Procedure for reopening assessments under the Income Tax Act. And Wealth Tax Act.
- (xii) Time limitations for finalization if assessments and penalty proceedings under the Income Tax Act and wealth Act.
- (xiii) Procedure regarding write-off of Taxes.

**(100 Marks)**

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**Paper No. V : HINDI**

**(Subjective type )**

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**Duration : 1 hours**

**Max. Marks : 50**

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This will consist of Translation of a set passage of 500 words from English to Hindi.

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