

INCOME TAX OFFICE (DEPARTMENTAL EXAMINATION)
STEPS FOR REGISTRATION

STEP 1: REGISTRATION FORM (PAGE 1)

SELECT APPLYING FOR EXAMINATION: **ITI** (or) **ITO**

- ENTER ROLL NUMBER
- ENTER EMPLOYEE CODE
- ENTER CANDIDATE NAME
- ENTER DATE OF BIRTH
- ENTER EMAIL-ID
- ENTER MOBILE NUMBER
- ENTER GENDER
- ENTER CATEGORY

- CLICK ON CHECKBOX
- CLICK ON 'SAVE & NEXT'

NOTE DOWN YOUR LOGIN ID AND PASSWORD & RELOGIN AGAIN TO CHANGE YOUR PASSWORD.

STEP 2:

- SELECT ELIGIBLE DESIGNATION
- SELECT SUBJECT (FROM DROPDOWN)
- SELECT EXAM CENTRE & SUB CENTRE PREFERENCES

STEP 2(A):

- SELECT EARLIER APPEARED AS: (OLD PATTERN/NEW PATTERN)

- OLD ROLL NO. (WILL APPEAR AUTOMATICALLY)
- DEPARTMENT FOR (WILL APPEAR AUTOMATICALLY)
- NO. OF PREVIOUS ATTEMPT (WILL APPEAR AUTOMATICALLY)

STEP 2(B):

- 'IS HINDI EXEMPTED.' (SELECT FROM DROPDOWN)
- YOU ARE A BETTERMENT CANDIDATE. (SELECT FROM DROPDOWN)

STEP 3: UPLOAD PHOTOGRAPH & SIGNATURE

- **CLICK ON CHOOSE FILE, SELECT FILE FROM FOLDER AND UPLOAD**
NOTE: PHOTO & SIGNATURE WILL SHOULD BE IN .JPG UPTO 100KB)
- CHECK THE PREVIEW OF PHOTO & SIGNATURE AND CLICK ON SAVE & NEXT
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STEP 4: FORM PREVIEW

- CHECK EACH & EVERY DETAILS IN FORM PREVIEW
- SUBMIT THE APPLICATION FORM