



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, INDIRECT
TAXES AND NARCOTICS [NACIN]
1st to 3rd Floors, Plot No: 3/86-E, ATC STREET,
Ambattur Industrial Estate,
(Near AMBIT IT Park), Chennai-600058.
Telephone No: 26250157 / 26250159
Fax No: 26250156 / 26250155
e-mail: nacin.chennai@gov.in

C.No. I/04/04/2019

Date: 21.06.2019

To
All Chief Commissioners of Customs
All Chief Commissioners of Central Excise & GST,
All Director Generals
All Additional Director Generals
All Commissioners of Customs
All Commissioners of Central Excise & GST

Sir/Madam,

Sub: Departmental Examination for promotion of Tax Assistants (TA) to Executive Assistants (EA) in Customs and Central Tax Department to be held in the month of **September, 2019**-Regarding.

The Departmental Examination for promotion of Tax Assistants (TA) to Executive Assistants (EA) in Customs and Central Tax Department will be conducted from **16th to 18th September 2019**. The Syllabus of the Examination is given in Annexure I.

2 The examination will have three (3) papers and the Schedule of the Examination is as under:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST & Customs Procedures (with books)	3 hours	16.09.2019 (Monday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	17.09.2019 (Tuesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	18.09.2019 (Wednesday)	10.00 hrs. to 13.00 hrs.	40/100

2. The concerned Cadre Controlling Authority (CCA) shall conduct the Paper – II Computer Application Practical Examination as per the guidelines below:

- a) The theory examination in Computer Application will be conducted from 10.00 hrs to 12.00 hrs. on 17.09.2019. The practical examination is for one hour duration i.e. from 12.00 hrs. to 13.00 hrs. on 17.09.2019 (Tuesday) immediately after the theory examination.
- b) Out of the maximum marks of 100 for Computer Application, the practical examination carries 50 marks.
- c) The Practical examination may be conducted at the respective Commissionerates on the basis of the question paper issued from this office under the supervision of Joint Commissioner/ Additional Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the Officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level for procuring sufficient number of computers, printers etc. for smooth conduct of the practical test.
- d) After the completion of the examination, the evaluation of the same has to be carried out at the Commissionerate itself by the designated officers and the marks awarded shall be intimated to this office by fax on the very next working day. The Print out/ hard copy of the Answer sheet of the Practical Examination need not be sent to this office.

3. NACIN, Chennai will be sending the question papers to the Commissionerate Hqrs./Directorates. The despatch / distribution of the packets containing question papers intended for various centres of examination may be done at your end to ensure timely receipt of the question paper at the examination centre. Necessary instructions may kindly be given to the respective Jurisdictional Commissioners to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates.

4. The requirement of numbers of question papers for your office may be intimated to us in the prescribed proforma vide **Annexure- II** to Ms. GEETHA T.G, SUPERINTENDENT (EXAMINATIONS), NACIN, CHENNAI (TEL.NO. 044-26250426 / 09940519827 FAX NO. 044-26250155 / 26250156). **This request must reach NACIN, Chennai latest by 31.07.2019.**

5a. While informing the requirement, the name of the officer, post applied for and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. **The Roll Nos. of the candidates may be assigned by prefixing the post for which they intend to appear. (eg.) EA/01 Any other format of assigning the Roll numbers by prefixing/suffixing the name of the Commissionerate may please be avoided.**

5b. It is also requested to specifically inform whether your office requires any Hindi version of the question papers and if so, the number of question papers required may be separately given.

6. The following information may be furnished while sending requisition for the question papers.

- i) Name, Designation, Official address with telephone no. and official mail ID of Additional / Joint / Deputy/ Assistant Commissioner of the Commissionerates, who would be authorized to conduct the examination / to whom the question papers are to be sent.
- ii) Name/ designation and complete postal address of concerned Cadre Controlling Authority

7. **All efforts will be made to ensure the question papers reach your Office on or before 05.09.2019.** However a close watch may please be kept on receipt of the sealed packets of the question papers, intended for examination centres under your charge and any variation on account of non-receipt of the question papers may be brought to the notice of the undersigned immediately.

8. The Cadre Controlling Commissioners may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and also include their requirements.

9. The syllabus for both Paper-I, Paper II and Paper-III is enclosed with this notice as Annexure-I.

10. This Notice is also being posted on NACIN and CBIC website.

11. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. As per DG NACIN instructions, only queries relating to process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office.

12. 'Instructions for Examination' are enclosed, which are integral part of this letter.

Yours faithfully,

Encl: As above.


(AJAY DIXIT) 21/6/19
Pr. ADDITIONAL DIRECTOR GENERAL

INSTRUCTIONS FOR EXAMINATION

1. The examination will have three (3) papers as below:-

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST & Customs Procedures (with books)	3 hours	16.09.2019 (Monday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	17.09.2019 (Tuesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	18.09.2019 (Wednesday)	10.00 hrs. to 13.00 hrs.	40/100

2. The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof. The authorized Officer is further required to nominate a Supervisor / Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his personal supervision

3. The examination work requires the Supervisor / Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required.

4. The answer sheets shall contain the following particulars, either in printed form or affixing rubber stamp:-

1.	Name of the examination	
2.	Roll No.	
3.	Name of Center	
4.	Date & time of Examination	
5.	Name of the Paper & Subject	
6.	No. of loose answer sheets used (The Supervisor / Invigilator will sign the loose sheets and also assign page numbers)	
7.	Signature of the Supervisor / Invigilator (on verification that all the details are correctly filled in by the Candidates)	
8.	Marks obtained / Maximum Marks	
9.	Signature of the Supervisor / Invigilator with name stamp	

5. The candidates shall be instructed not to write his / her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.

6. The Invigilators and the Supervisors shall maintain confidentiality , impartiality and discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to same and thus be prejudicial to others. The whole exercise shall be designed and conducted in a fair and impartial manner, so as to do justice to all.

7. Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.

8. Answer Sheets of Paper I, Paper II (Theoretical Test on Computer Application), Paper-III , properly tagged / bunched , shall be sent to NACIN, Chennai immediately after the conduct of the examination, The same shall be evaluated by NACIN, Chennai.

9. Answer Sheets of Paper - II (Practical Test on Computer Application) shall be evaluated by the Commissionerates / Directorates themselves and the marks awarded shall be intimated to this office by fax on the very next working day. The Print out/ hard copy of the Answer sheet of the Practical Examination need not be sent to this office.

10. Answer Sheets and the attendance sheet arranged serially according to allotted Roll No(s) need to be sent to NACIN, Chennai in a sealed cover.

11. NACIN would convey the marks obtained by the candidates only to the CCAs. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time , granting relaxations to the SC, ST and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA under intimation to this office for record.


(AJAY DIXIT) 21/6/19

Pr. ADDITIONAL DIRECTOR GENERAL

ANNEXURE – I (SYLLABUS)

Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA).

Paper I Central Excise, GST and Customs Procedure

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, (Latest)
6. Central Excise Tariff Act, 1985.
7. CENVAT Credit Rules, (Latest)
8. Customs Act 1962 and Rules & procedures.
9. CESTAT (Procedure) Rules, 1982 as amended.
10. Central Excise (Appeals) Rules, 2001.

Paper II Computer Application (Theory & Practical)

1. **Overview of Hardware / Software**
 - a. Basics on Input devices.
 - b. Basics on output devices.
 - c. Basics of CPU.
 - d. Basics of Software.
2. **Windows including;**
 - a. Logging onto windows.
 - b. Passwords.
 - c. Shutting down and using of CTRL-ALT-DEL
 - d. Desktop including customization & Screen saver.
 - e. Task bar.
 - f. Windows explorer.
 - g. Use of FIND.
 - h. Using floppy disk and CD ROM.
3. **Office 97-MS Word, MS Excel and MS Powerpoint**
 - A. **MS Word including**
 - i) Creating a new document
 - ii) Basic formatting including Bullets and numbering, Header & Footer.
 - iii) Find and Replaces.
 - iv) Auto Correct and Spell check.
 - v) Saving documents.,
 - vi) Sending documents through mail and floppy.
 - vii) Printing documents including print preview and layout.
 - viii) Help Menu.
 - ix) Table insertion.
 - B. **MS Excel including.**
 - i) Introduction to Excel
 - ii) Creating simple worksheet.
 - iii) Relation between cells, use of S Sign.

- iv) Basic functioning.
- v) Simple functions and calculations.
- vi) Saving / Printing of documents.
- vii) Print preview.

C. MS Power Point –

- i) Introduction to power point
- ii) Reading simple presentation
- iii) Using the slide views
- iv) Inserting and deleting slides
- v) Taking printout of slides

D. Internet including:

- i) Use of Web mail including attachment and download of files.
- ii) Browsing including searches.

Paper III Administration

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Control & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR.
9. Swamy's Hand Book 2018

ANNEXURE -II

1. Name of the Commissionerate :
2. Name of the Centre of Examination :
3. Name & Address of the officer* / who would be responsible for the conduct of exam. and to whom the question papers are to be sent :

Tel. No* .:

Fax No* .:

Email ID:

4. No. of candidates taking examination at the centre - paper wise and subject wise :

Examination for promotion to the cadre of Executive Assistant (EA) (Customs & Central Tax)

Paper	Subject	No. of candidates	Whether Hindi version required If so, the number of papers required.
Paper I	Central Excise, GST& Customs Procedures (with books)		
Paper II	Computer Application (Theory & Practical)		
Paper III	Administration (with books)		

5. Details of the candidates appearing for the examination:

Sl.No.	Name of the Candidate	Designation	Roll No. assigned	Papers appearing for