

ANNEXURE-I**DEPARTMENTAL EXAMINATION
FOR INSPECTORS OF CENTRAL TAX AND CENTRAL EXCISE
FOR CONFIRMATION****EXAMINATION SCHEDULE**

<i>PAPER</i>	<i>SUBJECT</i>	<i>DURATI ON</i>	<i>DATE</i>	<i>TIME</i>	<i>PASS MARKS</i>
PAPER-I	Central Excise and Goods and Services Tax <i>(With Books)</i>	3 hours	19.03.2025	10:00-13:00 hrs.	50/100
PAPER-II	Customs <i>(With Books)</i>	3 hours	19.03.2025	14:00-17:00 hrs.	50/100
PAPER-III	Administration <i>(With Books Except Conduct Rules)</i>	3 hours	20.03.2025	10:00-13:00 hrs.	50/100
PAPER-IV	Law <i>(With Books)</i>	3 hours	20.03.2025	14:00-17:00 hrs.	50/100
PAPER-V	Hindi (Written)	3 hours	21.03.2025	10:00-13:00 hrs.	50/100
PAPER-VI	Computer Application and Use of Internet (Theory and Practical)	3 hours (1½ hr. + 1½ hr.)	21.03.2025	14:00-17:00 hrs.	(25+25) /100

APPENDIX 'B'
[See Rule 2(1) of DER, 2024]

**SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR INSPECTORS OF
CENTRAL TAXES and CENTRAL EXCISE**

(Maximum marks for each paper will be 100)

PAPER-I: CENTRAL EXCISE AND GOODS & SERVICES TAX (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. *The Central Excise Act, 1944 (1 of 1944).*
2. The Central Excise Rules, 2002.
3. The Central Excise Tariff Act, 1985 (5 of 1986).
4. Provisional Collection of Taxes Act, 1931 (16 of 1931).
5. CENVAT Credit Rules, 2004.
6. Board's Standing Orders, Notifications and Circulars relating to Central Excise.
7. Central Goods and Services Tax Act, 2017.
8. Integrated Goods and Services Tax Act, 2017.
9. State Goods and Services Tax Acts, 2017.
10. Union Territory Goods and Service Tax Act, 2017.
11. Goods and Services Tax (Compensation to States) Act, 2017.
12. Central Goods and Services Tax Rules, 2017.
13. Integrated Goods and Services Tax Rules, 2017.
14. All State Goods and Services Tax Rules, 2017.
15. Constitution (One Hundred and First Amendment) Act, 2016.
16. Notifications, Circulars and Orders relation to GST issued from time to time.
17. Finance Act, 1994.
18. Service Tax Rules 1994.
19. Place of Provision of Services Rules, 2012.

PAPER-II: CUSTOMS (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. The Customs Act, 1962 (52 of 1962).
2. The Customs Tariff Act, 1975 (51 of 1975).
3. Customs Rules and Procedures.
4. Foreign Trade Policy-2015-20.
5. Hand book of Export and Import Procedure.
6. Customs, Allied Acts and Rules made there under.
7. The Special Economic Zone Act, 2005 and Rules made there under.
8. Export Promotion Schemes under the Foreign Trade Policy of India.
9. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
10. Prevention of Illicit Traffic in Narcotics Drugs and Psychotropic Substances Act, 1988 (46 of 1988).

PAPER-III: ADMINISTRATION (WITH BOOKS, EXCEPT CONDUCT RULES)

- | | | | |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks | - | 50 |
| (c) | Time allowed | - | 3 hours |

Syllabus:

1. The Fundamental Rules and Supplementary Rules.
2. The Central Civil Services (Classification, Control and Appeal) Rules 1965.
3. The Central Civil Services (Conduct) Rules, 1964.
4. The Central Civil Services (Leave) Rules, 1972.
5. The General Provident Fund (Central Services) Rules, 1972.
6. The General Financial Rules, 2017.

Note: The questions will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical cases. For this purpose, the paper will contain questions on the practical aspect of the word, for example, preparation of pay or travelling allowance bill, contingent bill, calculation of leave due, joining time etc.

PAPER-IV: LAW (WITH BOOKS)

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|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks | - | 50 |
| (c) | Time allowed | - | 3 hours |

Syllabus:

1. The Constitution of India.
2. Bharatiya Nyaya Sanhita, 2023.
3. Bharatiya Nagarik Suraksha Sanhita, 2023.

पता: अप्रत्यक्ष कर भवन, ए-ब्लॉक, पाँचवा और छठा तल विभूति खंड, गोमती नगर लखनऊ-226010

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4. Bharatiya Sakshya Adhiniyam, 2023.
5. Code of Civil Procedure, 1908 (5 of 1908).

PAPER-V: HINDI (WRITTEN)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. Translation of a passage from English to Hindi and from Hindi to English.
2. Correction of sentences and giving Hindi words equivalents for English words.
3. Answer from the Hindi passage.
4. Comprehension of petitions and documents written in manuscripts in Hindi.
5. Official Language Act, 1963 (19 of 1963).
6. Official Language Rules, 1976.

PAPER-VI: COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)

(a)	Maximum Marks	-	100 (50+50)
(b)	Pass Marks	-	50 (25+25)
(c)	Time allowed	-	3 hours (1½ hr. + 1½ hr.)

Syllabus:

1. Overview of Hardware and Software:
 - A) Basics of input devices
 - B) Basics of output devices
 - C) Basics of CPU
 - D) Basics of software
2. Windows Including:
 - A) Logging into Windows
 - B) Use of Passwords
 - C) Shutting down and using of CTRL - ALT – DEL
 - D) Desktop including customization and screen saver
 - E) Taskbar
 - F) Windows Explorer
 - G) Use of Find or Search

- H) Using various external storage devices
3. MS OFFICE – 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 Replace
 - (iv) Auto Correct, spell check and corrections in track changes mode
 - (v) Saving documents
 - (vi) Sending documents through mail and external drives
 - (vii) Printing documents including print preview and layout
 - (viii) Help menu
 - (ix) Table insertion
 - (x) Mail Merger
- B) MS EXCEL INCLUDING:
- (i) Introduction to Excel
 - (ii) Creating simple worksheet
 - (iii) Relation between cells, use of \$ sign
 - (iv) Basic functioning
 - (v) Simple functions and calculations
 - (vi) Saving/printing of documents
 - (vii) Print preview
- C) MS POWERPOINT INCLUDING:
- (i) Introduction of PowerPoint
 - (ii) The Power point screen
 - (iii) The auto content wizard
 - (iv) The slide views-an overview
 - (v) Using the slide views
 - (vi) Customizing slide structure
 - (vii) Adding text to Slides
 - (viii) Moving through presentations
 - (ix) Inserting pictures
 - (x) Printing
 - (xi) Running a presentation
- D) INTERNET INCLUDING:
- (i) Use of webmail including attachment and download of files
 - (ii) Browsing including Searches