



**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
REGIONAL TRAINING INSTITUTE
4th Floor, UPSIDC Building, A-1/4, Lakhanpur, Kanpur-208024**

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F.NO.II(12)19/Estt/NACEN/RTI/KNP/2014/

DATED: 13.10.2014

To,

All Chief Commissioner of Customs/Central Excise/Service Tax
All Director Generals in the Department of Customs/Central Excise/Service Tax
All Additional Director Generals in the Department of Customs/Central
Excise/Service Tax
All Commissioners of Customs /Customs (P)/Central Excise/Service Tax

Sir /Madam,

Subject: Holding of Central Excise Departmental Examination of Inspectors
for confirmation from **09.12.2014 to 12.12.2014** - Reg.

As per Ministry's letter F.No.A-34011/1/2003 AD-III.A dated 13.08.03, NACEN has been conducting examination for different grade of the officers of the Department. The NACEN, RTI, Kanpur has been entrusted with responsibility for holding of Central Excise Departmental Examination of Inspectors for confirmation and such examinations are conducted on six monthly basis. The examination contains five papers of written examination and two viva-voce examination. The next such departmental examination for Inspectors will be held on **09,10,11 & 12 December, 2014**. The Schedule of above said examination and syllabus are enclosed as **Annexure I & II**.

2. The eligibility of a candidate to appear in the above said examination is to be decided by the respective Cadre Controlling authority in terms of the Relevant Recruitment Rules. The Chief Commissioners / Director Generals / Commissioners may examine the eligibility of the same and sponsor the names of the eligible candidates.

3. The Cadre Controlling Authorities are requested to inform the eligible officers who are on deputation with other Directorates / Organizations and include their requirements also. *The Cadre Controlling Authorities may kindly note that clarifications regarding eligibility of the candidates would fall outside the purview of NACEN and therefore, no correspondence on this account need to be forwarded to NACEN, RTI, Kanpur. The concerned authorities are required to ensure satisfaction of the eligibility conditions for appearing in this examination. Instruction contained in G.S.R.-217 issued by the Ministry of Finance (D.O.R.), New Delhi dated 12.12.2008 may also be referred in this regard.*

4. Efforts would be made to ensure that **Question Papers reach your office latest by 01.12.2014.** *The Question Papers intended for all the examination centers under your charge shall be sent to your office only. In case, question papers are not received by the given date, the same may be brought to the notice of the undersigned immediately.* The dispatch / distribution of the packets containing question papers intended for other centers of examination may be done at your end. Concerned Commissionerates / Directorates are requested to make necessary arrangements to conduct the Departmental Examination on the scheduled dates.

5. **Before conducting the examination, it may be mentioned that a unique Roll number is to be allotted to each participant** by prefixing alphabets and then number (Text/Number) viz. "Insp/01". The name of Commissionerate should not be included while assigning Roll Number Code to the candidate so as to maintain confidentiality while processing the answer books.

6. It may be mentioned that the number of copies of Question paper (paper-wise) will be sent on the number of the candidates appearing for examination in the Chief Commissionerate Zone/Directorate. In case, number of officers increases in any paper after informing to this Academy as per **Annexure-III**, the examination of such officers may be conducted through photocopy of ONE EXTRA COPY which will be forwarded along with Question papers. If there is any addition of paper, **which was not included or number of candidates was indicated 'Nil' at the time of furnishing information in Annexure-III**, the same may be informed immediately so as to send the Question Paper to the Commissionerate / Directorate **on time**.

7. *To enable this Academy to plan for preparation of the requisite number of question papers and their timely dispatch, requirement of such question papers (paper-wise) may kindly be sent in the prescribed proforma enclosed as Annexure-III to the Additional Director General, NACEN, RTI, Kanpur. The above said information / details may kindly be forwarded to this office **latest by 14.11.2014 by FAX.***

Encls: As above

Yours faithfully

[Handwritten Signature]
13/11/2014

(C. P. GOYAL)

ADDITIONAL DIRECTOR GENERAL

ANNEXURE-I

**CENTRAL EXCISE DEPARTMENTAL EXAMINATION
OF INSPECTORS FOR CONFIRMATION**

EXAMINATION SCHEDULE TO BE HELD W.E.F. 09.12.2014 TO 12.12.2014

| <i>PAPER</i> | <i>SUBJECT</i> | <i>DURATION</i> | <i>DATE</i> | <i>TIME</i> | <i>PASS MARKS</i> |
|--------------|---|-----------------|-------------|---|-------------------|
| PAPER-I | Central Excise <u>(Without Books)</u> | 3 hours | 09.12.2014 | 10.00-13.00 hrs. | 50/100 |
| PAPER-II | Customs <u>(With Books)</u> | 3 hours | 09.12.2014 | 14.00-17.00 hrs. | 50/100 |
| PAPER-III | Administration <u>(With Books)</u> | 3 hours | 10.12.2014 | 10.00-13.00 hrs. | 50/100 |
| PAPER-IV | Law <u>(With Books)</u> | 3 hours | 10.12.2014 | 14.00-17.00 hrs. | 50/100 |
| PAPER-V | Hindi | 2 hours | 11.12.2014 | 10.00-12.00 hrs. | 37/75 |
| PAPER-V | Hindi <u>(Viva-Voce)</u> | | 11.12.2014 | 14.00-18.00 hrs. | 13/25 |
| PAPER-VI | Viva-Voce | | 12.12.2014 | During office hrs. 9.30 to 18.00 hrs | 50/100 |

APPENDIX 'E'
[See Rule 2(1)(e)]

SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR INSPECTORS

(Maximum marks for each paper will be 100)

PAPER-I: Central Excise (Without Books)

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

(Time allowed: 3 hours)

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. The CENVAT Credit Rules, 2004.
5. The Central Board of Excise and Customs Manual.
6. Board's Standing Orders, Notifications and Circulars relating to Central Excise.

PAPER-II: CUSTOMS (WITH BOOKS)

| | | | |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks | - | 50 |
| (c) | Time | - | 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-2009-14;
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.

PAPER-III: ADMINISTRATION (WITH BOOKS)

| | | | |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks | - | 50 |
| (c) | Time | - | 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 General Provident Fund (Central Services) Rules, 1972.
5. The General Financial Rules.
6. The Central Treasury Rules.

PAPER-IV: LAW (WITH BOOKS)

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

Syllabus:

1. The Constitution of India.
2. The Indian Penal Code (45 of 1860).
3. The Code of Criminal Procedure 1973(2 of 1974).
4. The Code of Civil Procedure, 1908 (5 of 1908).
5. The Indian Evidence Act, 1872(1 of 1872).
6. The Provisional Collection of Taxes Act, 1931(16 of 1931)

PAPER-V: HINDI

I. HINDI (WRITTEN)

- | | | | |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 75 |
| (b) | Pass Marks | - | 37 |
| (c) | Time | - | 3 hours |

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. Classification of Official Language Act, 1963(19 of 1963); and
5. Knowledge of Hindi rules and regulations.

II. HINDI (VIVA-VOCE)

- | | | | |
|-----|---------------|---|----|
| (a) | Maximum Marks | - | 25 |
| (b) | Pass Marks | - | 13 |

Syllabus:

1. Conversation;
2. Reading of petitions and documents written in manuscripts in Hindi;

PAPER-VI: VIVA-VOCE

- | | | | |
|-----|---------------|---|-----|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks | - | 50 |

Syllabus:

Question on general working of the Commissionerate, General awareness in Science, Economy and Geography etc. and General Knowledge relating to production of the excisable goods in India and excise procedure relating to Domestic Industry Exports Oriented Unit, Electronics Hardware Technological Park, and Software Technological Park etc. Knowledge of the candidates of the procedure and work, he has been handling during the period of training will be particularly tested.

ANNEXURE-III

CENTRAL EXCISE DEPARTMENTAL EXAMINATION OF INSPECTORS FOR CONFIRMATION

| 1 | 2 | 3 | DETAILS OF COMMISSIONERATE / CENTRE | | | | | | | | NO. OF CANDIDATES APPEARING FROM THE CENTRE | | | | | |
|--|---|-----------------------------|-------------------------------------|------|----------|----------|----------|---------|----------------|--------------------------|---|-------------------|----------------|-------------------------|-----------------|------------------------------|
| | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| Designation of Cadre Controlling Authority for Inspectors confirmation examination | Complete Address along with pin code number of Cadre Controlling Authority to whom the RESULTS are to be sent | NAME OF THE COMMISSIONERATE | OFFICE ADDRESS | CITY | PIN CODE | STD CODE | TEL NOS. | FAX NO. | E-MAIL ADDRESS | (PAPER-I) CENTRAL EXCISE | (PAPER-II) CUSTOMS | (PAPER-III) ADMN. | (PAPER-IV) LAW | (PAPER-V) HINDI WRITTEN | HINDI VIVA-VOCE | (PAPER-IV) GENERAL VIVA-VOCE |
| | | | | | | | | | | | | | | | | |