F.No. VI/Estt/36/01/2016-NACEN
Dated 28.06.2016

Subject: Departmental Examination for promotion of officers of LDC/Havaldar to the cadre of Tax Assistant for the year 2016-17.

Please refer to Examination Notice dated 04.05.2016 and subsequent corrigendum dated 26.05.2016 issued from this file on the above subject.

2. This is to inform that, as per RRs of Tax Assistant vide notification GSR 710 (E) dated 15/09/2015, Head Havaldar is not a feeder cadre for the post of Tax assistant. Hence Head Havaldar is not eligible for appearing in the Departmental Examination for promotion to the grade of Tax Assistant.

3. In this connection copy of Board's letter vide F.No. A.32018/24/2016- Ad.III(A) dated 23rd June, 2016 along with copy of Gazette Notifications vide GSR 710(E) dated 15.09.2015 and GSR 12(E) dated 10th January 2014 are enclosed for reference.

Enclo: As above

(S. K. Dutta)
Assistant Director (Exam)

To

1. The Chief Commissioners of Customs (All)
2. The Chief Commissioner of Customs, Preventive (All)
3. The Chief Commissioner of Service Tax (All)
4. The Chief Commissioners of Central Excise (All)
5. The Chief Commissioner of Central Excise, Customs & Service Tax (All)
6. The Commissioners of Customs & Central Excise (All)
7. The Director General/Addl. Director General/ Director under CBEC(All)
8. The Chief Departmental Representative, CESTAT, New Delhi
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17. The Commissioner of LTU (All)
18. Narcotics Commissioner of India, Gwalior.
19. The Chief Chemist, CRCL, New Delhi
20. Additional Directors General, NACEN, RTI (All)
21. I/C NACEN website for uploading on the website
To,

NACEN,
NACEN Complex, Sector-29,
Faridabad-1221008.

Subject: Clarification regarding inclusion of Head Havaldar for promotion to the grade of Tax Assistant-reg.

Sir,

Please refer to your office letter F.No.VI/Estt./36/01/2016-NACEN/8002 dated 07.06.2016 on the above mentioned subject and to state that promotions are given on the basis of RRs of Tax Assistant (copies enclosed).

As per RRs of Tax Assistant vide notification GSR 710(E) dated 15/09/2015, Head Havaldar is not a feeder Cadre for the post of Tax Assistant, hence not eligible for appearing in the Department Examination for promotion to the grade of Tax Assistant.

Yours faithfully

(Rajpal Singh)
Under Secretary to the Govt. of India.
MINISTRY OF FINANCE
(Department of Revenue)

NOTIFICATION

New Delhi, the 15th September, 2015

G.S.R. 710(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Central Excise and Customs Department Tax Assistant (Group ‘C’ post) Recruitment Rules, 2014, namely :

1. (1) These rules may be called the Central Excise and Customs Department, Tax Assistant (Group ‘C’ post) Recruitment (Amendment), Rules, 2015.

   (2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Schedule to the Central Excise and Customs Department Tax Assistant (Group ‘C’ post) Recruitment Rules, 2014, in column 11, under the heading “Promotion”, for the words “Head Havaldar”, the word “Havaldar” shall be substituted.

   [F. No. A-12018/04/2013-Ad.IIL.B]

   RAJPAL SINGH, Under Secy.

Note: The principal rules were published in the Gazette of India, Part II, Section 3, Sub-section (i), vide number G.S. R. 12(E), dated the 10th January, 2014.
MINISTRY OF FINANCE  
(Department of Revenue)  
(CUSTOMS AND CENTRAL EXCISE)  
NOTIFICATION  

New Delhi, the 10th January, 2014

G. S. R. 12(E).— In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of Central Excise and Customs Department Tax Assistant (Group C post) Recruitment Rules, 2003, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Tax Assistant (Group C post) in the Central Excise and Customs Department under the control of the Central Board of Excise and Customs, Department of Revenue in the Ministry of Finance, namely:

1. **Short title and commencement.**— (1) These rules may be called Central Excise and Customs Department Tax Assistant, (Group C post) Recruitment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of post, classification, pay band and grade pay or pay scale.**— The number of said post, its classification, pay band and grade pay or pay scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Special Provision:** (1) Each Commissionerate shall have its own separate cadre, unless otherwise directed by the Central Board of Excise and Customs.

(2) Notwithstanding anything contained in sub-rule (1), the Chief Commissioner of Central Excise or Chief Commissioner of Customs having jurisdiction over the concerned Commissionerate may, if he considers to be necessary or expedient in the public interest so to do and subject to such condition as he may specify having regard to the circumstances of the case and for the reasons to be recorded in writing, order any post in the Commissionerate or
Directorate as the case may be, to be filled by absorption of persons holding the same or comparable posts but belonging to the cadre of another Commissionerate or Directorate or any other office under Central Board of Excise and Customs, as the case may be.

4. **Method of recruitment, age limit, qualifications, etc.** – The method of recruitment, age limits, qualification and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

5. **Disqualification.** – No person, –
   
   (a) who has entered into or contracted a marriage with a person having a spouse living or
   
   (b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax.** – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.** – Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-serviceman, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**SCHEDULE**

<table>
<thead>
<tr>
<th>Name of post.</th>
<th>Number of post.</th>
<th>Classification.</th>
<th>Pay band and grade pay or pay scale.</th>
<th>Whether selection post or non-selection post.</th>
<th>Age limit for direct recruits.</th>
</tr>
</thead>
</table>
| Tax Assistant. | 5432* (2014) Subject to variation dependent on workload. | General Central Service, Group ‘C’, non-Gazetted, Ministerial. | Pay band-1, Rs.5200-20200 with grade pay of Rs. 2400. | Not applicable. | Between 18 and 27 years of age (Relaxable for Government Servants in accordance with the instructions or orders issued by the Central Government from time to time). 

**Note:** The crucial date for determining the age-limit shall be the closing date for receipt of applications and (not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).
<table>
<thead>
<tr>
<th>Educational and other qualification required for direct recruits.</th>
<th>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promtees.</th>
<th>Period of probation, if any.</th>
<th>Method of recruitment: whether by direct Recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.</th>
</tr>
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<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
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</table>
| (i) Degrees of a recognised University or equivalent.  
(ii) Should have basic knowledge in the use of computer applications.  
(iii) Should possess a speed of not less than 8000 key depressions per hour for data entry work.  
Note: The Speed of 8000 key depressions per hour for data entry work is to be judged by conducting a speed test on the electronic data processing machine. | Not applicable. | Two Years for direct recruits. | (i) 90 per cent. by direct recruitment through Staff Selection Commission; and  
(ii) 10 per cent by promotion. |

In case of recruitment by promotion or deputation or absorption, grades form which promotion or deputation/absorption to be made.

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<th>(12)</th>
<th>(13)</th>
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</table>
| **Promotion:** From the Lower Division Clerks who have rendered eight years of regular service in the Grade failing which **eight years** of combined regular service in the Grade of Lower Division Clerk and Head Haveldar shall be taken into consideration and should possess the following educational qualification and experience namely:  
(a) 12th class or equivalent from a recognised Board or University;  
(b) Data Entry Speed of 8000 key depressions per hour for data entry work and passed the Departmental Examination with typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.  
**Note:** Where juniors who have completed this qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two Group ‘C’ Departmental Promotion Committee:  
(i) Single Commissionerate or Directorate namely having no common cadre  
(ii) The senior most Additional Commissioner or Director at Headquarters Office – Chairman  
(iii) The Additional or Joint Commissioner or Director, Headquarters, failing which any other senior most Additional Commissioner or Joint Commissioner or Director (Headquarters) available at the time of Departmental Promotion Committee Meeting – Member  
(iv) Deputy Commissioner or Assistant Commissioner of Income Tax – Member | If a Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. | Not applicable. |

Group ‘A’ officer from outside the Department belonging to the Scheduled Castes or the Scheduled Tribes, a Group ‘A’ officer from outside the Department belonging to the Scheduled Castes or the Scheduled Tribes, shall also associate as a member of the Departmental Promotion Committee.  
(II) Composite Commissionerates i.e. two or more Commissionerates having common cadre:
years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission.

<p>| | |</p>
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<tbody>
<tr>
<td>(i) The Senior most Additional Commissioner from each of the Commissionerates (the senior most officer among them would be the Chairman). (ii) The Additional Commissioner or Joint Commissioner Headquarters of the cadre controlling Commissionerates, failing which any other senior most Additional Commissioner or Joint Commissioner (Headquarters) available at the time of Departmental Promotion Committee Meeting – Member (iii) Additional Commissioner or Joint Commissioner of Central Excise and Customs – Member (iv) Deputy Commissioner or Assistant Commissioner of Income Tax – Member Note: Where none of the member at serial No. (i) to (iv) above belongs to the Scheduled Castes or the Scheduled Tribes a Group ‘A’ officer from outside the Department belonging to the Scheduled Castes or the Scheduled Tribes, shall also associate as a Member of the Departmental Promotion Committee.</td>
<td></td>
</tr>
</tbody>
</table>

RAJPAL SINGH, Under Secy.
CORRIGENDUM
DATED 26.05.2016

Heading: "Examination Notice for the Departmental Examination for promotion of officers of LDC/Head Havaldar to the cadre of Tax Assistant for the year 2016-17."

Please refer to this office letter even No. 1137 to 1364 dated 04.05.2016. The subject of the letter may be read as under:

"Departmental Examination for promotion of officers of LDC / Havaldar to the cadre of Tax Assistant for the year 2016-17."

This issues with the approval of the Additional Director General, NACEN, Faridabad.

(S.K.Dutta)
Assistant Director

Copy for information and necessary action to:

1. The Chief Commissioners of Customs (All)
2. The Chief Commissioner of Customs, Preventive (All)
3. The Chief Commissioner of Service Tax (All)
4. The Chief Commissioners of Central Excise (All)
5. The Chief Commissioner of Central Excise, Customs & Service Tax (All)
6. The Chief Commissioners of Customs & Central Excise (All)
7. The Director General/Addl. Director General/ Director under CBEC (All)
8. The Chief Departmental Representative, CESTAT, New Delhi
9. The Commissioner of Customs, Central Excise & Service Tax (All)
10. The Commissioner of Central Excise & Service Tax (All)
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17. The Commissioner of LTU (All)
18. Narcotics Commissioner of India, Gwalior.
19. The Chief Chemist, CRCL, New Delhi
20. Additional Directors General, NACEN, RTI (All)
21. I/C NACEN website for uploading on the website

(S.K. Dutta)
Assistant Director
Examination Notice

Departmental Examination for promotion of officers of LDC / Head Havaldar to the cadre of Tax Assistant for the year 2016-17

1. The Departmental Examination for promotion of officers of LDC to the cadre of Tax Assistant for the year 2016-17 is scheduled to be held on 20.07.2016

2. The examination will have two (2) question papers as below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Paper</th>
<th>Subject</th>
<th>Maximum Marks</th>
<th>Pass Marks</th>
<th>Date &amp; Time of Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper-I</td>
<td>Theoretical Test on Computer Proficiency</td>
<td>50</td>
<td>25</td>
<td>20.07.2016 11:00 - 12:00 hrs.</td>
</tr>
<tr>
<td>2</td>
<td>Paper-II</td>
<td>Practical Test on Computer Proficiency</td>
<td>50</td>
<td>25</td>
<td>20.07.2016 14:00 - 14:30 hrs.</td>
</tr>
</tbody>
</table>

3. Requisition for the question papers must reach by name to the Assistant Director (Exam.) NACEN, Faridabad by 20.06.2016. Any demand for question papers after this period may not be entertained. All question papers will be dispatched either by speed post or, if so requested, will be delivered to any special messenger authorized and sent by the Cadre Controlling Authority.

4. The name, address & telephone / fax Nos of Addl/Joint/Deputy/Assistant Commissioner, who would be responsible to conduct the examination / to whom question papers are to be sent, should also be furnished to Assistant Director (Exam) while sending requisition for the question papers.

5. This Notice is also being posted on NACEN website. The marks obtained in the examination shall also be displayed on NACEN's website www.nacen.gov.in in due course.

6. To maintain uniformity within a Commissionerate, result of the examination shall be declared by the Cadre Controlling Authority or by an Authority duly empowered by him / her to do so.
7. NACEN, Faridabad reserves the right to cancel the whole of examination or the examination of a candidate or that of a Centre or of a cluster of centres if it is convinced that unfair means were used /allowed to be taken or any partiality/ or injustice is done to anybody in the examination. In similar circumstances, the Invigilator and the Supervisory officers have the right to cancel the examination of a candidate or the whole Centre under his jurisdiction if any such grounds are found.

8. 'Instruction for Examination' is enclosed as an integral part of this Examination Notice.

This issue with the approval of the Additional Director General (Exam.).

Encl.: Instruction (3 pages)

(Sanjay Sharan)
Additional Director (Exam.)

Copy to:

1. The Chief Commissioners of Customs (All)
2. The Chief Commissioner of Customs, Preventive (All)
3. The Chief Commissioner of Service Tax (All)
4. The Chief Commissioners of Central Excise (All)
5. The Chief Commissioner of Central Excise, Customs & Service Tax (All)
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21. I/C NACEN website for uploading on the website

(Sanjay Sharan)
Additional Director (Exam.)
Instruction for Examination

1. The examination will have two (2) question papers as below:

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<td>50</td>
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<td>20.07.2016 11:00 – 12:00 hrs.</td>
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2. The Cadre Controlling Authority shall authorize an officer to be the Supervisor, who will function as overall in-charge for conduct of the examination. He/She will be responsible to maintain secrecy and to conduct the examination in free and fair manner. On receipt of the sealed outer cover containing examination documents, the authorized officer shall open it instantly and then acknowledge the receipt of the two sealed envelopes containing the Question Papers by fax to NACEN on Fax No. 0129-2504632/2504615 or by e-mail on e-mail ID nacenfbd.ist@gmail.com. The sealed inner envelopes containing the 2(two) sets of question papers must not be opened before 10 minutes of the time of exam. The required No(s). of xerox copies shall be done secretly under personal supervision of the Supervisor. The date and time of examination & time of opening the question papers are also mentioned on the inner envelopes. Only two question papers of each set is enclosed to avoid leakage/breaking of envelopes on transit. The Supervisor is required to select one Invigilator to conduct the examination smoothly and to send by hand/special messenger/speed post to NACEN Hqrs. the answer sheets and the attendance sheet arranged serially according to allotted Roll No(s). in sealed cover immediately after the examination.

3. The work will require the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the officers who will appear at the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under his sole supervision with strict secrecy.

4. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conduct of the examination and ensure that any unfair means does not occur in and around the examination centre, which could give some extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted to do justice to all. NACEN Hqrs. reserves the right to cancel the whole examination or that of an individual candidate or in a Centre or in a group of centers, if any unfair means are established in the examination process. It can also recommend disciplinary actions against the Supervisors or the Invigilator, if required.
5. The answer sheets shall contain either in printed form or by affixing rubber stamp of the following particulars like
   1) The 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 invigilator will also sign the loose sheets)
   7) Signature of the Invigilator (on verification that all the information are correctly filled in by the candidates)
   8) Marks obtained and
   9) Signature of the Examiner.

   The examination of any candidate shall be cancelled if that candidate writes his/her name or uses any sing / symbol / signature etc. in the answer sheets which will hint at the identification of the candidates in any way.

6. It shall also be notified to the candidates either in printed form or in affixed rubber stamp in the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACEN shall render their examination as null and void.

7. The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority and any clarification other than conducting the examination shall not be entertained by this office. Any correspondence on the process/conduct of examination may be made to Sh. S. K. Dutta, Assistant Director (Exam.) or Sh. J. R. Meena, Superintendent (Exam), NACEN, Sector-29, Faridabad-121008. Fax No. 0129-2504632/2504615, Ph. No. 0129-2504612 (Office).

8. NACEN shall publish and/or post on website (www.nacen.gov.in) the marks obtained by the candidates and the result, as the custodian of establishment records, in consultation with the Recruitment Rules and the instructions in force, if any, granting relaxations to the SC, ST & OBC candidates by the Ministry/Boards from time to time, shall be declared by the Cadre Controlling Authority or any other officer duly authorized by CCA with an intimation to this office for record.

9. 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 time of examination and shall be treated as adoption of unfair means.

10. Candidates are not allowed under any circumstances to go out of the hall in the first thirty minutes even on completion/submission of the paper and only one person at a time is allowed to be out under reasonable plea after the completion of first 30 minutes during the examination period.
11. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English.

12. Answer Sheets of Paper-I, properly tagged / bunched, shall be sent to NACEN, Faridabad immediately after the examination and the Answer Sheets of Paper-II (Practical Test on Computer Proficiency) shall be evaluated by the Commissioners/ Directorates and the scores shall be sent to NACEN, Faridabad along with the evaluated answer sheets.

This issues with the approval of the Additional Director General (Exam.).

(Sanjay Sharan)
29/4/16
Additional Director (Exam.)

Copy to:

1. The Chief Commissioners of Customs (All)
2. The Chief Commissioner of Customs, Preventive (All)
3. The Chief Commissioner of Service Tax (All)
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(Sanjay Sharan)
29/4/16
Additional Director (Exam.)