



**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, INDIRECT
TAXES AND NARCOTICS [NACIN]**

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C.No. I/04/07/2019

Date: 11.12.2019

To

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

Sir/Madam,

Sub: Departmental Examination for promotion of Tax Assistants to the Grade of
Executive Assistants of Customs & Central Taxes to be held in the month of
March, 2020-Regarding.

As per the Annual Calendar of Departmental Examinations for the year 2019-20 issued by NACIN vide F.No.II(15)90/NACIN/Calendar/2019/2297 dated 2.5.2019, the examination for promotion of Tax Assistants (TA) to the Grade of Executive Assistants (EA) in Customs and Central Taxes Department are to be conducted twice a year on the prescribed dates. The first examination was conducted on 16th, 17th and 18th September 2019 and results declared vide C.No: I/04/04/ 2019 dated 14.11.2019. The second examination will be conducted from **4th to 6th March 2020. The Syllabus of the Examination is given in Annexure I.**

The examination will have three papers and the Schedule of the Examination is as under:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST and Customs procedures (with Books)	3 hours	04.03.2020 (Wednesday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	05.03.2020 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	06.03.2020 (Friday)	10.00 hrs. to 13.00 hrs.	40/100

2. The Cadre Controlling Authority (CCA) concerned 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 05.03.2020. The practical examination is for one hour duration i.e. from 12.00 hrs. to 13.00 hrs. on 05.03.2020 (Thursday) 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, on the basis of the question paper issued from this office, may be conducted at the respective Commissionerates 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 Practical examination, the evaluation of the same has to be carried out at the Commissionerate itself by the officers designated at your end 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 10.01.2020.**

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 20.02.2020.** However a close watch may please be kept on receipt of the sealed packets of the question papers, intended for various examination centres under your charge and non-receipt of the question papers by the said date may be brought to the notice of the Superintendent (Examination), NACIN, Chennai on the phone number mentioned at Para 4 above, 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 the examination 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 the 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.

Encl: As above.

Yours faithfully,



(NAVNEET GOEL)

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 and Customs procedures (with Books)	3 hours	04.03.2020 (Wednesday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	05.03.2020 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	06.03.2020 (Friday)	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 photocopies 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 by 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.	Name, Designation and Signature of the Evaluator	

5. The candidates shall be instructed not to write his / her name or use 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 some 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.


(NAVNEET GOEL)

Pr. ADDITIONAL DIRECTOR GENERAL

ANNEXURE – I (SYLLABUS)

Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA) in Customs and Central Tax Department

Paper I Central Excise, GST and Customs Acts, Rules and Procedure

1. GST Act – CGST Act 2017 -IGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST / IGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, (Latest)
6. Central Excise Tariff Act, 1985 / Tariff
7. CENVAT Credit Rules, (Latest)
8. Customs Act 1962 and Rules & procedures and Tariff
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 \$ 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) Creating 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, as amended
2. Central Civil Services (Classification, Control & Appeal) Rules 1965, as amended
3. Central Civil Services (Conduct) Rules, 1964, as amended
4. General Provident Fund (Central Services) Rules, 1960, as amended
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983, as amended
6. Central Civil Services (Leave) Rules, 1972, as amended
7. Leave Travel Concession Rules, 1988, as amended
8. FR & SR.
9. Swamy's Hand Book Latest

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 :
Mobile No.:
Office Tel. No.:
Fax No.:
Official 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