I/1244284/2023

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

GEXCOM/II/(12)/2/2020-ESTT **Date: .06.2023**

URGENT/TIME-BOUND

Sub: Departmental Examination for promotion to the grade of Tax Assistants in CBIC for the year 2023-24- reg.

The next departmental examination for promotion to the grade of Tax Assistants in CBIC for the year 2023-24 is scheduled to be held on 14.07.2023. The details of the examination are given below:

Sl. No.	Subject		Max. Marks	Pass Marks	Date	Time
1	Paper - I	Theoretical Test on Computer Proficiency	50	25	14.07.2023	11:00 to 12:00 Hrs
2	Paper - II	Practical Test on Computer Proficiency	50	25	14.07.2023	14:00 to 14:30 Hrs
3	Paper-III	Data entry speed test	8000 key depression per hour		14.07.2023	14:30 to 15.00 Hrs

2 . It is requested to forward the names of willing Lower Division Clerks and Head Havaldars for appearing in the next Examination scheduled for promotion to the grade of Tax Assistant.

3. The written willingness may be forwarded to this office on or before 30.06.2023.

Encl: Annexure-B (Syllabus).

Signed by
Bindu Thankappan Choolakkal
Date: 15-06-2023 12:21:46

(C.T. Bindu)
Deputy Commissioner (P&V)

I/1244284/2023

Copy submitted to:

1. **The Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone.**
2. **The Commissioner of Central Tax & Central Excise, Kochi.**
3. **The Additional Director General, NACIN/DGGI/DRI, Kochi Zonal Unit.**

Copy to:

1. **All Deputy / Assistant Commissioner in charge of Divisions of Central Tax & Central Excise, Kochi Commissionerate.**
2. **The Superintendent (System) – for uploading in website.**
3. **Notice Board.**

Annexure 'B'

Course Content for Computer Proficiency Test for promotion to the grade of Tax Assistants

1. Overview of Hardware

2. Windows
   a. Logging onto windows
   b. Shutting down and use of CTRL-ALT-DEL
   c. Windows Explorer
   d. Use of FIND and SEARCH
   e. Using floppy disk and CD ROM / Pen drive

3. MS Office (MS Word and MS Excel)

A. MS Word

   a. Creating a new document
   b. Basic formatting including Bullets and numbering and Header and Footer
   c. FIND and REPLACE
   d. Auto Correct and Spell Check
   e. Saving documents
   f. Sending documents through floppy/ Pen drive
   g. Printing the documents including print preview and layout
   h. Table handling

B. MS Excel including:

   a. Introduction to Excel
   b. Creating a simple worksheet
   c. Basic formatting
   d. Simple functions and calculations
   e. Saving/ Printing of documents
   f. Print preview

4. Proficiency in use of INTERNET and INTRANET for e-mailing.