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
प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL 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)/11/2025-ESTT **Date: As E-Signed**

Sub: Departmental Examination for promotion to the grade of Inspector (Central Excise) –August, 2025– Reg.

The next Departmental Examination for promotion to the grade of Inspector of Central Excise is proposed to be conducted from **20.08.2025 to 22.08.2025**. The schedule of the examination is furnished below:

PAPER	SUBJECT	DATE	TIME	PASS MARKS
Examination for promotion to grade of Inspector				
Paper-I	Central Excise and Goods and Service Tax (With Books)	**20.08.2025** (Wednesday)	10.00 hrs to 13.00 hrs	50/100
Paper-II	Customs (With Books)	**20.08.2025** (Wednesday)	14.00 hrs to 17.00 hrs	50/100
Paper-III	Administration (With Book except Conduct Rules)	**21.08.2025** (Thursday)	10.00 hrs to 13.00 hrs	50/100
Paper-IV	Law (With Books)	**21.08.2025** (Thursday)	14.00 hrs to 17.00 hrs	50/100
Paper-V	Hindi (Written)	**22.08.2025** (Friday)	10.00 hrs to 13.00 hrs	50/100
Paper-VI	Computer Application and use of Internet (Theory and Practical)	**22.08.2025** (Friday)	14.00 hrs to 17.00 hrs	50 (25+25)/100 (50+50)

2. As per the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024, only those officers who have completed at least 50% of the qualifying service for promotion to any higher grade as prescribed in the relevant recruitment rules shall be eligible to appear in the departmental promotion examination, subject to the provisions of rule 8.

3. The officers from Kochi Commissionerate & CCO, who meet the eligibility criteria and willing to appear for the above examinations, may submit their written willingness to this office **latest by 28.07.2025**. **It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.**

4. The syllabus of the examination is enclosed as annexure to this letter. If any officer requires the Hindi version of the question paper he/she may specifically request for the same in his/her application.

Digitally signed by
Maya Kurian
Date: 24-07-2025
17:29:12

(Maya Kurian)
Deputy Commissioner [P&V]

Copy Submitted to:-
1. The Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone.
2. The Principal Commissioner of Central Tax & Central Excise, Kochi.
3. The Additional Director General, NACIN/DGGI/DRI, Kochi.
Copy to:-
1. The Deputy/ Assistant Commissioner, All divisions of Kochi Commissionerate for circulating the same to eligible officers.
2. The Superintendent (Systems/Hqrs.), Central Tax and Central Excise, Kochi.
3. Notice Board.

	2) The power point screen 3) The auto content wizard 4) The slide views-an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation D. INTERNET INCLUDING: 1) Use of webmail including attachment and download of files 2) Browsing including searches.
CONFIRMATION EXAMINATION OF DIRECT RECRUIT INSPECTOR OF CENTRAL TAX & CENTRAI EXCISE AND PROMOTION EXAMINATION OF EXECUTIVE ASSISTANT, STENOGRAPHER GRADE-I, WOMEN SEARCHER AND DRAFTSMAN OF CENTRAL TAX & CENTRAL EXCISE	
PAPER-I CENTRAL EXCISE AND GOODS AND SERVICES TAX (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Central Excise Act, 1944 (1 of 1944). 2. Central Excise Rules, 2002. 3. 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 Services 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 relating 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) (Time allowed: 3 hours) (Max marks: 100)	1. Customs Act, 1962 (52 of 1962). 2. Customs Tariff Act, 1975 (51 of 1975). 3. Customs Rules and Procedures. 4. Foreign Trade Policy. 5. Handbook of export and import procedures. 6. Customs Allied Acts and Rules made thereunder. 7. Special Economic Zone Act, 2005 and rules made thereunder. 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 Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).
PAPER-III ADMINISTRATION (WITH BOOK, EXCEPT CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)	1. Fundamental Rules and Supplementary Rules. 2. Central Civil Services (Classification, Control and Appeal) Rules, 1965 3. Central Civil Services (Conduct) Rules, 1964. 4. Central Civil Services (Leave) Rules, 1972. 5. General Provident Fund (Central Services) Rules, 1972. 6. 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 work, for example, preparation of pay or travelling allowance bill, contingent bill, calculation of leave due, joining time etc.

PAPER-IV LAW (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Constitution of India. 2. Bharatiya Nyaya Sanhita, 2023. 3. Bharatiya Nagarik Suraksha Sanhita, 2023. 4. Bharatiya Sakshya Adhiniyam, 2023. 5. Code of Civil Procedure, 1908 (5 of 1908).
PAPER- V HINDI (Time allowed: 3 hours) (Max marks: 100)	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) (Time allowed: 3 hours) (Max marks: 100)	1. OVERVIEW OF HARDWARE AND SOFTWARE a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT A. MS WORD INCLUDING: 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode

	5) Saving documents 6) Sending documents through mail and external drives 7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger B. MS EXCEL INCLIDING: 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of $ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview C. MS POWERPOINT: 1) Introduction of PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views-an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation D. INTERNET INCLUDING: 1) Use of webmail including attachment and download of files 2) Browsing including searches.
CONFIRMATION EXAMINATION OF DIRECT RECRUIT INSPECTOR OF CENTRAL BUREAU OF NARCOTICS	
PAPER-I INTERNATIONAL AND NATIONAL LAWS ON	1. The Narcotic Drugs and Psychotropic Substances Act, 1985. 2. The Narcotic Drugs and Psychotropic Substances Rules, l98S (61 of 1985).