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
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GEXCOM/II/(12)/9/2020-Estt **Date: *As E-signed***

Sub: Conduct of Departmental Examination for Confirmation of Havaldar and Staff Car Drivers of Central Tax, Central Excise and Customs for the Year 2025-2026 - Reg.

The next departmental examination for Confirmation of Havaldar and Staff Car Drivers of Central Tax, Central Excise and Customs for the Year 2025-2026 is scheduled to be conducted from 26.02.2026 to 27.02.2026. The schedule of the examination is furnished below:

Sl. No.	Subject	Max. Marks	Pass Marks	Date	Time
1.	Paper I:- Basic English (Related to the department)-Objective type (for Havaldars)	50	25	26.02.2026	10:00 to 11:00 Hrs
2.	Paper II: General Office Procedure and Basic Computer -Objective type (for Havaldars)	50	25	26.02.2026	12:00 to 13:00 Hrs
3.	Paper III:- Basic Hindi (Related to the department) Objective type- (for Havaldars)	50	25	27.02.2026	10:00 to 11:00 Hrs
4.	Paper IV: **PHYSICAL TEST**-Walking 5 Km (time limit 35-40 Minutes), Cycling 5 Km (time limit 20-25 Minutes), Salute /March-past / Drill etc (for Havaldars)	50	25	27.02.2026	09:00 to 16:30 Hrs
5.	PAPER-I trade test practicals (only for Staff Drivers)	-	-	27.02.2026	

Havaldar and Staff Car Drivers from Kochi Commissionerate & CCO who have not attended/cleared the examination for confirmation of Havaldars and Staff Car Drivers earlier may submit their written willingness to this Office latest by **02.02.2026**.

The candidates are also requested to provide their "@gov.in mail ID" and mobile number. It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.

Those Havaldars who have passed their Matriculation or an equivalent or higher examination with Hindi as one of the main subjects are exempted from taking examination in Hindi. Such candidates have to submit their request for exemption alongwith the relevant certificates (Xerox copy). Candidates who do not submit their relevant certificates along with their willingness will not be exempted from Hindi Examination.

Digitally signed by
Maya Kurian
Date: 09-01-2026
17:23:36

Encl: As above

(Maya Kurian)
Deputy Commissioner (P&V)

Copy submitted to:

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

Copy to:

1. **The Deputy / Assistant Commissioner, All divisions Kochi Commissionerate for circulating the same to eligible officers.**
2. **All Section Heads in Central Tax and Central Excise Hqrs. Office, Kochi.**
3. **The Superintendent (Systems), Central Tax and Central Excise Hqrs. Office, Kochi – for uploading in website.**
4. **The Superintendent (Headquarters), Central Tax and Central Excise Hqrs. Office, Kochi.**
5. **Notice Board.**

Syllabus for the Departmental Examination for Confirmation of Havaldar and Staff Car Drivers of Central Tax, Central Excise and Customs

CONFIRMATION EXAMINATION OF DIRECT RECRUIT HAVALDAR	
PAPER-I BASIC ENGLISH (Related to the department) (Objective type) (Time allowed: 1 hour) (Max marks: 50)	1. Synonyms 2. Antonyms 3. Spellings 4. Letter writing 5. Precise writing
PAPER-II GENERAL OFFICE PROCEDURE AND BASIC COMPUTER (Objective type) (Time allowed: 1 hour) (Max marks: 50)	1. Integrity and Ethics, Basic aspects of Citizen charter of CBIC, Causing of Summons, Guard Duties, Escort Duties, Precautions to be taken while arresting the accused, Supreme Court guidelines regarding arrest of persons/accused. 2. Anti-Evasion in GST & Customs, Airport procedures. 3. Conduct Rules, Leave Rules, Sevottam, RTI, NPS. 4. E-office - CRU related work.
PAPER-III BASIC HINDI (Related to the department) (Objective type) (Time allowed: 1 hour) (Max marks: 50)	1. Synonyms 2. Antonyms 3. Spellings 4. Letter writing 5. Precise writing
PAPER-IV	1. Walking 5 Km (time limit 35-40 min) 2. Cycling 5 Km (time limit 20-25 min)
PHYSICAL TEST (Max marks: 50)	3. Salute / March-past / Drill etc.

CONFIRMATION EXAMINATION OF STAFF CAR DRIVER	
PAPER-I TRADE TEST PRACTICALS	1. Reading English numerals and figures. 2. Locating faults and carrying out minor repairs. 3. Knowledge of traffic regulations. 4. Changing wheels and correct inflating of tyres.