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)/1/2021-Estt **Date: *As E-signed***

TIME BOUND

Sub: Conduct of Departmental Examination for Confirmation of Direct Recruit Tax Assistants for the Year 2025-26- Reg.

The next departmental examination for Confirmation of Direct Recruit Tax Assistants for the Year 2025-2026 is scheduled to be conducted from 04.02.2026 to 06.02.2026. The schedule of the examination is furnished below:

Sl. No.	Subject	Max. Marks	Pass Marks	Date	Time
1.	Paper I : Customs Law And Procedures (With Books)	100	50	04.02.2026	10:00 to 13:00 Hrs
2.	Paper II :- Goods & Services Tax Law and Procedures (With Books)	100	50	04.02.2026	14:00 to 17:00 Hrs
3.	PAPER III -A: Computer Application and Use Of Internet (Theory)	50	25	05.02.2026	10:00 to 11:30 Hrs
4.	Paper III -B: Computer Application and Use Of Internet (Practical)	50	25	05.02.2026	12:00 to 13.30 Hrs
5.	Paper IV: Administration (With Book Except For Conduct Rules)	100	50	05.02.2026	14.00 to 17.00 Hrs
6.	PAPER V: Economic and Commercial Geography And General Knowledge (without books)	100	50	06.02.2026	10.00 to 13.00 Hrs
7.	PAPER VI : Hindi	100	50	06.02.2026	14.00 to 17.00 Hrs

2. The syllabus in detail for each paper are enclosed as Annexure-A.

3. Direct Recruit Tax Assistants from Kochi Commissionerate & CCO who have not attended/cleared the confirmation examination earlier may submit their written willingness to this Office latest by **16.01.2026**. NACIN, Palasamudram vide letter no. NACIN/II/12/8/2020-EXAM-O/o Pr DG-NACIN-FARIDABAD-Part (2) dated 15.01.2025 has clarified that candidates who have cleared one or more papers under the previous rules (DER-2008) are required to appear for the remaining papers, as per Rule 8(2) of the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024. It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.

4. Those candidates who have passed their Matriculation or an equivalent or higher examination with Hindi as one of the subjects are exempted from taking examination in Hindi. Such candidates have to submit their relevant certificates (Xerox copy) alongwith the application for willingness for exemption. 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: 12-01-2026
14:40:01

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**

CONFIRMATION EXAMINATION OF DIRECT RECRUIT TAX ASSISTANT	
PAPER-I	1. Customs Act, 1962 (52 of 1962) and the rules and regulations made thereunder. 2. Customs Tariff Act, 1975 (51 of I 975)

CUSTOMS LAW AND PROCEDURES (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	3. CBIC's Customs Manual (Latest Edition).
PAPER-II GOODS & SERVICES TAX LAW AND PROCEDURES (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Central Goods and Services Tax Act, 2017. 2. Integrated Goods and Services Tax Act, 2017. 3. Union Territory Goods and Services Tax Act, 2017. 4. Goods and Services Tax (Compensation to States) Act, 2017 5. Central Goods and Services Tax Rules, 2017. 6. Integrated Goods and Services Tax Rules, 2017.
PAPER-III 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.
PAPER-IV ADMINISTRATION (WITH BOOK EXCEPT FOR 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 question 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-V ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWELDGE (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Simple questions on commercial geography. 2. A short essay or a draft on a set subject. 3. Making a precis or a passage not exceeding 400 words.
PAPER-VI 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.