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)/9/2025-Estt **Date: As E-signed**

Sub: Departmental Examination for Confirmation of Multi-Tasking Staff of Central Tax, Central Excise and Customs for the year 2025-26- Reg.

The next departmental examination for confirmation of Multi-Tasking Staff for the year 2025-26 is scheduled to be held on 04.07.2025. The details of the examination are given below:

Paper	Subject	Max. Marks	Pass Marks	Date	Time
Paper-I	Basic English (Related to the department) (Objective Type)	50	25	04.07.2025	10:00 to 11:00 Hrs
Paper-II	General Office Procedure (Objective Type)	50	25	04.07.2025	12:00 to 13:00 Hrs
Paper-III	Hindi (Related to the department) (Objective Type)	50	25	04.07.2025	14:00 to 15:00 Hrs

2. The syllabus in detail for each paper is enclosed as Annexure-A to this letter.

3. Multi-Tasking Staff from Kochi Commissionerate & CCO, who have not attended/cleared the confirmation examination, may submit their written willingness to this Office latest by **20.06.2025. 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 subject 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: 11-06-2025 15:06:05

[Maya Kurian]
Deputy Commissioner (P&V)

Copy submitted to:

1 . **The Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.**

2. The Principal Commissioner, Central Tax and Central Excise, Kochi.

Copy to:

1. The Deputy/Assistant Commissioner, All divisions under Kochi Commissionerate for circulating the same to eligible officers.

2. The Superintendent (Systems), Central Excise Hqrs. Office, Kochi – for uploading in website.

3. Notice Board.

Annexure-A

Syllabus for Departmental Examination for Confirmation of Multi-tasking Staff of Central Tax, Central Excise, and Customs	
PAPER-I **BASIC ENGLISH** **(Related to the department)** **(Objective type)** **(Time allowed: 1hour)** **(Max marks: 50)**	**1.** Basics of English Language, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage and writing ability. **2.** Comprehension of simple passages, filling the blanks by selecting the appropriate words, finding out correctly / wrongly spelt words from a list finding out error in sentences, correcting the tenses etc.
PAPER-II **GENERAL OFFICE PROCEDURE** **(Objective type)** **(Time allowed: 1 hour)** **(Max marks: 50)**	**1.** Knowledge and hierarchy and structure of CBIC, Sections in the Commissionerate's / Directorates, designations, manner and etiquettes while on duty. **2.** Integrity and Ethics, basic aspects of citizen charter of CBIC, Conduct Rules, Leave Rules, Record maintenance, NPS. **3.** E-office - CRU related work. **4.** Swachhata in offices, Optimization of electricity and water consumption. **5.** Types of office machines & equipment and their usage; handling of office equipment and machines, photocopying, fax, scanning, elementary aspects of computer operations.
PAPER-III **HINDI** **(Related to the department)** **(Objective type)** **(Time allowed: 1hour)** **(Max marks: 50)**	Basic Office Terminology in Hindi (CBIC), comprehension, day to day conversation topics, Standard Notes on day-to-day usage of Hindi in official notes (English to Hindi and vice versa), correction of spellings, fill in the blanks etc.

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