# OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
## CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN-682 018

E-mail: cexcochi@excise.nic.in FAX-0484-2390608 Phone : 0484-2390404

C. No.II/12/1/2013 Estt. Dated: 21/06/ 2014

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Senior Tax Assistant and Inspector of Central Excise is scheduled to be held in the month of **August, 2014** - Reg.

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The next departmental examination for promotion of Ministerial Officers to the grade of Senior Tax Assistant and Inspector of Central Excise is scheduled to be conducted from 12th to 14th August 2014. The schedule of the examination and the syllabus are furnished as follows :-

| PAPER | SUBJECT | DATE | TIME | MAXIMUM MARKS | PASS MARKS |
|---|---|---|---|---|---|
| **Examination for Inspectors in Central Excise** | | | | | |
| Paper I | Central Excise & Service Tax (With Books) | 12.08.2014 (Tuesday) | 10.00 hrs to 13.00 hrs | 100 | 65 |
| Paper II | Customs (With Books) | 13.08.2014 (Wednesday) | 10.00 hrs to 13.00 hrs | 100 | 50 |
| Paper III | Administration (With Books) | 12.08.2014 (Tuesday) | 14.00 hrs to 17.00 hrs | 100 | 65 |
| **Examination for Senior Tax Assistant (Customs & Central Excise)** | | | | | |
| Paper I | Central Excise Service Tax & Customs Procedures (With Books) | 14.08.2014 (Thursday) | 10.00 hrs to 13.00 hrs | 100 | 40 |
| Paper II | Computer Application (Theory& Practical) | 14.08.2014 (Thursday) | 14.00 hrs to 17.00 hrs | 100 | 50 |
| Paper III | Administration (With Books) | 12.08.2014 (Tuesday) | 14.00 hrs to 17.00 hrs | 100 | 40 |

(i) Any officer require the Hindi version of the question paper may specifically request/mention in the application.

(ii) Officers who have completed their probation period of two years and have passed the TA confirmation examination need only apply for the same.

The written willingness may be forwarded to this Office latest by **09th June, 2014.**

**(M.RAJAN)**
**JOINT COMMISSIONER (P&V)**

Encl: Annexure I & II

Copy submitted to :

1. The Commissioner, Customs (Preventive) Commissionerate
2. The Commissioner, Appeals

Copy to :

The Assistant Commisioner Ernakulam I/II
Service Tax/Kottayam/Muvattupuzha Division [Kindly ensure the letter is circulated in all range offices also].
All Section - HQRS/Supdt (PRO)/Chief Commissioner's Office
Notice Board.
Computer Cell to upload into website.

**CONFIDENTIAL/TIME BOUND**
**BY SPEED POST**

**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS**
**PLOT NO.3/86-E, AMBATTUR INDUSTRIAL ESTATE,**
**CHENNAI – 600 058.**

**EPBX-26250157 / 26250159** **FAX: 26250155 / 26250156**

C.No. I/4/1/2014

Date: 16.05.2014

A/o (SOH)
26/05/14

To
All Chief Commissioners of Customs
All Chief Commissioners of Central Excise
All Director Generals
All Additional Director Generals
All Commissioners of Customs
All Commissioners of Central Excise
The Narcotics Commissioner of India, CBN, Gwalior.

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Senior Tax Assistant and Inspectors of Central Excise, Preventive Officers and Examiners of Customs / Group – C Executive Grade in Narcotics Department to be held in the month of **August, 2014** -Regarding.

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The Departmental Examination for Promotion of Ministerial Officers to the Grade of Senior Tax Assistants , Inspectors of Central Excise, Preventive Officers and Examiners in Customs Department, and Group – C Executive Grade in the Narcotics Department(CBN Gwalior) will be conducted from **12th to 14th AUGUST 2014. The Schedule of the examination and Syllabus are given in Annexure I and Annexure II, respectively.**

2. NACEN, Chennai will be sending the question papers to the Commissionerate Hqrs./Directorates. The despatch / distribution of the packets containing question papers intended for various centres of examination may be done at your end. This would ensure timely receipt of the question paper at the examination centre. Necessary instructions may kindly be given to the respective Cadre Controlling Commissioners to make necessary arrangements to conduct the combined Departmental Promotion Examination on the scheduled dates.

3. The requirement of numbers of question papers for your office may be intimated to us in the prescribed proforma vide **Annexure- III** to **Ms. BABITA. A.S, SUPERINTENDENT (EXAMINATIONS), NACEN, CHENNAI (TEL.NO. 044-26250426 / 09841245448 FAX NO. 044-26250155 / 26250156). This request must reach NACEN, Chennai latest by 20.06.2014 .** Any request for increase in the number of candidates, beyond the cut-off date would not be entertained

4 a. While informing the requirement, the post for which the examination is to be conducted may clearly be stated. **The Roll Nos. of the candidates may be assigned by prefixing the post for which they intend to appear. (eg.) STA/01 or INSPR/01 or STA/INSPR/01, etc. Any other format of assigning the Roll numbers by prefixing/suffixing the name of the Commissionerate may please be avoided.**

4 b. It is also requested to specifically inform whether your office require any Hindi version of the question papers and if so, the number of question papers required may be separately given.

5. **All efforts will be made to ensure the question papers to reach your Office on or before 25.07.2014 .** However you may closely keep a watch on receipt of the sealed packets of the question papers, intended for various examination centres under your charge and any variation on account of non-receipt of the question papers may be brought to the notice of the undersigned immediately.

6. The Cadre Controlling Commissioners may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and include their requirements also. As per the DG, NACEN instructions, **only queries relating to the process of conducting examination will be clarified by this Office. The determination of eligibility to sit for the examination will not come under the purview of this Academy as the Cadre Controlling Authorities have to decide the same.**

Yours faithfully,

Encl: As above.

**(M. PONNUSWAMY)**
**ADDITIONAL DIRECTOR GENERAL**

## ANNEXURE – II (SYLLABUS)

**Central Excise and Service Tax ; Paper I - Inspectors of Central Excise**

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Law and Procedures including latest Budget changes.
5. CENVAT Credit Rules, 2004.
6. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000.
7. Central Excise (Appeals) Rules 2001.
8. CESTAT (Procedure) Rules, 1982.

**Customs:** **Paper II – Inspector of Central Excise.**
**Paper I – Preventive Officer and Examiners (Customs).**

1. Customs Act,1962.
2. Customs Manual.(latest edition)
3. Customs Tariff Act, 1975.
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
6. Export and Import Policy, 2002 -2007.
7. ITC (HS) Classification of Export & Import Items, 2009 – 2014.

**Allied Acts (including Central Excise Act)**
**Paper – II – Preventive Officers & Examiners ( Customs).**

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Rules, 1994.
5. CENVAT Credit Rules, 2004.
6. Customs Act and Rules, Customs Tariff Act, 1975.
7. CESTAT Rules, 2003.
8. Baggage Rules, courier regulations, civil aviation, Criminal Procedure Code, Indian Penal Code , Civil Procedure Code, FEMA , Drugs and Cosmetics Act and other Allied Acts COFEPOSA, PMLA

**Narcotics Act and Rules.** **Paper I for Promotion to Group – C – Executive Grade in Narcotics Department.**

1. NDPS Act, 1985 2. NDPS Rules, 1985

**Administration**

| | | |
|---|---|---|
| **Paper III** | - | **Inspector of Central Excise** |
| **Paper III** | - | **Preventive Officer & Examiners of Customs** |
| **Paper III** | - | **Senior Tax Assistant in Customs & C.Excise.** |
| **Paper III** | - | **Group – C – Executive Grade in Narcotics Dept.** |

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR.
9. Swamy's Hand Book 2014

**Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Senior Tax Assistant.**

**Central Excise, Service Tax and Customs Procedure ; Paper I for STA in Customs & C. Excise**

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Law and Procedures including latest Budget changes.
5. CENVAT Credit Rules, 2004.
6. Customs Act 1962 and Rules.
7. CESTAT (Procedure) Rules, 1982.
8. Central Excise (Appeals) Rules, 2001.

**Paper II Computer Application (Theory & Practical)**

1. **Overview of Hardware / Software**
   a. Basics on Input devices.
   b. Basics on output devices.
   c. Basics of CPU.
   d. Basics of Software.

2. **Windows including;**
   a. Logging onto windows.
   b. Passwords.
   c. Shutting down and using of CTRL-ALT-DEL
   d. Desktop including customization & Screen saver.
   e. Task bar.
   f. Windows explorer.
   g. Use of FIND.
   h. Using floppy disk and CD ROM.

3. **Office 97-MS Word and MS Excel**

   A. **MS Word including**

   i) Creating a new document
   ii) Basic formatting including Bullets and numbering, Header & Footer.
   iii) Find and Replaces.
   iv) Auto Correct and Spell check.
   v) Saving documents.,
   vi) Sending documents through mail and floppy.
   vii) Printing documents including print preview and layout.
   viii) Help Menu.
   ix) Table insertion.

   B. **MS Excel including.**
   i) Introduction to Excel
   ii) Creating simple worksheet.
   iii) Relation between cells, use of S Sign.
   iv) Basic functioning.
   v) Simple functions and calculations.
   vi) Saving / Printing of documents.
   vii) Print preview.

   C. **Internet including:**
   i) Use of Web mail including attachment and download of files.
   ii) Browsing including searches.