केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
Email: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C. No. II/12/2/2014 Estt. Dated: 07.12.2015

URGENT/TIME BOUND

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistant (STA) and Inspectors of Central Excise to be held in the month of **February, 2016** - Reg.

The next departmental examination for promotion of Ministerial Officers to the grade of Senior Tax Assistants and Inspectors of Central Excise is scheduled to be conducted from 10th to 12th February, 2016. The schedule of the examination is furnished below:-

PAPER	SUBJECT	DATE	TIME	MAXIMUM MARKS	PASS MARKS
Examination for promotion to the grade of Inspectors in Central Excise					
Paper I	Central Excise & Service Tax (With Books)	10.02.2016 (Wednesday)	10.00 hrs to 13.00 hrs	100	65
Paper II	Customs (With Books)	11.02.2016 (Thursday)	10.00 hrs to 13.00 hrs	100	50
Paper III	Administration (With Books)	10.02.2016 (Wednesday)	14.00 hrs to 17.00 hrs	100	65
Examination for promotion to Executive Assistants (STA) (Customs & Central Excise)					
Paper I	Central Excise Service Tax & Customs Procedures (With Books)	12.02.2016 (Friday)	10.00 hrs to 13.00 hrs	100	40
Paper II	Computer Application (Theory& Practical)	12.02.2016 (Friday)	14.00 hrs to 17.00 hrs	100	50
Paper III	Administration (With Books)	10.02.2016 (Wednesday)	14.00 hrs to 17.00 hrs	100	40

The officers who are willing to write the above examinations may submit their written willingness to this Office latest by **15th December, 2015. It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.**

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

Only the officers who have passed the TA confirmation examination need to apply.

Encl: Annexure

(AMARNATH KESARI)
JOINT COMMISSIONER (P&V)

Copy submitted to:

1. The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone.
2. The Commissioner (Appeals), Cochin

Copy to:

1. The Deputy/Assistant Commisioner, Ernakulam I/II/Service Tax/Kottayam/Muvattupuzha Divisions – for circulating the same to eligible officers.
2. The Administrative Officer (Hqrs)/(DDO), Central Excise Hqrs. Office, Cochin – for similar action.
3. Notice Board.
4. The Superintendent (EDP), Central Excise Hqrs. Office, Cochin – for uploading in website

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.
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 as amended.

Customs: **Paper II – Inspector of Central Excise.**
Paper I – Inspectors of Customs (EOs & POs)

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. India New Foreign Trade Policy, 2015 -2020.
7. ITC (HS) Classification of Export & Import Items- latest edition

Allied Acts (including Central Excise Act)
Paper – II – Inspectors of Customs (EOs & POs)

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 (Procedure) Rules,1982 as amended.
8. Baggage Rules, Courier regulations, Criminal Procedure Code, Indian Penal Code , Civil Procedure Code, FEMA , Drugs and Cosmetics Act and other Allied Acts COFEPOSA, PMLA, FSSAI, Plant Quarantine Order 2003 and National Standard Order, Weights and Measurements Act,1976
9. SEZ Act 2005 & SEZ (Amendment) Rules 2013
10. Foreign Trade Development & Regulation Act,1992 and
11. Environment Protection Act,1986

Narcotics Act and Rules. Paper I for Promotion to Inspectors, Group-B Executive Grade in Narcotics Department.

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

Administration

Paper III - Inspector of Central Excise
Paper III - Inspectors of Customs (EOs & POs)
Paper III - Executive Assistant (STA) in Customs & C.Excise.
Paper III - Inspectors Group-B Executive Grade in Narcotics

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 Service Rules & Financial Rules.
9. Swamy's Hand Book 2015

Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Executive Assistant (STA).

Central Excise, Service Tax and Customs Procedure ; Paper 1 for EA(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.
5. CENVAT Credit Rules, 2004.
6. Customs Act 1962 and Rules.
7. CESTAT (Procedure) Rules,1982 as amended.
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.