भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोच्चिन COCHIN
केन्द्रीय राजस्व भवन CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चिन I.S. PRESS ROAD, COCHIN-682 018

E-mail: cexcochi@nic.in **Fax: 0484-2390608** **Phone: 0484-2390404**

C. No. II/12/2/2016 Estt. Date:23.11.2016

URGENT/TIME BOUND

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistants (STA) and Inspectors of Central Excise to be held in the month of **February, 2017** - Reg.

The next departmental examination for promotion of Ministerial Officers to the grade of Executive Assistants (STA) and Inspectors of Central Excise is scheduled to be conducted from 07th to 09th February 2017. The schedule of the examination is furnished below:-

PAPER	SUBJECT	DATE	TIME	MAXIMUM MARKS	PASS MARKS
Examination for Inspectors in Central Excise					
Paper I	Central Excise & Service Tax (With Books)	07.02.2017 (Tuesday)	10.00 hrs to 13.00 hrs	100	65
Paper II	Customs (With Books)	08.02.2017 (Wednesday)	10.00 hrs to 13.00 hrs	100	50
Paper III	Administration (With Books)	07.02.2017 (Tuesday)	14.00 hrs to 17.00 hrs	100	65
Examination for Executive Assistants (STA) (Customs & Central Excise)					
Paper I	Central Excise Service Tax & Customs Procedures(With Books)	09.02.2017 (Thursday)	10.00 hrs to 13.00 hrs	100	40

Paper II	Computer Application (Theory& Practical)	09.02.2017 (Thursday)	14.00 hrs to 17.00 hrs	100	50
Paper III	Administration (With Books)	07.02.2017 (Tuesday)	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 **09th December, 2016. 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 those 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, Cochin Zone.**
2. **The Principal Commissioner, Central Excise, Customs & Service Tax, Cochin.**
3. **The Commissioner of Central Excise, Calicut, Trivandrum, CCP, Audit, Appeals-for information and similar action.**

Copy to:

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

ANNEXURE – II (SYLLABUS)

Central Excise and Service Tax ; Paper 1 - 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.
9. Central Excise (Appeals) Rules, 2001
10. CESTAT (Procedure) Rules, 1982 as amended.
11. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
12. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
13. Central Excise (Compounding of Offences) Rules, 2005
14. Central Excise (Settlement of Cases) Rules, 2007
15. Customs & Central Excise Settlement Commission Procedure, 2007
16. Central Excise (Advance Rulings) Rules, 2002
17. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

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 & procedures, Customs Tariff Act, 1975.
7. CESTAT (Procedure) Rules,1982 as amended.
8. Foreign Trade Policy (2015-2020)
9. Foreign Trade (Regulation) Rules, 1993
10. Foreign Trade (Exemption from Application of Rules in certain cases) Order, 1993
11. Foreign Trade (Development & Regulation) Act, 1992 – Notifications
12. Foreign Exchange Management Act, 1999 (42 of 1999)
13. Safeguard Measures (Quantitative Restrictions) Rules, 2012
14. Foreign Exchange Management (Export of Goods and Services) Regulations, 2000

15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
16. Legal Metrology Act,2009 and Legal Metrology (Packaged Commodities) Rules,2011.
17. The Livestock Importation Act, 1898
18. Prevention of Food Adulteration Act, 1954 & Food Safety and Standards Authority Act, 2006
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine(Regulation of Import into India) Order 2003
21. Conservation of Foreign Exchanges and Prevention of Smuggling Activities Act,1974 (COFEPOSA) (52 OF 1974)
22. Criminal Procedure Code,1973
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. 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 - Preventive Officer & Examiners of Customs
Paper III - Executive Assistant (STA) in Customs & C.Excise.
Paper III - Inspector 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 & procedures.
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.