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 कर और केन्द्रीय उत्पाद शुल्क,
CENTRAL TAX & CENTRAL EXCISE,
कोच्चि, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.No.II/12/01/2017 – Estt Date:09.01.2018

URGENT/TIME BOUND

Sub: Departmental Examination for Confirmation of Direct Recruit Tax Assistants for the year 2017-18- Reg.

The next departmental examination for confirmation of Direct Recruit Tax Assistants for the year 2017-18 is scheduled to be held from 05.03.2018 to 07.03.2018. The details of the examination are given below:

Sl. No.	Subject	Max. Marks	Pass Marks	Date	Time
1	Paper I: Customs Law (with books)	100	50	05.03.2018	10:00 to 13:00 Hrs
2	Paper II (B):Central Excise, Service Tax Valuation etc.	100	50	05.03.2018	14:00 to 17:00 Hrs
3	Paper III: Computer application and proficiency in use of internet	100	50	06.03.2018	10:00 to 13:00 Hrs
4	Paper IV: Economic and Commercial Geography and General Knowledge	100	50	06.03.2018	14:00 to 17:00 hrs
5	Paper V: Administration (with books except the Central Civil Services (Conduct) Rules,1964)	100	50	07.03.2018	10:00 to 13:00 Hrs

6	Paper VI: Hindi written Paper- 80 Marks Proficiency in Hindi Conversation and Reading:- 20 Marks	100	50	07.03.2018	14:00 to 16:00 Hrs

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

3. Direct Recruit Tax Assistants from Kochi Commissionerate who have not attended/cleared the confirmation examination earlier may submit their written willingness to this Office latest by **24.01.2018. 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) for exemption. Candidates who do not submit their relevant certificates along with their willingness will not be exempted from Hindi Examination.

9/1/18

(Dr. T. Tiju)
Additional Commissioner (P&V)

Copy submitted to:

1. **The Chief Commissioner of Central Tax and Central Excise, Thiruvananthapuram Zone.**
2. **The Principal Commissioner, Central Tax and Central Excise, Kochi**
3. **The Commissioner of Central Excise, Calicut, Trivandrum, CCP, Audit, Appeals-for information and similar action.**

Copy to:

1. **The Deputy/Assistant Commissioner, All divisions Kochi Commissionerate for circulating the same to eligible officers.**
2. **Notice Board**
3. **The Superintendent (EDP), Central Excise Hqrs. Office, Kochi – for uploading in website.**

Annexure - "A"

Syllabus for Departmental Examination for Direct Recruit Tax Assistant

(Central Excise and Customs)

(Maximum marks for each paper will be 100)

PAPER - I (CUSTOMS LAW)

(With books Time allowed 3 hours)

1. The Customs Act, 1962 (52 of 1962)
2. The Customs Manual (Latest Edition)
3. The Customs Tariff Act, 1975 (51 of 1975)

PAPER II (A) Procedure and Local Orders of the Customs House

(Only for Tax Assistants in Customs Department)

(Time Allowed 3 hours)

Office Manuals relating to-

1. Import
2. Export
3. Bond
4. Drawback
5. Cash and accounts
6. Internal Audit
7. Manifest Clearance
8. Correspondence and Records
9. Refund
10. Local supplement to the Indian Customs Manual
11. Rules and orders in force in the Custom House which are included in the Standing and the Departmental Orders and all instructions relating to the particular Custom House which are contained in the Manual of the Custom House.

PAPER II (B) -Central Excise, Service Tax, Valuation etc.

(Only for Tax Assistants in Central Excise Department)

(Time Allowed 3 hours)

1. The Central Excise Act, 1944 (1 of 1944)
2. CENVAT Credit Rules, 2005
3. The Central Excise Tariff Act, 1985 (5 of 1986)
4. The Central Excise Rules, 2002
5. Provisions relating to Service Tax in the Finance Act, 1994.
6. The Central Excise Valuation (Determination of price Excisable goods) Rules, 2000.

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PAPER III- Computer Application and Proficiency in use of Internet

1. Overview of Hardware
2. Windows
   a) Logging into Windows
   b) Shutting down and use of CTRL - ALT - DEL.
   c) Windows Explorer
   d) Use of FIND OR SEARCH
   e) Using floppy disc and CD ROM

3. MS Office (MS Word and MS Excel)

A. MS Word-

i. Creating a new document
ii. Basic formatting including Bullets and numbering and Header and Footer.
iii. Find and Replace.
iv. Auto correct and spell check
v. Saving documents
vi. Sending documents through floppy.
vii. Printing the documents including print preview and layout.
viii. Table handling.
ix. Mail Merge

B. MS Excel including;

i. Introduction to Excel
ii. Creating a simple worksheet
iii. Basic formatting
iv. Simple functions and calculations
v. Saving / printing of documents
vi. Print Preview

C. MS Power Point-

i. Introduction to power point
ii. The power point screen
iii. The auto Content Wizard.
iv. The slide Views-an overview
v. Using the slide views
vi. Customizing slide structure
vii. Adding text to slides
viii. Adding text to slides
ix. Moving through presentations
x. Inserting the deleting slides
xi. Inserting pictures
xii. Printing
xiii. Running a presentation
xiv. Introduction to internet
xv. Surfing and searching
xvi. E-mail

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PAPER IV- Economic and Commercial Geography and General Knowledge
(Without books Time allowed 3 hours)

This paper will include:-

a. Simple questions on commercial geography
b. A short essay or a draft on a set subject
c. Making a précis or a passage not exceeding 400 words.

PAPER V- Administration
(Time allowed 3 hours)
(With books except item No. 7)

1. Civil Service Regulations, so far as they relate to Pensions only.
2. Fundamental Rules and Supplementary Rules (Posts and Telegraphs Compilation)
   a. Section III (Fundamental Rules) - excluding Special Leave Rules
   b. Section IV (Supplementary Rules) - Paras I to V
   c. Appendices - 3, 3-A, 7-A, 8, 13, 15, 18 and 18-A.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. The General Provident Fund (Central Services) Rules, 1972.
5. The General Financial Rules (Volume I, Chapters 1 to 7, 10 and 13, Volume II- Appendices 7, 8 and 17)
6. The Central Treasury Rules (Volume I, part I, Section II, Part V, Chapters II to V, IX and Part X. Volume II-Appendices 4).
7. The Central Civil Services (Conduct) Rules. 1964.

Note: The questions will be designed to test the candidates' ability to refer intelligently to the books and to apply the rules and regulations 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 bills, contingent bills, calculation of leave due, joining time etc.

PAPER VI- Hindi
(Time allowed 2 hours)

The examination in Hindi will comprise the following:-

i. Translation of a passage from English to Hindi and from Hindi to English.
ii. Correction of sentences and giving Hindi words equivalents for English words.
iii. Answer from Hindi passage,
iv. Conversation
v. Reading of petitions and documents written in manuscripts in Hindi.
vi. Classification of Official Language Act, 1963 (19 of 1963).
vii. Knowledge of Hindi rules and regulations.

Note: The candidates may like to study the following books.

Books	Publishers
1.RashtrayaBhasha, Parts 1 to IV	Indian Press Ltd., Allahabad
2. Hindi Rachana, Parts 1 to III	Dakshin Bharat Hindustani Prachar Sabha, Madras
3. Hindi in thirty days	Pr. DularyLalBhargava, Ganga Fine Arts Press, Lucknow

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