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
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.No.II/12/2/2016 – Estt Date: 28.11.2018

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistants (EA) and Inspectors of Central Taxes to be held in February-2019 – Reg.

The next Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistants (EA) and Inspectors of Central Excise is scheduled to be conducted from **13.02.2019 to 15.02.2019**. The schedule of the examination is furnished below:

PAPER	SUBJECT	DATE	TIME	MAXIMUM MARKS	PASS MARKS
Examination for promotion to grade of Inspectors					
Paper I	Central Excise & GST (With Books)	13.02.2019 (Wednesday)	10.00 hrs to 13.00 hrs	100	65
Paper II	Customs (With Books)	14.02.2019 (Thursday)	10.00 hrs to 13.00 hrs	100	50
Paper III	Administration (With Books)	13.02.2019 (Wednesday)	14.00 hrs to 17.00hrs	100	65
Examination for promotion to grade of Executive Assistants (EA)					
Paper I	Central Excise, GST & Customs Procedures (With Books)	15.02.2019 (Friday)	10.00 hrs to 13.00 hrs	100	40
Paper II	Computer Application (Theory& Practical)	15.02.2019 (Friday)	14.00 hrs to 17.00 hrs	100	50

Paper III	Administration (With Books)	13.02.2019 (Wednesday)	14.00 hrs to 17.00 hrs	100	40

The officers from Kochi Commissionerate who are eligible and willing to write the above examinations may submit their written willingness to this office **latest by 18.12.2018. 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/she may specifically request for the same in his/her application.

Only those officers who have passed the Tax Assistant confirmation examination need to apply.

Encl: Annexure

Rajeswari

(Rajeswari R Nair)
Joint Commissioner [P&V]

Copy to :

1. **The Deputy /Assistant Commissioner, All divisions of Kochi Commissionerate for circulating the same to eligible officers.**
2. **The Superintendent (EDP/Admin.) Hqrs Kochi**
3. **The CAO/AO(DDO)/AO(H) Hqrs Kochi**
4. **The Superintendent of Central Excise, (PRO/Welfare)- with a request to make necessary arrangements for the examination.**
5. **Notice Board.**

Copy Submitted to:-

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

ANNEXURE – II (SYLLABUS)

Central Excise and GST ;Paper 1 - Inspectors of Central Tax

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, 2002.
6. Central Excise Tariff Act, 1985
7. CENVAT Credit Rules, 2004.
8. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000
9. Central Excise (Appeals) Rules 2001
10. CESTAT (Procedure) Rules,1982 as amended
11. Central Excise (Appeals) Rules, 2001
12. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
13. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
16. Customs & Central Excise Settlement Commission Procedure, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

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

1. GST Act & Rules, 2017
2. Central Excise Act, 1944.
3. Central Excise Rules, 2002.
4. Central Excise Tariff Act, 1985.
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

Administration

Paper III - Inspector of Central Excise
Paper III - Preventive Officer & Examiners of Customs
Paper III - Executive Assistant (EA) in Customs &C.Excise.

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Control & 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 2018

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

Central Excise, GST and Customs Procedure ; Paper 1 for EA in Customs & Central Tax

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, 2002.
6. Central Excise Tariff Act, 1985.
7. CENVAT Credit Rules, 2004.
8. Customs Act 1962 and Rules & procedures.
9. CESTAT (Procedure) Rules,1982 as amended.
10. 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, MS Excel and MS Powerpoint**

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. MS Power Point –

i) Introduction to power point
ii) Reading simple presentation
iii) Using the slide views
iv) Inserting and deleting slides
v) Taking printout of slides

D. Internet including:

i) Use of Web mail including attachment and download of files.
ii) Browsing including searches.