भारत सरकार GOVERNMENT OF INDIA
वित मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

GEXCOM/II/(12)/4/2021-ESTT **Date: .01.2021**

Sub: Departmental Examination for promotion of Tax Assistants (TA) to the grade of Executive Assistants (EA) of Central Taxes and Customs to be held in the month of March, 2021 – Reg.

The next Departmental Examination for promotion of Tax Assistants (TA) to the grade of Executive Assistants (EA) of Central Taxes is scheduled to be conducted from **03.03.2021 to 05.03.2021.** The schedule of the examination is furnished below:

PAPER	SUBJECT	DATE	TIME	PASS MARKS
Examination for promotion to grade of Executive Assistants				
Paper I	Central Excise, GST and Customs (With Books)	03.03.2021 (Wednesday)	10.00 hrs to 13.00 hrs	40/100
Paper II	Computer Application (Theory & Practical)	04.03.2021 (Thursday)	10.00 hrs to 13.00 hrs	50/100
Paper III	Administration (With Books)	05.03.2021 (Friday)	10.00 hrs to 13.00hrs	40/100

The officers from Kochi Commissionerate, Appeals Commissionerate, DGGI, NACIN & CCO, who are eligible and willing to write the above examinations, may submit their written willingness to this office **latest by 03.02.2021**. **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-I 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.

Signed by Rajeswari R Nair
Date: 19-01-2021 11:50:16
Reason: Approved

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

Copy Submitted to:-

1. **The Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone.**
2. **The Principal Commissioner of Central Tax & Central Excise, Kochi.**
3. **The Commissioner of Central Tax & Central Excise, Appeals, Kochi.**
4. **The Additional Director General, NACIN/DGGI, Kochi.**

Copy to:-

1. **The Deputy / Assistant Commissioner, All divisions of Kochi Commissionerate for circulating the same to eligible officers.**
2. **The Superintendent (Systems) Hqrs Kochi.**
3. **Notice Board.**

ANNEXURE – I (SYLLABUS)

Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA).

Paper I Central Excise, GST and Customs Procedure

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, (Latest)
6. Central Excise Tariff Act, 1985.
7. CENVAT Credit Rules, (Latest)
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.

Paper III Administration

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 2020