I/1300554/2023

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
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

GEXCOM/II/(12)/3/2020-ESTT **Date: .07.2023**

Sub: Departmental Examination for promotion of Tax Assistants (TA) to the Grade of Executive Assistants (EA) of Central Taxes & Customs to be held in the month of September, 2023 – Reg.

The next Departmental Examination for the promotion of Tax Assistants (TA) to the grade of Executive Assistants (EA) of Central Taxes is scheduled to be conducted from **11.09.2023 to 13.09.2023**. The schedule of the examination is furnished below:

PAPER	SUBJECT	DATE	TIME	PASS MARKS
Examination for promotion to the grade of Executive Assistants				
Paper I	Central Excise, GST and Customs (With Books)	**11.09.2023** (Monday)	10.00 hrs to 13.00 hrs	40/100
Paper II	Computer Application (Theory & Practical)	**12.09.2023** (Tuesday)	10.00 hrs to 13.00 hrs	50/100
Paper III	Administration (With Books)	**13.09.2023** (Wednesday)	10.00 hrs to 13.00hrs	40/100

2. The officers from Kochi Commissionerate & CCO, who are eligible and willing to write the above examinations, may submit their written willingness to this office **latest by 27.07.2023**. **It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.**

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3. The syllabus for the examination is given as an 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.

4. Only those DR Officers who have passed the Tax Assistant confirmation examination need to apply.

Signed by
Bindu C T
Date: 18-07-2023 13:20:54

(C.T. Bindu)
Deputy Commissioner [P&V]

Copy Submitted to:-

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

I/1283657/2023

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- 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 Handbook