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
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-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

GEXCOM/II/(12)/2/2020-ESTT **Date: As E-signed**

URGENT/TIME BOUND

Sub: Departmental Examination for promotion of Lower Division Clerks (LDC)/Head Havaldar to Tax Assistants in Central Tax Department for the year 2025-26 - reg.

The next departmental examination for promotion to the grade of Tax Assistants in Central Tax Department for the year 2025-26 is scheduled to be held on 23.05.2025. The details of the examination are given below:

Sl. No.	Subject		Max. Marks	Pass Marks	Date	Time
1	Paper - I	Theoretical Test on Computer Proficiency	50	25	23.05.2025	11:00 to 12:00 Hrs
2	Paper - II	Practical Test on Computer Proficiency	50	25	23.05.2025	14:00 to 14:30 Hrs
3	Paper-III	Typing test with speed of 35 minute in English or 30 words per minute in Hindi on computer	Qualifying	Qualifying		

2. As per the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024, only those officers who have completed at least 50% of the qualifying service for promotion to any higher grade as prescribed in the relevant recruitment rules shall be eligible to appear in the departmental

promotion examination, subject to the provisions of rule 8.

3. As per the Central Board of Indirect Taxes and Customs Tax Assistant (Group C post) Recruitment Rules, 2022, the candidates shall possess the following qualifications and experience:
   1. Data Entry Speed of 8000 key depression per hour for data entry work; and.
   2. Completion of 3 week training programme.

4. Lower Division Clerks and Head Havaldars working in Kochi Commissionerate & CCO who meet the eligibility criteria and are willing to appear for the above examinations, may submit their written willingness to this office by **07.05.2025**. Candidates are also requested to provide their @gov.in mail ID and mobile number. **It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.**
5. The syllabus for the examination is enclosed 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.

Signed by
Maya Kurian
Date: 06-05-2025 11:18:00

(Maya Kurian)
Deputy 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 Additional Director General, NACIN/DGGI/DRI, Kochi Zonal Unit.**

Copy to:

1. **All Deputy / Assistant Commissioner in charge of Divisions of Central Tax & Central Excise, Kochi Commissionerate.**
2. **The Superintendent (System) – for uploading in website.**
3. **Notice Board.**

Annexure 'B'

Course Content for Computer Proficiency Test for promotion to the grade of Tax Assistants

Course Content for Computer Proficiency Test for Promotion to the Grade of Tax Assistants				
Paper	**Type of Test**	**Time Allowed**	**Max Marks**	**Content**
Paper-I	Theoretical Test on Computer Proficiency	1 hour	50	**1. Overview of Hardware**
				2. Windows
				a)- Logging onto Windows
				b)- Shutting down and use of CTRL-ALT-DEL
				c)- Windows Explorer
				d)- Use of FIND and SEARCH
				e)- Using floppy disk and CD ROM / Pen drive
Paper-II	Practical Test on Computer Proficiency	30 minutes	50	**3. MS Office (MS Word and MS Excel)**
				A. MS Word
				a) Creating a new document
				b) Basic formatting including bullets and numbering and Header and Footer
				c) FIND and REPLACE
				d) Auto Correct and Spell Check
				e) Saving documents
				f) Sending documents through floppy / Pen drive
				g) Printing the documents including print preview and
				h) Table handling
				B. MS Excel including

				a) Introduction to Excel
				b) Creating a simple worksheet
				c) Basic formatting
				d) Simple functions and calculations
				e) Saving / Printing of documents
				f) Print preview
				4. Proficiency in use of INTERNET and INTRANET for e-mailing.
Paper-III (Typing Test)	Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer.	Qualifying	Qualifying	The Typing Speed shall be ascertained by the respective CCA's/Directorates.