URGENT/TIME BOUND

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Senior Tax Assistants and Inspectors of Central Excise to be held in the month of February, 2015 - Reg.

The next departmental examination for promotion of Ministerial Officers to the grade of Senior Tax Assistants and Inspectors of Central Excise is scheduled to be conducted from 11th to 13th February 2015. The schedule of the examination is furnished below:-

<table>
<thead>
<tr>
<th>PAPER</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>TIME</th>
<th>MAXIMUM MARKS</th>
<th>PASS MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise &amp; Service Tax (With Books)</td>
<td>11.02.2015 (Wednesday)</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>100</td>
<td>65</td>
</tr>
<tr>
<td>Paper II</td>
<td>Customs (With Books)</td>
<td>12.02.2015 (Thursday)</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (With Books)</td>
<td>11.02.2015 (Wednesday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>65</td>
</tr>
</tbody>
</table>

Examination for Senior Tax Assistant (Customs & Central Excise)

<table>
<thead>
<tr>
<th>PAPER</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>TIME</th>
<th>MAXIMUM MARKS</th>
<th>PASS MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise Service Tax &amp; Customs Procedures (With Books)</td>
<td>13.02.2015 (Friday)</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td>13.02.2015 (Friday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (With Books)</td>
<td>11.02.2015 (Wednesday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>40</td>
</tr>
</tbody>
</table>

The officers who are willing to write the above examinations may submit their written willingness to this Office latest by 08th December, 2014. 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 may specifically request for the same in his/her application.

Officers who have completed their probation period of two years and have passed the TA confirmation examination need only to apply.

Encl: Annexure
Copy submitted to:

1. The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone.
2. The Commissioner of Customs (Preventive), Cochin
3. The Commissioner (Appeals), Cochin

Copy to:

1. The Deputy/Assistant Commissioner, Ernakulam I/II/Service Tax/Kottayam/Muvattupuzha/CPD Cochin/CPD Calicut Divisions – for circulating the same to eligible officers
2. The Administrative Officer (Hqrs)/(DDO), Central Excise Hqrs. Office, Cochin – for similar action
3. Notice Board
4. The Superintendent (Systems), Central Excise Hqrs. Office, Cochin – for uploading in website
ANNEXURE - II (SYLLABUS)

Central Excise and Service Tax: Paper 1 - Inspectors of Central Excise
1. Central Excise Act, 1944.
4. Service Tax Law and Procedures including latest Budget changes.

Customs: Paper II - Inspector of Central Excise.
Paper I - Preventive Officer and Examiners (Customs).
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.

Allied Acts (including Central Excise Act)
Paper - II - Preventive Officers & Examiners (Customs).
1. Central Excise Act, 1944.
8. Baggage Rules, courier regulations, civil aviation, Criminal Procedure Code, Indian Penal Code, Civil Procedure Code, FEMA, Drugs and Cosmetics Act and other Allied Acts COFEPOSA, PMLA

Narcotics Act and Rules. Paper I for Promotion to Group – C – Executive Grade in Narcotics Department.
1. NDPS Act, 1985
2. NDPS Rules, 1985

Administration
Paper III - Inspector of Central Excise
Paper III - Preventive Officer & Examiners of Customs
Paper III - Senior Tax Assistant in Customs & C.Excise.
Paper III - Group – C – Executive Grade in Narcotics Dept.

2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
7. Leave Travel Concession Rules
8. FR & SR.
9. Swamy’s Hand Book 2014
Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Senior Tax Assistant.

Central Excise, Service Tax and Customs Procedure: Paper 1 for STA in Customs & C. Excise

1. Central Excise Act, 1944.
4. Service Tax Law and Procedures including latest Budget changes.

Paper II Computer Application (Theory & Practical)

1. Overview of Hardware / Software
   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 and MS Excel
   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. Internet including:
      i) Use of Web mail including attachment and download of files.
      ii) Browsing including searches.