URGENT/TIME BOUND

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistant (STA) and Inspectors of Central Excise to be held in the month of February, 2016 - 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 10th to 12th February, 2016. 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>10.02.2016 (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>11.02.2016 (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>10.02.2016 (Wednesday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>65</td>
</tr>
</tbody>
</table>

| Examination for promotion to Executive Assistants (STA) [Customs & Central Excise] |
|-----------------------------------------------|-----------------------------------------------|---------------------|--------------------|---------------|------------|
| Paper I | Central Excise Service Tax & Customs Procedures (With Books) | 12.02.2016 (Friday) | 10.00 hrs to 13.00 hrs | 100           | 40         |
| Paper II| Computer Application (Theory & Practical) | 12.02.2016 (Friday) | 14.00 hrs to 17.00 hrs | 100           | 50         |
| Paper III| Administration (With Books)              | 10.02.2016 (Wednesday) | 14.00 hrs to 17.00 hrs | 100           | 40         |

The officers who are willing to write the above examinations may submit their written willingness to this Office latest by 15th December, 2015. 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.

Only the officers who have passed the TA confirmation examination need to apply.

Encl: Annexure

[AMARNATH KESARI]
JOINT COMMISSIONER (P&V)
Copy submitted to:

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

Copy to:

1. The Deputy/Assistant Commissioner, Ernakulam I/II/Service Tax/Kottayam/Muvattupuzha 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 (EDP), 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.

Customs:

Paper II - Inspector of Central Excise.

Paper I - Inspectors of Customs (EOs & POs)

4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.

Allied Acts (including Central Excise Act)

Paper II - Inspectors of Customs (EOs & POs)

1. Central Excise Act, 1944.

Narcotics Act and Rules.

Paper I for Promotion to Inspectors, Group-B Executive Grade

in Narcotics Department.

1. NDPS Act, 1985
2. NDPS Rules, 1985

Administration

Paper III - Inspector of Central Excise

Paper III - Inspectors of Customs (EOs & POs)

Paper III - Executive Assistant (STA) in Customs & C.Excise.

Paper III - Inspectors Group-B Executive Grade in Narcotics

7. Leave Travel Concession Rules
Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Executive Assistant (STA).
Central Excise, Service Tax and Customs Procedure; Paper I for EA(STA) in Customs & C. Excise

1. Central Excise Act, 1944.

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.