Sub: Holding of Central Excise Departmental Examination for confirmation of direct recruit Tax Assistants from 16th to 18th March, 2016 – Reg.

The Departmental Examination for confirmation of direct recruit Tax Assistants for the year 2015-2016 is scheduled on 16th to 18th March, 2016. The details of the examination are given below:

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Paper</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper I</td>
<td>Customs Law (With Books)</td>
</tr>
<tr>
<td>2</td>
<td>Paper II (A)</td>
<td>Procedure and Local orders of the Custom House (Only for Tax Assistants in Customs Dept.)</td>
</tr>
<tr>
<td>3</td>
<td>Paper II (B)</td>
<td>Central Excise, Service Tax Valuation etc (Only for Tax Assistants in Central Excise Dept.)</td>
</tr>
<tr>
<td>4</td>
<td>Paper III</td>
<td>Computer application and proficiency in use of internet</td>
</tr>
<tr>
<td>5</td>
<td>Paper IV</td>
<td>Economic and Commercial Geography and General Knowledge</td>
</tr>
<tr>
<td>6</td>
<td>Paper V</td>
<td>Administration (With books except the Central Civil Service (Conduct) Rules, 1964)</td>
</tr>
<tr>
<td>7</td>
<td>Paper VI</td>
<td>Hindi Written Paper-80 Marks Proficiency in Hindi Conversion and Reading-20 Marks</td>
</tr>
</tbody>
</table>

(i) The syllabus of the examination is enclosed as Annexure A to this letter.
(ii) Those candidates who have passed their Matriculation or an equivalent or higher examination with Hindi as one of the subject are exempted from taking examination in Hindi. Such candidates have to submit their relevant certificates (Xerox copy) for exemption. Candidates who do not submit their relevant certificates along with their willingness will not be exempted from Hindi Examination.
(iii) Any candidate requiring Hindi version of the question paper may specifically request in the application.

The written willingly may be forwarded to this office latest by 15th January, 2016.

Encl: Annexure A

Copy submitted to:
The Chief Commissioner, Kerala Zone.
The Commissioner, Customs Preventive/Audit/Appeals (for information and similar action)

Copy to:
The Deputy/Assistant Commissioner,
Ernakulam I/II/Service Tax/Kottayam & Muvattupuzha Division.
All Sections – HQRS/Supdt (PRO)/Chief Commissioner’s Office.
The Notice Board.

(AMARNATH KESARI)
JOINT COMMISSIONER (P&V)
Annexure - "A"

Syllabus for Departmental Examination for Direct Recruit Tax Assistant (Central Excise and Customs)

(Maximum marks for each paper will be 100)

PAPER - I (CUSTOM LAW)

(With books Time allowed 3 hours)

1. The Customs Act, 1962 (52 of 1962)
3. The Customs Tariff Act, 1975 (51 of 1975)

PAPER II (A) PROCEDURE AND LOCAL ORDERS OF THE CUSTOMS HOUSE

(Only for Tax Assistants in Customs Department)

(Time Allowed 3 hours)

Office Manuals relating to-

1. Import
2. Export
3. Bond
4. Drawback
5. Cash and accounts
6. Internal Audit
7. Manifest Clearance
8. Correspondence and Records
9. Refund
10. Local supplement to the Indian Customs Manual
11. Rules and orders in force in the Custom House which are included in the Standing and the Departmental Orders and all instructions relating to the particular Custom House which are contained in the Manual of the Custom House.

PAPER II (B)- CENTRAL EXCISE, SERVICE TAX, VALUATION ETC.

(Only for Tax Assistants in Central Excise Department)

(Time Allowed 3 hours)

1. The Central Excise Act, 1944 (1 of 1944)
2. CENVAT Credit Rules, 2005
4. The Central Excise Rules, 2002
PAPER III - COMPUTER APPLICATION AND PROFICIENCY IN USE OF INTERNET

1. Overview of Hardware
2. Windows
   a) Logging into Windows
   b) Shutting down and use of CTRL - ALT - DEL
   c) Windows Explorer
   d) Use of FIND OR SEARCH
   e) Using floppy disc and CD ROM

3. MS Office (MS Word and MS Excel)

   A. MS Word-
      i. Creating a new document
      ii. Basic formatting including Bullets and numbering and Header and Footer.
      iii. Find and Replace
      iv. Auto correct and spell check
      v. Saving documents
      vi. Sending documents through floppy.
      vii. Printing the documents including print preview and layout.
      viii. Table handling
      ix. Mail Merge

   B. MS Excel including;
      i. Introduction to Excel
      ii. Creating a simple worksheet
      iii. Basic formatting
      iv. Simple functions and calculations
      v. Saving / printing of documents
      vi. Print Preview

   C. MS Power Point-
      i. Introduction to power point
      ii. The power point screen
      iii. The auto Content Wizard
      iv. The slide Views-an overview
      v. Using the slide views
      vi. Customizing slide structure
      vii. Adding text to slides
      viii. Adding text to slides
      ix. Moving through presentations
      x. Inserting the deleting slides
      xi. Inserting pictures
      xii. Printing
      xiii. Running a presentation
      xiv. Introduction to internet
      xv. Surfing and searching
      xvi. E-mail
PAPER IV- ECONOMIC AND COMMERCIAL GROGRAPHY AND GENERAL KNOWLEDGE

(Without books Time allowed 3 hours)

This paper will include:

a. Simple questions on commercial geography
b. A short essay or a draft on a set subject
c. Making a précis or a passage not exceeding 400 words.

PAPER V- ADMINISTRATION

(Time allowed 3 hours)

(With books except item No. 7)

1. Civil Service Regulations, so far as they relate to Pensions only.
2. Fundamental Rules and Supplementary Rules (Posts and Telegraphs Compilation)
   a. Section III (Fundamental Rules) - excluding Special Leave Rules
   b. Section IV (Supplementary Rules) - Parts I to V
   c. Appendices - 3, 3-A, 7-A, 8, 13, 15, 18 and 18-A.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
5. The General Financial Rules (Volume I, Chapters 1 to 7, 10 and 13, Volume II-
   Appendices 7, 8 and 17)
6. The Central Treasury Rules (Volume I, part I, Section II, Part V, Chapters II to V, IX and Part
   X, Volume II-Appendices 4).

Note: The questions will be designed to test the candidates ability to refer intelligently to the books
and to apply the rules and regulations to practical cases. For this purpose the paper will contain
questions on the practical aspect of the work, for example, preparation of pay or travelling allowance
bills, contingent bills, calculation of leave due, joining time etc.

PAPER VI- HINDI

(Time allowed 2 hours)

The examination in Hindi will comprise the following:

i. Translation of a passage from English to Hindi and from Hindi to English.
ii. Correction of sentences and giving Hindi words equivalents for English words.
iii. Answer from Hindi passage,
iv. Conversation
v. Reading of petitions and documents written in manuscripts in Hindi.


Note: The candidates may like to study the following books.

Books                                      Publishers
1. Rashtraya Bhasha, Parts 1 to IV           Indian Press Ltd., Allahabad
2. Hindi Rachana, Parts 1 to III            Dakshin Bharat Hindustani Prachar
   Sabha, Madras                          Pr. Dulari Lal Bhargava, Ganga Press
3. Hindi in thirty days
   Arts Press, Lucknow