UGENT/TIME BOUND

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistants (STA) and Inspectors of Central Excise to be held in the month of August, 2016 - Reg.

The next departmental examination for promotion of Ministerial Officers to the grade of Executive Assistants (STA) and Inspectors of Central Excise is scheduled to be conducted from 10th to 12th August 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>10.08.2016</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>11.08.2016</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>10.08.2016</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examenation for Executive Assistants (STA) (Customs &amp; Central Excise)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
</tr>
<tr>
<td>Paper II</td>
</tr>
<tr>
<td>Paper III</td>
</tr>
</tbody>
</table>

The officers who are willing to write the above examinations may submit their written willingness to this Office latest by 16th June, 2016. 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 those 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 – 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 ‘I’

A. **Examination for promotion to the grade of Inspectors of Central Excise**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise and Service Tax (with Books)</td>
<td>3 hours</td>
<td>10.08.2016 (Wednesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>65/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>Customs (with books)</td>
<td>3 hours</td>
<td>11.08.2016 (Thursday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>10.08.2016 (Wednesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

B. **Examination for promotion to the grade of Inspectors of Customs (EOs & POs)**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Customs (with books)</td>
<td>3 hours</td>
<td>11.08.2016 (Thursday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>65/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>Allied Acts (including Central Excise Act &amp; Rules) (with books)</td>
<td>3 hours</td>
<td>10.08.2016 (Wednesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>10.08.2016 (Wednesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

C. **Examination for promotion to the grade of Executive Assistants (STA) (Customs & Central Excise)**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise Service Tax &amp; Customs Procedures (with books)</td>
<td>3 hours</td>
<td>12.08.2016 (Friday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>40/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td>3 hours</td>
<td>12.08.2016 (Friday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>10.08.2016 (Wednesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>40/100</td>
</tr>
</tbody>
</table>

D. **Examination for Promotion to Inspectors, Group-B Executive Grade in Narcotics Department**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Narcotics Act and Rules (With books)</td>
<td>3 hours</td>
<td>10.08.2016 (Wednesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>65/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>General Knowledge cum English (without books)</td>
<td>3 hours</td>
<td>11.08.2016 (Thursday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>10.08.2016 (Wednesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>
ANNEXURE – II (SYLLABUS)

Central Excise and Service Tax: Paper I - Inspectors of Central Excise

1. Central Excise Act, 1944.
13. Central Excise (Compounding of Offences) Rules, 2005
17. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs: Paper II – Inspector of Central Excise,

Paper I – Inspectors of Customs (EOs & POs)

2. Customs Manual (latest edition)
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
7. ITC (HS) Classification of Export & Import Items - latest edition

Allied Acts (including Central Excise Act)

Paper II – Inspectors of Customs (EOs & POs)

1. Central Excise Act, 1944.
9. Foreign Trade (Regulation) Rules, 1993
10. Foreign Trade (Exemption from Application of Rules in certain cases) Order, 1993
11. Foreign Trade (Development & Regulation) Act, 1992 – Notifications
12. Foreign Exchange Management Act, 1999 (42 of 1999)
15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
17. The Livestock Importation Act, 1898
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine (Regulation of Import into India) Order 2003
22. Criminal Procedure Code, 1973
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

**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
- Preventive Officer & Examiners of Customs
- Executive Assistant (STA) in Customs & C. Excise.
- Inspector Group-B Executive Grade in Narcotics

2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
7. Leave Travel Concession Rules
9. Swamy’s Hand Book 2015

**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.
ANNEXURE -III

Name of the Commissionerate : 

2. Name of the centre of Examination : 

3. Name & Address of the officer / who would be responsible for the conduct of exam. and to whom the question papers are to be sent :
   Tel. No.: 
   Fax No.: 

4. No. of candidates taking examination at the centre - paper wise and subject wise - 

A. Examination for promotion to the cadre of Inspectors of Central Excise

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>No. of candidates</th>
<th>Whether Hindi version required If so, the number of papers required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise and Service Tax (with Books)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td>Customs (with books)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Examination for promotion to the cadre of Inspectors of Customs (EOs & POs).

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>No. of candidates</th>
<th>Whether Hindi version required If so, the number of papers required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Customs (with books)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td>Allied Acts (including Central Excise Act &amp; Rules) (with books)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Examination for promotion to the cadre of Executive Assistant (STA) (Customs & Central Excise)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>No. of candidates</th>
<th>Whether Hindi version required If so, the number of papers required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise Service Tax &amp; Customs Procedures (with books)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>