URGENT/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 February, 2017 - 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 07th to 09th February 2017. 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>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Examination for Inspectors in Central Excise</strong></td>
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<tr>
<td>Paper I</td>
<td>Central Excise &amp; Service Tax (With Books)</td>
<td>07.02.2017</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>100</td>
<td>65</td>
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<tr>
<td>Paper II</td>
<td>Customs (With Books)</td>
<td>08.02.2017</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>07.02.2017</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>65</td>
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<tr>
<td></td>
<td><strong>Examination for Executive Assistants (STA) (Customs &amp; Central Excise)</strong></td>
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<tr>
<td>Paper I</td>
<td>Central Excise Service Tax &amp; Customs Procedures (With Books)</td>
<td>09.02.2017</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>100</td>
<td>40</td>
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<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td>09.02.2017 (Thursday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>50</td>
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<tr>
<td>Paper III</td>
<td>Administration (With Books)</td>
<td>07.02.2017 (Tuesday)</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 **09th December, 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, Cochin Zone.**
2. **The Principal Commissioner, Central Excise, Customs & Service Tax, Cochin.**
3. **The Commissioner of Central Excise, Calicut, Trivandrum, CCP, Audit, Appeals-for information and similar action.**

Copy to:

1. **The Deputy/Assistant Commissioner, Ernakulam I/II/Service Tax/Kottayam/ Muvattupuzha Divisions for circulating the same to eligible officers**
2. **Notice Board**
3. **The Superintendent (EDP), Central Excise Hqrs. Office, Cochin – for uploading in website.**
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)

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
Paper III - Preventive Officer & Examiners of Customs
Paper III - Executive Assistant (STA) in Customs & C.Excise.
Paper III - 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.