URGENT/TIME BOUND

Sub: Departmental Examination for Confirmation of Direct Recruit Tax Assistants for the year 2017-18- Reg.

The next departmental examination for confirmation of Direct Recruit Tax Assistants for the year 2017-18 is scheduled to be held from 05.03.2018 to 07.03.2018. The details of the examination are given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Max. Marks</th>
<th>Pass Marks</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper I: Customs Law (with books)</td>
<td>100</td>
<td>50</td>
<td>05.03.2018</td>
<td>10:00 to 13:00 Hrs</td>
</tr>
<tr>
<td>2</td>
<td>Paper II (B): Central Excise, Service Tax Valuation etc.</td>
<td>100</td>
<td>50</td>
<td>05.03.2018</td>
<td>14:00 to 17:00 Hrs</td>
</tr>
<tr>
<td>3</td>
<td>Paper III: Computer application and proficiency in use of internet</td>
<td>100</td>
<td>50</td>
<td>06.03.2018</td>
<td>10:00 to 13:00 Hrs</td>
</tr>
<tr>
<td>4</td>
<td>Paper IV: Economic and Commercial Geography and General Knowledge</td>
<td>100</td>
<td>50</td>
<td>06.03.2018</td>
<td>14:00 to 17:00 Hrs</td>
</tr>
<tr>
<td>5</td>
<td>Paper V: Administration (with books except the Central Civil Services (Conduct) Rules, 1964)</td>
<td>100</td>
<td>50</td>
<td>07.03.2018</td>
<td>10:00 to 13:00 Hrs</td>
</tr>
</tbody>
</table>
2. The syllabus in detail for each paper is enclosed as Annexure-A to this letter.

3. Direct Recruit Tax Assistants from Kochi Commissionerate who have not attended/cleared the confirmation examination earlier may submit their written willingness to this Office latest by 24.01.2018. It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.

4. 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.

(Dr. T. Tiju)
Additional Commissioner (P&V)

Copy submitted to:

1. The Chief Commissioner of Central Tax and Central Excise, Thiruvananthapuram Zone.
2. The Principal Commissioner, Central Tax and Central Excise, Kochi
3. The Commissioner of Central Excise, Calicut, Trivandrum, CCP, Audit, Appeals-for information and similar action.

Copy to:

1. The Deputy/Assistant Commissioner, All divisions Kochi Commissionerate for circulating the same to eligible officers.
2. Notice Board
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 (CUSTOMS 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
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) Use of 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
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) - Para 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).

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
1. RashtriyaBhaskar, Parts I to IV
2. Hindi Rachana, Parts I to III
3. Sabha, Madras
4. Hindi in thirty days
5. Arts Press, Lucknow

Publishers
Indian Press Ltd., Allahabad
Dakshin Bharat Hindustani Prachar
Pr. Dulal Lal Bhargava, Ganga Pene