Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistants (EA) and Inspectors of Central Taxes to be held in February-2019 – Reg.

The next Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistants (EA) and Inspectors of Central Excise is scheduled to be conducted from **13.02.2019 to 15.02.2019**. 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; GST (With Books)</td>
<td>13.02.2019 (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>14.02.2019 (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>13.02.2019 (Wednesday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>65</td>
</tr>
</tbody>
</table>

**Examination for promotion to grade of Executive Assistants (EA)**

<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, GST &amp; Customs Procedures (With Books)</td>
<td>15.02.2019 (Friday)</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>100</td>
<td>40</td>
</tr>
<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td>15.02.2019 (Friday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>50</td>
</tr>
</tbody>
</table>
The officers from Kochi Commissionerate who are eligible and willing to write the above examinations may submit their written willingness to this office latest by 18.12.2018. 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/she may specifically request for the same in his/her application.

Only those officers who have passed the Tax Assistant confirmation examination need to apply.

Encl: Annexure

(Rajeswari R Nair)
Joint Commissioner [P&V]

Copy to :

1. The Deputy /Assistant Commissioner, All divisions of Kochi Commissionerate for circulating the same to eligible officers.
2. The Superintendent (EDP/Admin.) Hqrs Kochi
3. The CAO/AO/DDO/AO(H) Hqrs Kochi
4. The Superintendent of Central Excise, (PRO/Welfare)- with a request to make necessary arrangements for the examination.
5. Notice Board.

Copy Submitted to:-

1. The Chief Commissioner of Central Tax & Customs, Thiruvananthapuram Zone.
2. Commissioner of Central Tax & Central Excise, Kochi
ANNEXURE – II (SYLLABUS)

Central Excise and GST : Paper 1 – Inspectors of Central Tax

2. CGST Rules, 2017 as amended
3. GST Rates
6. Central Excise Tariff Act, 1985
10. CESTAT (Procedure) Rules, 1982 as amended
14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs:  

Paper II – Inspector of Central Tax,  
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 & GST)  
Paper II – Inspectors of Customs (EOs & POs)

1. GST Act & Rules, 2017
2. 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

Administration

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

2. Central Civil Services (Classification, Control & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
7. Leave Travel Concession Rules
8. FR & SR.
9. Swamy’s Hand Book 2018

Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Executive Assistant (EA).

Central Excise, GST and Customs Procedure: Paper I for EA in Customs & Central Tax

2. CGST Rules, 2017 as amended
3. GST Rates
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, MS Excel and MS Powerpoint

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. MS Power Point –
   i) Introduction to power point 
   ii) Reading simple presentation 
   iii) Using the slide views 
   iv) Inserting and deleting slides 
   v) Taking printout of slides

D. Internet including:
   i) Use of Web mail including attachment and download of files. 
   ii) Browsing including searches.