Sub: Departmental Examination for promotion of Tax Assistants (TA) to Executive Assistants (EA) in Customs and Central Tax Department to be held in the month of September, 2020 – Reg.

The next Departmental Examination for promotion of Tax Assistants (TA) to the grade of Executive Assistants (EA) of Central Taxes is scheduled to be conducted from **14.09.2020 to 16.09.2020**. The schedule of the examination is furnished below:

<table>
<thead>
<tr>
<th>PAPER</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>TIME</th>
<th>PASS MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise, GST and Customs</td>
<td>14.09.2020 (Monday)</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>40/100</td>
</tr>
<tr>
<td></td>
<td>(With Books)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td>15.09.2020 (Tuesday)</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>16.09.2020 (Wednesday)</td>
<td>10.00 hrs to 13.00 hrs</td>
<td>40/100</td>
</tr>
</tbody>
</table>

The officers from Kochi Commissionerate, Appeals Commissionerate & CCO, who are eligible and willing to write the above examinations, may submit their written willingness to this office **latest by 31.07.2020**. **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.

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

Copy Submitted to:-

1. The Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone.
2. The Principal Commissioner of Central Tax & Central Excise, Kochi.
3. The Commissioner of Central Tax & Central Excise, Appeals, Kochi.

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. Notice Board.
ANNEXURE – I (SYLLABUS)

Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA).

Paper I Central Excise, GST and Customs Procedure

2. CGST Rules, 2017 as amended
3. GST Rates
5. Central Excise Rules, (Latest)
7. CENVAT Credit Rules, (Latest)

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.

Paper III Administration

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 2020