Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Senior Tax Assistant and Inspector of Central Excise is scheduled to be held in the month of March, 2014 - Reg.

The next departmental examination for promotion of Ministerial Officers to the grade of Senior Tax Assistant and Inspector of Central Excise is scheduled to be conducted from 4th to 6th March 2014. The schedule of the examination and the syllabus are furnished as follows:

<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>04.03.2014 (Tuesday)</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>05.03.2014 (Wednesday)</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>04.03.2014 (Tuesday)</td>
<td>14.00 hrs to 17.00 hrs</td>
<td>100</td>
<td>65</td>
</tr>
</tbody>
</table>

| Paper I | Central Excise Service Tax & Customs Procedures (With Books) | 06.03.2014 (Thursday) | 10.00 hrs to 13.00 hrs | 100 | 40 |
| Paper II | Computer Application (Theory & Practical) | 06.03.2014 (Thursday) | 14.00 hrs to 17.00 hrs | 100 | 50 |
| Paper III | Administration (With Books) | 04.03.2014 (Tuesday) | 14.00 hrs to 17.00 hrs | 100 | 40 |

(i) Any officer require the Hindi version of the question paper may specify request/mention in the application.

(ii) Officers who have completed their probation period of two years and have passed the TA confirmation examination need only apply for the same.

The written willingness may be forwarded to this Office latest by 07th February 2014.

Encl: Annexure II & III

Copy submitted to:

DR. Commissioner, Customs (Preventive) Commissionerate

P.R.NA

JOINT COMMISSIONER (P5)
C.No. 1/4/3/2013

Date: 1/12/2013

To
All Chief Commissioners of Customs
All Chief Commissioners of Central Excise
All Director Generals
All Additional Director Generals
All Commissioners of Customs
All Commissioners of Central Excise
The Narcotics Commissioner of India, CBN, Gwalior.

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Senior Tax Assistant and Inspectors of Central Excise, Preventive Officers and Examiners of Customs / Group – C Executive Grade in Narcotics Department to be held in the month of March 2014 - reg.

The departmental examination for Promotion of Ministerial Officers to the grades of Senior Tax Assistants, Inspector in Central Excise Department, Preventive Officers and Examiners in Customs Department, and Group – C Executive Grade in the Narcotics Department(CBN Gwalior) will be conducted from 4th to 6th March 2014. The Schedule of the examination and Syllabi are given in Annexure I and Annexure II, respectively.

2. NACEN, Chennai will be sending all the question papers to the Commissionerate Hqrs./Directorates. The despatch/distribution of the packets containing question papers intended for various centres of examination may be done at your end. This would ensure timely receipt of the question paper at the examination centre. Necessary instructions may kindly be given to the respective cadre controlling Commissioners to make arrangements to conduct the combined departmental promotion examination on the scheduled dates.
3. The requirement of question papers for your office may be intimated in the prescribed proforma vide Annexure III to Ms. LATHA S RAMESH, SUPERINTENDENT(EXAMINATIONS), NACEN CHENNAI (TEL.NO.044-26250426 / 09841245448 FAX NO. 044-26250155 / 26250156). This request must reach NACEN Chennai latest by 20.1.2014. Any request for increase in the number of candidates, beyond the cut off date would not be entertained.

4 a. While informing the requirement, the post for which the examination is to be conducted may clearly be stated. The Roll Nos of the candidates may be assigned by prefixing the post for which they intend to appear, (eg.) STA/01 or INS/01 or STA/INS/01 etc. Any other format of assigning the Roll numbers by prefixing/suffixing the name of the Commissionerate may please be avoided.

4 b. It is also requested to specifically inform whether your office require any Hindi version of the question papers and if so, the number of question papers required may be separately given.

5. All efforts will be made to ensure so that question papers reach your Office on or before 25.2.2014. However you may closely keep a watch on receipt of the sealed packets of the question papers, intended for various examination centres under your charge and any variation on account of non-receipt of the question papers may be brought to the notice of the undersigned immediately.

6. The cadre controlling Commissioners may be requested to inform the eligible officers who are on deputation with other Directorates / Organisations and include their requirements also. As per the DG, NACEN instructions, only queries relating to the process of conducting examination will be clarified by this Office. The determination of eligibility to sit for the examination will not come under the purview of this Academy and the Cadre Controlling Authorities have to decide the same.

Encl: As above

Yours faithfully,

(S.RAVISELVAN)
ADDITIONAL DIRECTOR
## ANNEXURE 'I'

### A. Examination for Inspectors in 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>4.3.2014 (Tuesday)</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>5.3.2014 (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>4.3.2014 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

### B. Examination for Preventive Officers & Examiners in Customs

<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>5.3.2014 (Wednesday)</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>4.3.2014 (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>3 hours</td>
<td>4.3.2014 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

### C. Examination for Senior Tax Assistant (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>6.3.2014 (Thursday)</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>6.3.2014 (Thursday)</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>4.3.2014 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>40/100</td>
</tr>
</tbody>
</table>

### D. Examination for Promotion to Group – C – 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>4.3.2014 (Tuesday)</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>5.3.2014 (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>4.3.2014 (Tuesday)</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.
4. Service Tax Law and Procedures including latest Budget changes.

 Customs: Paper II – Inspector of Central Excise,
 Paper I – Preventive Officer and Examiners (Customs).

2. Customs Manual (latest edition)
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.

Allied Acts (including Central Excise Act)

Paper – II – Preventive Officers & Examiners (Customs).

1. Central Excise Act, 1944.
8. Baggage Rules, courier regulations, civil aviation, Criminal Procedure Code, Indian Penal Code, Civil Procedure Code, FEMA , Drugs and Cosmetics Act and other Allied Acts COFEPOSA, PMLA

Narcotics Act and Rules. Paper I for Promotion to Group – C – 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  - Senior Tax Assistant in Customs & C.Excise.
Paper III  - Group – C – Executive Grade in Narcotics Dept.

2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
7. Leave Travel Concession Rules
8. FR & SR.
9. Swamy’s Hand Book 2014
Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Senior Tax Assistant.

Central Excise, Service Tax and Customs Procedure; Paper 1 for STA in Customs & C. Excise

1. Central Excise Act, 1944.
4. Service Tax Law and Procedures including latest Budget changes.

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

1. 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 -

<p>| A. Examination for promotion to the cadre of Inspectors in Central Excise |
|-----------------------------|-----------------|----------------|---------------------------------|</p>
<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>
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<td>Central Excise and Service Tax (with Books)</td>
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<td>Administration (with books)</td>
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</tbody>
</table>

<p>| B. Examination for promotion to the cadre of Preventive Officers &amp; Examiners in Customs. |
|-----------------------------------------------|-----------------|----------------|---------------------------------|</p>
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<thead>
<tr>
<th>Paper</th>
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<td>Administration (with books)</td>
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</tr>
</tbody>
</table>

<p>| C. Examination for promotion to the cadre of Senior Tax Assistant (Customs &amp; Central Excise) |
|---------------------------------------------------------------------------------|-----------------|----------------|---------------------------------|</p>
<table>
<thead>
<tr>
<th>Paper</th>
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