
The schedule of the Departmental Examination for confirmation of Direct Recruit Tax Assistants for the year 2014-2015 is to be conducted on 19th, 20th & 21st March, 2014 at the Central Excise Headquarters office, C R Building, I S Press road, Cochin is notified below:-

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Maximum Marks</th>
<th>Pass Marks</th>
<th>Date</th>
<th>Time (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Customs Law (With Books)</td>
<td>100</td>
<td>50</td>
<td>19.3.2014 (Wednesday)</td>
<td>10.00 to 13.00</td>
</tr>
<tr>
<td>Paper II (A)</td>
<td>Procedure and Local orders of the Customs House (Only for Tax Assistants in Customs Department)</td>
<td>100</td>
<td>50</td>
<td>19.3.2014 (Wednesday)</td>
<td>14.00 to 17.00</td>
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<tr>
<td>Paper II (B)</td>
<td>Central Excise, Service Tax Valuation Etc. (Only for Tax Assistant in Central Excise Department)</td>
<td>100</td>
<td>50</td>
<td>19.3.2014 (Wednesday)</td>
<td>14.00 to 17.00</td>
</tr>
<tr>
<td>Paper III</td>
<td>Computer application and proficiency in use of internet</td>
<td>100</td>
<td>50</td>
<td>20.3.2014 (Thursday)</td>
<td>10.00 to 13.00</td>
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<tr>
<td>Paper IV</td>
<td>Economic and Commercial Geography and General Knowledge</td>
<td>100</td>
<td>50</td>
<td>20.3.2014 (Thursday)</td>
<td>14.00 to 17.00</td>
</tr>
<tr>
<td>Paper V</td>
<td>Administration (With books except the Central Civil Services (Conduct Rules, 1964)</td>
<td>100</td>
<td>50</td>
<td>21.3.2014 (Friday)</td>
<td>10.00 to 13.00</td>
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<tr>
<td>Paper VI</td>
<td>Hindi (Written – 80 marks), Proficiency in Hindi conversation and reading – 20 marks.</td>
<td>100</td>
<td>50</td>
<td>21.3.2014 (Friday)</td>
<td>14.00 to 17.00</td>
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</table>

(i) The syllabus for the examination is enclosed as Appendix F.
(ii) 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, in Paper VI. However, exemption would be allowed only on submission of the relevant certificates as proof in Xerox copy along with the application.
(iii) Any officer requiring the Hindi version of the question paper may specifically request/mention in the application.

The written willingness may be forwarded to this Office latest by 24 February, 2014.

Encl: A/A

Copy submitted to:

The Chief Commissioner, Kerala Zone.
The Commissioner, Calicut/Trivandrum/Customs Preventive Commissionerate (For taking similar action)

Copy to:

The Dy. Commissioner/Asst. Commissioner
Ernakulam III/Service Tax/Kottayam & Muvattupuzha Division.
All Sections - Hqrs/Supdt (PRO)/Chief Commissioner’s Office.
The Notice Board.
APPENDIX - F
[See rule 2 (1) (f)]

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)


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. Refunds
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 Excises Act, 1944 (4 of 1944).
2. CENTRAI Credit Rules, 2005.

PAPER III - COMPUTER APPLICATION AND PROFICIENCY IN USE OF INTERNET

1. Overview of Hardware
2. Windows
   (a) Logging onto Windows
   (b) Shutting down and use of CTRL-ALT-DEL
   (c) Windows Explorer
   (d) Use of FIND or SEARCH
   (e) Using 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
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

PAPER IV-ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE

(Without books. Time allowed: 3 hours)

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)—Paras 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)
6. The Central Treasury Rules (Volume I, part I, Section II, Part V, Chapters II to V, IX and
   Part X, Volume II—Appendices 4).

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 the Hindi passage;
(iv) Conversation;
(v) Reading of petitions and documents written in manuscripts in Hindi;
(vi) Classification of Official Language Act, 1963 (19 of 1963); and
(vii) Knowledge of Hindi rules and regulations.
Note: The candidates are advised to study the following books

<table>
<thead>
<tr>
<th>Books</th>
<th>Publishers</th>
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<tbody>
<tr>
<td>Rashtraya Bhasha, Parts I to IV</td>
<td>Indian Press Ltd., Allahabad</td>
</tr>
<tr>
<td>Hindi Rachana, Parts I to III</td>
<td>Dakshin Bharat Hindustani Prachar, Sabha, Madras</td>
</tr>
<tr>
<td>Hindi in thirty days</td>
<td>Pt. Dhumry Lal Bhargava, Ganga Fine Arts Press, Lucknow</td>
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