



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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GEXCOM/II/(12)/9/2025-ESTT

Date: As E-Signed

URGENT/TIME BOUND

Sub: Departmental Examination for confirmation of Multi-tasking Staff of Central Tax, Central Excise and Customs for the year 2026-27-Reg.

The next Departmental Examination for confirmation of Multi-Tasking Staff of Central Tax, Central Excise and Customs for the year 2026-27 is scheduled to be conducted on **03.07.2026**. The schedule of the examination is furnished below:

PAPER	SUBJECT	DATE	TIME	PASS MARKS/ MAXIMUM MARKS
Paper I	Basic English (Related to the Department) (Objective type)	03.07.2026 (Friday)	10.00 hrs to 11.00 hrs	25/50
Paper II	General Office Procedure (Objective type)	03.07.2026 (Friday)	12.00 hrs to 13.00 hrs	25/50
Paper III	Hindi (Related to Department) (Objective type)	03.07.2026 (Friday)	14.00 hrs to 15.00 hrs	25/50

2. The syllabus in detail for each paper is enclosed as Annexure-A to this letter.

3. Multi-Tasking Staff from Kochi Commissionerate & CCO, who have not attended/cleared the confirmation examination, may submit their written willingness to this Office latest by 05.06.2026. 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 main subjects are exempted from taking examination in Hindi (Paper III). Such candidates have to submit their request for exemption along with the relevant certificates (Xerox copy). Candidates who do not submit their relevant certificates along with their willingness will not be exempted from Hindi Examination.

Encl: As above

Digitally signed by
Maya Kurian
Date: 29-05-2026
14:10:20

(Maya Kurian)
Deputy 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 Additional Director General, NACIN/DGGI/DRI, Kochi.**

Copy to:

- 1. The Deputy/ Assistant Commissioner, all divisions of Kochi Commissionerate for circulating the same to eligible officers.**
- 2. The Superintendent (Systems/Hqrs.) Hqrs Kochi.**
- 3. Notice Board.**

Annexure-A

Syllabus for Departmental Examination for Confirmation of Multi-tasking Staff of Central Tax, Central Excise, and Customs	
PAPER-I BASIC ENGLISH (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	<ol style="list-style-type: none"> 1. Basics of English Language, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage and writing ability. 2. Comprehension of simple passages, filling the blanks by selecting the appropriate words, finding out correctly / wrongly spelt words from a list finding out error in sentences, correcting the tenses etc.
PAPER-II GENERAL OFFICE PROCEDURE (Objective type) (Time allowed: 1 hour) (Max marks: 50)	<ol style="list-style-type: none"> 1. Knowledge and hierarchy and structure of CBIC, Sections in the Commissionerate's / Directorates, designations, manner and etiquettes while on duty. 2. Integrity and Ethics, basic aspects of citizen charter of CBIC, Conduct Rules, Leave Rules, Record maintenance, NPS. 3. E-office - CRU related work. 4. Swachhata in offices, Optimization of electricity and water consumption. 5. Types of office machines & equipment and their usage; handling of office equipment and machines, photocopying, fax, scanning, elementary aspects of computer operations.
PAPER-III HINDI (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	Basic Office Terminology in Hindi (CBIC), comprehension, day to day conversation topics, Standard Notes on day-to-day usage of Hindi in official notes (English to Hindi and vice versa), correction of spellings, fill in the blanks etc.