GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, EXCISE AND
NARCOTICS [NACEN]
1st to 3rd Floors, Plot No: 3/86-E, ATC STREET,
Ambattur Industrial Estate,
(Near AMBIT IT Park), CHENNAI-600058.
Telephone No:26250157 / 26250159 Fax No: 26250156 / 26250155
c-mail:nacenchenai58@gmail.com

C.No. I/04 /03/2017

Date: 5.5.2017

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 Executive Assistant (STA) and Inspectors of Central Excise, Inspectors of Customs (EOs & POs) to be held in the month of August, 2017 -Regarding.

The Departmental Examination for Promotion of Ministerial Officers to the Grade of Executive Assistants (STA), Inspectors of Central Excise, Inspectors of Customs (EOs & POs) will be conducted from 9th to 11th August 2017. The Schedule of the examination and Syllabus are given in Annexure I and Annexure II, respectively.

2. NACEN, Chennai will be sending 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 to 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 necessary arrangements to conduct the combined Departmental Promotion Examination on the scheduled dates.
3. The requirement of numbers of question papers for your office may be intimated to us in the prescribed proforma vide Annexure- III to Ms. BABITA. A.S, SUPERINTENDENT (EXAMINATIONS), NACEN, CHENNAI (TEL.NO. 044-26250426 / 09840260038 FAX NO. 044-26250155 / 26250156). This request must reach NACEN, Chennai latest by 20.06.2017.

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 INSPR/01 or STA/INSPR/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 requires 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 the question papers to reach your Office on or before 25.07.2017. However a close watch may please be kept 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 also include their requirements. 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 appear for the examination will not come under the purview of this Academy as the Cadre Controlling Authorities have to decide the same.

Yours faithfully,

Encl: As above.

(VASA SESHAGIRI RAO)  
ADDITIONAL DIRECTOR GENERAL
## ANNEXURE ‘T’

### A. Examination for promotion to the grade of Inspectors of 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>09.08.2017 (Wednesday)</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>10.08.2017 (Thursday)</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>09.08.2017 (Wednesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

### B. Examination for promotion to the grade of Inspectors of Customs (EOs & POs)

<table>
<thead>
<tr>
<th>Paper</th>
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<td>Paper II</td>
<td>Allied Acts (including Central Excise Act &amp; Rules) (with books)</td>
<td>3 hours</td>
<td>09.08.2017 (Wednesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
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</tr>
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<td>14.00 hrs. to 17.00 hrs.</td>
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### C. Examination for promotion to the grade of Executive Assistants (STA) (Customs & Central Excise)

<table>
<thead>
<tr>
<th>Paper</th>
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<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>11.08.2017 (Friday)</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>11.08.2017 (Friday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>50/100</td>
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ANNEXURE – II (SYLLABUS)

Central Excise and Service Tax : Paper I – Inspectors of Central Excise

1. Central Excise Act, 1944.
13. Central Excise (Compounding of Offences) Rules, 2005
17. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs: Paper II – Inspector of Central Excise,
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 Act)

Paper – II – Inspectors of Customs (EOs & POs)

1. 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

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

**Central Excise, Service Tax and Customs Procedure:** Paper 1 for EA(STA) in Customs & C. Excise

1. Central Excise Act, 1944.

**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.
v) Saving documents.
vii) Sending documents through mail and floppy.
viiii) Printing documents including print preview and layout.
ix) Help Menu.

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 - :

A. Examination for promotion to the cadre of Inspectors of Central Excise

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