Sub: Conduct of Departmental Examination for Confirmation of Direct Recruit Tax Assistants for the Year 2017-18.
(Ref: Departmental Examination (Central Excise and Customs), Rules 2008)

NACEN, Faridabad vide their letter under F. No. VI/Estt./36/02/2012-NACEN (Pt-I) dated 14.02.2017 has communicated the Annual Calendar of Departmental Examinations for the year 2017-2018. The undersigned is directed by the Competent Authority to notify the schedule of the Departmental Examination for Confirmation of Direct Recruits Tax Assistants. The schedule of the said Examination and the important dates are given as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of sending Notice/letters requesting for list of eligible candidates.</td>
<td>20.12.2017</td>
</tr>
<tr>
<td>2.</td>
<td>Last date for receipt of list of eligible candidates.</td>
<td>02.02.2018</td>
</tr>
<tr>
<td>3.</td>
<td>Dispatch of question papers to the concerned Competent Authority.</td>
<td>12.02.2018</td>
</tr>
<tr>
<td>4.</td>
<td>Date of Examination.</td>
<td>5&lt;sup&gt;th&lt;/sup&gt;, 6&lt;sup&gt;th&lt;/sup&gt;, &amp; 7&lt;sup&gt;th&lt;/sup&gt; March 2018</td>
</tr>
<tr>
<td>5.</td>
<td>Dispatch of answer sheets by the concerned Competent Authority.</td>
<td>12.03.2018</td>
</tr>
</tbody>
</table>

2. All question papers will be dispatched either by speed post or if desired, will be delivered to any special messenger authorized by the Chief Commissioner's Office.

3. The examination will have <strong>7 (seven)</strong> question papers as given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Max. marks</th>
<th>Pass marks</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper I: Customs Law (with books)</td>
<td>100</td>
<td>50</td>
<td>05.03.2018</td>
<td>10.00 to 13.00 Hrs</td>
</tr>
<tr>
<td>2</td>
<td>Paper II (A): Procedure and Local orders of the Custom House (Only for Tax Assistants in Customs dept.)</td>
<td>100</td>
<td>50</td>
<td>05.03.2018</td>
<td>14.00 to 17.00 Hrs</td>
</tr>
<tr>
<td>3</td>
<td>Paper II (B): Central Excise, Service Tax Valuation etc. (Only for Tax Assistants in Central Excise dept.)</td>
<td>100</td>
<td>50</td>
<td>05.03.2018</td>
<td>14.00 to 17.00 Hrs</td>
</tr>
<tr>
<td>4</td>
<td>Paper III: Computer application and proficiency in use of internet.</td>
<td>100</td>
<td>50</td>
<td>06.03.2018</td>
<td>10.00 to 13.00 Hrs</td>
</tr>
<tr>
<td>5</td>
<td>Paper IV: Economic and Commercial Geography and General Knowledge</td>
<td>100</td>
<td>50</td>
<td>06.03.2018</td>
<td>14.00 to 17.00 Hrs</td>
</tr>
<tr>
<td>6</td>
<td>Paper V: Administration (with books except the Central Civil Services)</td>
<td>100</td>
<td>50</td>
<td>07.03.2018</td>
<td>10.00 to 13.00 Hrs</td>
</tr>
</tbody>
</table>
Note: The syllabus in detail for each paper are enclosed as Annexure-A.

4. All the Chief Commissioners’ offices/ Directorates under the C.B.E.C. are requested to send the names of the eligible candidates under their respective jurisdictional Commissionerates/ Directorates, in the following proforma, so as to reach the office of Additional Director General, NACEN, Vadodara by the above mentioned dates.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Candidate (In block letters)</th>
<th>Roll No. of Candidate</th>
<th>Comm’te / Directorate where posted at present</th>
<th>Name of the competent Authority along with complete address Mobile no./ Email, for dispatching the question papers</th>
<th>Complete Address (with pin code &amp; Tel no.) of Cadre Controlling Authority (For declaration of result)</th>
<th>List of Papers in which to appear</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. The nominations of the eligible candidates will have to be forwarded through Chief Commissioners Office of the respective Commissionerates/ Customs Houses. The Commissionerates / Customs Houses are advised to refrain from sending nominations directly to NACIN, Vadodara. Please ensure that nominations are forwarded in the above proforma only.

6. However, the Directorates, may directly forward the nominations to NACIN, Vadodara. Please ensure that nominations are forwarded in the above proforma only.

7. The question papers for all the subjects shall be set and evaluated by the NACIN, Vadodara.

8. The test of Hindi proficiency in conversation and reading shall be conducted by the jurisdictional Chief Commissioner’s office/ Director General/Commissionerates/ Directorates and the results of this may be declared by the concerned Chief Commissioner’s office with intimation to this office.

8.1 **It may be noted that, this office will not declare/ communicate/ upload any separate results for Hindi conversation and reading.** All the offices where the test of Hindi proficiency in conversation and reading is conducted, they are requested to send the results directly to their respective the Cadre Controlling office. The claim for exemptions from appearing in Hindi Examination shall be governed as per the instructions issued by DOPT from time to time and the decision in this regard rests with the respective jurisdictional Commissionerates. Hence, no query in this regard may be sent to NACIN.

9. The **Roll Numbers** are to be allotted to the candidates in the Commissionerates / Customs Houses by their respective Cadre Controlling Office and Directorates may allot Roll Nos. at their end at the time of the nominations itself. The Template for allotting Roll Nos. is a below:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>GST/Customs House/Directorate (GST/CH/D)</th>
<th>Name of GST Commissionerate/Customs House/ Directorate</th>
<th>Roll Nos</th>
</tr>
</thead>
</table>

Page 2 of 6
For Example:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>GST/Customs/Directorate</th>
<th>Name of GST/Customs/Directorate</th>
<th>Roll Nos</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>GST</td>
<td>Ahmedabad South</td>
<td>TA/GST/Ahmedabad South/01</td>
</tr>
<tr>
<td>02</td>
<td>CH</td>
<td>Kandla</td>
<td>TA/CH/Kandla/01</td>
</tr>
<tr>
<td>03</td>
<td>D</td>
<td>DGHARD</td>
<td>TA/D/DGHARD/01</td>
</tr>
</tbody>
</table>

10. The **Last date** for receipt of the names or list of eligible candidates is **02.02.2018**. If a request for question papers is not received within the above mentioned due date, it will be presumed that there is no eligible candidate and hence may be treated as **NIL**.

11. It may please be noted that any nomination received after **02.02.2018** will not be entertained at this end. Hence, it is requested that nominations may be sent as early as possible.

12. The name, postal address, telephones (office/ mobile), fax, e-mail of the **Nodal/ concerned officer** who is dealing with the Examination matters should be invariably mentioned in all communications/ correspondences in this regard by the Commissionerates/ Directorates, for ease of reference and contact in case of any query.

13. The queries regarding reservation policy, pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACIN, as these decisions rest with the respective jurisdictional Commissionerates.

14. All the Chief Commissioners’ offices are requested to circulate this Notification to all the Commissionerates/ Customs Houses within their jurisdiction, as NACIN, Vadodara will not be communicating with any of the individual Commissionerates separately in this regard.

Encl: As above.

(P. K. Sinha)
Additional Director General

F. No. VI/Estt./02 (01)/NACIN/VDR/2017-18

Dated: 22.11.2017

To:

i) All the Chief Commissioners/ Customs/ GST/ Customs (Preventive)/ Audit.

ii) All the Directorates under CBEC.

iii) All the Additional Director Generals, NACIN.

iv) Webmaster for display on the CBEC/ NACIN website.

(P. K. Sinha)
Additional Director General
Annexure - “A”

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)

1. The Customs Act, 1962 (52 of 1962)
3. The Customs Tariff Act, 1975 (51 of 1975)

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. Refund
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 Excise Act, 1944 (1 of 1944)
2. CENVAT Credit Rules, 2005
4. The Central Excise Rules, 2002
PAPER III- Computer Application and Proficiency in use of Internet

1. Overview of Hardware

2. Windows
   a) Logging into 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
   iii. Basic formatting
   iv. Simple functions and calculations
   v. Saving / printing of documents
   vi. Print Preview

   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)

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 Hindi passage,
iv. Conversation
v. Reading of petitions and documents written in manuscripts in Hindi.

Note: The candidates may like to study the following books.

Books
1. RashtrayaBhasha, Parts 1 to IV
2. Hindi Rachana, Parts 1 to III
3. Hindi in thirty days
   Arts Press, Lucknow

Publishers
Indian Press Ltd., Allahabad
Dakshin Bharat Hindustani Prachar
Pr. Dulari Lal Bhargava, Ganga Fine