CONFIDENTIAL/TIME BOUND
BY SPEED POST

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES
AND NARCOTICS [NACIN]
1st to 3rd Floors, Plot No: 3/386-E, ATC STREET,
Ambattur Industrial Estate,
(Near AMBIT IT Park), Chennai-600058.
Telephone No:262500157/26250159
Fax No:26250156/26250155
e-mail: nacenchennai58@gmail.com
Date:22.01.2018

C.No. 1/4/4/2017

To
All Chief Commissioners of Customs
All Chief Commissioners of Central Excise & GST Zones,
All Director Generals
All Additional Director Generals
All Commissioners of Customs / Commissioners of Central Excise & GST Commissionerates

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistant (EA) and Inspectors of Central Taxes, Inspectors of Customs (EOs & POs) to be held in the month of February’2018 - Regarding.

Please refer to this office letter of even No. dated 20.11.2017 on the above subject informing the dates and requesting for the number of question papers to be sent for the departmental examination mentioned above.

2. It is informed that the examination scheduled to be conducted from 14.02.2018 to 15.02.2018 is rescheduled to be conducted from 20.02.2018 to 22.02.2018 as per the direction given by DG, NACIN, Faridabad in letter F.No. VI/Estt/36/02/2017 – NACIN, dated 19.01.2018. The schedule of the examinations and syllabus are given in Annexure I and Annexure II respectively. Wide publicity may be given for information of all the officers due to the change in the syllabus and in respect of Examination dates.

Yours faithfully,

Encl: As above.

(VASA SESHAGIRI RAO)
Pr.ADDITIONAL DIRECTOR GENERAL
**ANNEXURE 'I'**

**A. Examination for promotion to the grade of Inspectors of Central Tax**

<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 GST (with Books)</td>
<td>3 hours</td>
<td>20.02.2018 (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>21.02.2018 (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>20.02.2018 (Tuesday)</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>
<th>Subject</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Customs (with books)</td>
<td>3 hours</td>
<td>21.02.2018 (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 &amp; GST Act &amp; Rules) (with books)</td>
<td>3 hours</td>
<td>20.02.2018 (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>20.02.2018 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

**C. Examination for promotion to the grade of Executive Assistants (EA) (Customs & Central Excise & GST)**

<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, GST &amp; Customs Procedures (with books)</td>
<td>3 hours</td>
<td>22.02.2018 (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>22.02.2018 (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>20.02.2018 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>40/100</td>
</tr>
</tbody>
</table>
ANNEXURE – II (SYLLABUS)

Central Excise and GST : Paper 1 - Inspectors of Central Tax

2. CGST Rules, 2017 as amended
3. GST Rates
6. Customs Tariff Act 1975
10. CESTAT (Procedure) Rules, 1982 as amended
15. Central Excise (Compounding of Offences) Rules, 2005
19. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs: Paper II - Inspector of Central Tax,

Paper I - Inspectors of Customs (EOs & POs)

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 & GST)

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

1. GST Act & Rules, 2017
2. 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)
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 $ 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.