

राष्ट्रीय अकादमी
सीमा शुल्क, अप्रत्यक्ष कर एवं स्वापक विभाग
आंचलिक परिसर, कानपुर



National Academy
Of
Customs, Indirect Tax & Narcotics,
Zonal Campus Kanpur

To,

All Principal Chief Commissioners/Chief Commissioners of Customs/CGST
All Principal Director Generals/Director Generals in the Department of Customs/CGST
All Principal Additional Director Generals / Additional Director Generals
All Principal Commissioners/Commissioners of Customs/Customs (P)/CGST/Audit

Sir/Madam,

Subject: Holding of Departmental Examination of Inspectors of Central Tax for Confirmation from **10.08.2021 to 13.08.2021** – Reg.

As per the Ministry's letter F.No.A-34011/1/2003 AD-III.A, dated 13.08.03, The NACIN, Zonal Campus, Kanpur has been entrusted with task of holding of Departmental Examination of Inspectors of Central Tax for confirmation since June, 2006. The examination consists of five papers of written examination and two viva-voce examinations. The **Schedule and Syllabus** for departmental examination to be held **from 10.08.2021 to 13.08.2021** are enclosed herewith as **Annexure-I**.

2. The details of office, Nodal Officer for examination and requisition for the question papers (in the Excel (.xlsx) file attached with this letter) may be sent through email to NACIN, ZC, Kanpur on the email id nacen.kn-up@nic.in. The attached Excel file has also following sheets for the convenience of the Commissionerates / Directorates to complete the examination process smoothly. These sheets will also maintain the uniformity.

- (i) Cover Page
- (ii) Attendance sheet P-I, P-II, P-III, P-IV, P-V, P-V (Hindi Viva) & P-VI (General Viva)

It is pertinent to mention that the above information should positively reach NACIN, ZC, Kanpur **latest by 17.00 hrs on 06.08.2021**. It may please be noted that the requisitions received thereafter shall not be entertained.

3. Question paper for the said exam in the password protected PDF Format, shall be sent to the **nominated Nodal officer on 09.08.2021 through e-mail only**. The receipt of the mail needs to be acknowledged and a reply sent to NACIN, ZC, Kanpur on the same date. Password for opening the PDF File will be provided **40 minutes before** the scheduled time of exam **on e-mail ID and mobile no. of the Nodal officer** only. The Nodal officer shall ensure that the examination is conducted in a fair and transparent manner.

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4. The notice for the subject examination is also being posted on CBIC and NACIN websites www.cbic.gov.in and www.nacin.gov.in.
5. The queries regarding exemption from appearing in Hindi Examination shall be governed as per the instructions mentioned in **Departmental Examination (Central Excise & Customs) Rules,2008 (GSR.217 dated 20.12.2008)** and the decision in this regard rests with the respective jurisdictional Commissionerates/Directorates. Hence, no query in this regard may be sent to the NACIN, ZC, Kanpur.
6. The queries regarding category (reserved and non-reserved) pass marks, eligibility to sit in the examination should not be referred to the NACIN, ZC, Kanpur, as these decisions also rest with the respective jurisdictional Commissionerates/Directorates.
7. '**Instructions for Examination**' are enclosed with this letter are an integral part of this letter.
8. In case of any difficulty, **Shri Pradeep Chandra Yadav, Assistant Director (Mob.No.9444150575)** or **Shri Vinay Kumar Nigam, Inspector (Mob.No.9935502719)** may be contacted at office phone number 0512-2580682 and email address nacen.kn-up@nic.in.

Yours faithfully,

Attachments: As above

(S. K. Sharma)
Additional Director General

ANNEXURE-I**DEPARTMENTAL EXAMINATION FOR
INSPECTORS OF CENTRAL TAX FOR CONFIRMATION****EXAMINATION SCHEDULE TO BE HELD W.E.F. 10.08.2021 to 13.08.2021**

<i>PAPER</i>	<i>SUBJECT</i>	<i>DURATION</i>	<i>DATE</i>	<i>TIME</i>	<i>PASS MARKS</i>
PAPER-I	Central Excise <i>(Without Books)</i>	3 hours	10.08.2021	10.00- 13.00 hrs.	50/100
PAPER-II	Customs <i>(With Books)</i>	3 hours	10.08.2021	14.00- 17.00 hrs.	50/100
PAPER-III	Administration <i>(With Books)</i>	3 hours	11.08.2021	10.00- 13.00 hrs.	50/100
PAPER-IV	Law <i>(With Books)</i>	3 hours	11.08.2021	14.00- 17.00 hrs.	50/100
PAPER-V (Pt.-I)	Hindi <i>(Written)</i>	2 hours	12.08.2021	10.00- 12.00 hrs.	37/75
PAPER-V (Pt.-II)	Hindi <i>(Viva-Voce)</i>		12.08.2021	14.00- 18.00 hrs.	13/25
PAPER-VI	Viva-Voce		13.08.2021	During office hrs. 9.30 to 18.00 hrs	50/100

APPENDIX 'E'
[See Rule 2(1)(e)]

SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR INSPECTORS

(Maximum marks for each paper will be 100)

PAPER-I: Central Excise (Without Books)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

1. *The Central Excise Act, 1944 (1 of 1944) [Amendments made in Central Excise Acts, 1994 vide Taxation Laws (Amendment) Act, 2017 rules and regulation made therein].*
2. *The Central Excise Rules, 2002.*
3. *The Central Excise Tariff Act, 1985 (5 of 1986).*
4. *The CENVAT Credit Rules, 2004.*
5. *The Central Board of Excise and Customs Manual.*
6. *Board's Standing Orders, Notifications and Circulars relating to Central Excise.*

PAPER-II: CUSTOMS (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. *The Customs Act, 1962 (52 of 1962);*
2. *The Customs Tariff Act, 1975 (51 of 1975);*
3. *The Customs Rules and Procedures;*
4. *The Foreign Trade Policy-2015-20 (Extended till March 2021);*
5. *Hand book of Export and Import Procedure;*
6. *The Customs, Allied Acts and Rules made thereunder;*
7. *The Special Economic Zone Act, 2005 and Rules made thereunder.*

PAPER-III: ADMINISTRATION (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. *The Fundamental Rules and Supplementary Rules.*
2. *The Central Civil Services (Classification, Control and Appeal) Rules 1965.*
3. *The Central Civil Services (Conduct) Rules, 1964.*
4. *The General Provident Fund (Central Services) Rules, 1972.*
5. *The General Financial Rules.*
6. *The Central Treasury Rules.*

PAPER-IV: LAW (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. *The Constitution of India.*
2. *The Indian Penal Code, 1860 (45 of 1860).*
3. *The Code of Criminal Procedure 1973(2 of 1974).*
4. *The Code of Civil Procedure, 1908 (5 of 1908).*
5. *The Indian Evidence Act, 1872(1 of 1872).*
6. *The Provisional Collection of Taxes Act, 1931(16 of 1931)*

PAPER-V: HINDI**I. HINDI (WRITTEN)**

(a)	Maximum Marks	-	75
(b)	Pass Marks	-	37
(c)	Time allowed	-	2 hours

1. *Translation of a passage from English to Hindi and from Hindi to English;*
2. *Correction of sentences and giving Hindi words equivalents for English words;*
3. *Answer from the Hindi passage;*
4. *Classification of Official Language Act, 1963(19 of 1963); and*
5. *Knowledge of Hindi rules and regulations.*

II. HINDI (VIVA-VOCE)

(a)	Maximum Marks	-	25
(b)	Pass Marks	-	13

Syllabus:

1. *Conversation;*
2. *Reading of petitions and documents written in manuscripts in Hindi;*

PAPER-VI: VIVA-VOCE

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50

Syllabus:

Questions on general working of the Commissionerate, General awareness in Science, Economy and Geography etc. and General Knowledge relating to production of the excisable goods in India and excise procedure relating to Domestic Industry, Exports Oriented Units (EOUs), Electronics Hardware Technological Parks (EHTPs), and Software Technological Parks (STPs) etc. Knowledge of the candidate of the procedure and work, which the officer has been handling during the period of training, will be particularly tested.

INSTRUCTIONS FOR DEPARTMENTAL EXAMINATION

(Inspectors of Central Tax for confirmation scheduled from [10.08.2021 to 13.08.2021](#))

1. For smooth conduct of the examination, following points may please be adhered to:-

- (a) The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held should nominate an officer, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain confidentiality thereof. The nominated officer shall acknowledge the receipt of question paper through email (password protected PDF file) to NACIN ZC Kanpur on the mail ID nacen.kn-up@nic.in. The Authorized Officer is further required to nominate a Supervisor / Invigilator to conduct the exam smoothly. The required no(s) of Photocopies of question papers shall be done discretely under his/her personal supervision.
- (b) It is advisable that the Examination of paper V (Hindi Viva-Voce) and paper-VI (Viva-Voce General) be conducted by the respective Commissionerates/Directorates at their specified centers of examination. Since the examinations of these papers **are to be conducted orally, no question papers will be provided.**
- (c) **The Interview Board for holding Viva-Voce** may comprise of three members consisting of **One Chairman and Two Members**. The **Chairman of the Board may be Pr. Commissioner / Commissioner / Additional / Joint Commissioner and other two members may be Additional / Joint / Deputy / Assistant Commissioners** for the purpose of conducting **General Viva-Voce and Hindi Viva-voce.**
- (d) It is the duty of respective Commissionerates / Directorates to arrange sufficient number of blank answer books for conducting all written examination papers. To maintain the uniformity, the format of **cover page of answer book** may be as follows:-

1.	Name of the examination	Inspectors of Central Tax for confirmation
2.	Roll No	
3.	Name of Center	
4.	Date & time of Examination	
5.	Name of the Paper & Subject	
6.	No. of loose answer books used (The Supervisor / Invigilator to sign the loose sheets and also assign page numbers)	
7.	Signature of the Supervisor / Invigilator (on verification that all the details are correctly filled in by the Candidates)	
8.	Marks obtained / Maximum Marks (To be filled by the evaluator)	
9.	Signature of the evaluator with name stamp	

- (e) All the candidates may be asked to **report 30 minutes before** the starting time of the examination so that formalities regarding attendance and distribution of answer books may be completed on time.
- (f) Before the start of the exam of any paper i.e. Paper No.I to VI, each candidate appearing for examination of that paper is required to put his/her initial (signature) against his/her name and roll numbers on the attendance sheet. The **format of attendance sheet** is as under:-

Name of the Commissionerate:

Attendance Sheet

Name of the Examination	:	Inspectors of Central Tax for confirmation
Centre of the Examination	:	
Date & Time of the Examination	:	
Name of the paper & Subject	:	

Particulars of Candidates:-

Sl. NO.	Roll No.	Name of the Candidates	Signature of the Candidates	Signature of the candidates (If additional sheet used)
1.				
2.				

Signature of Nodal Officer OR Invigilator

- (g) The candidate whose name was not submitted at the time of requisition cannot appear in the examination. The answer books of such candidate shall not be considered for evaluation by this Academy.
- (h) The candidates appearing in the examination may be directed to fill the required information on the **cover page** of the answer book. They should also be instructed **not to write their name anywhere in the answer book and if they do so, their result will be declared as FAIL for that paper.**
- (i) The Invigilator should put his/her **dated signature with name & office seal on the FIRST and LAST page of the answer book of each candidate, at the least.**
- (j) If more than one answer book are used in the examination by a candidate, all such answer books should be signed and **tagged together by use of thread/stapler pin.**
- (k) The answer books and the attendance sheets should be arranged serially according to **allotted Roll No(s).**
- (l) The **answer books should be packed and sealed immediately** after the exam is over and the same to be duly secured till their dispatch. The Invigilator and the Nodal officer should sign on the sealed covers.
- (m) It should be finally ensured that the sealed packets contain answer books of Paper-I, II, III, IV, V and Mark-Sheets of Viva-Voce (Paper-V & Paper-VI).
- (n) In case departmental examination is also conducted at the Divisions (other than Commissionerates / Directorates), all the answer books should be collected at the Commissionerates / Directorates in sealed covers.
- (o) All the packets of answer books and Viva-Voce marks are to be sent in **single packing wrapped in a cloth cover with proper sealing.** In case packets are broken, damaged or lost in transit, this Academy will not be responsible for the same.

2. To maintain the sanctity of departmental examination, the following may be ensured during the examination process:-

- (a) **Electronic gadgets** such as **Mobile Phones, Tablets, I-pad etc should not be allowed** to be carried into examination hall by the candidates.
- (b) The candidates should not be allowed to discuss the questions among themselves.
- (c) In case of paper (without books), Manuals, Tariff and other books etc should not be allowed to be carried into examination hall.
- (d) Senior officers may make surprise visits to the examination hall to ensure that no copying is done by the candidates.
- (e) In case of paper (with books), only prescribed books shall be allowed to be carried into examination hall by the candidates. They may also be suitably advised to arrange for and come to exam centres with the prescribed books, if need be.
- (f) The answer books should be taken away from the candidates immediately on completion of allotted time from the time of starting of examination.
- (g) If possible, the examination may be conducted in the room where CCTV camera are installed and whole process of examination may be video recorded.

3. If there is any query pertaining to conduct of the examination, the same may be forwarded to this office on e-mail address nacen.kn-up@nic.in.

4. The NACIN, ZC, Kanpur would convey the marks obtained by the candidates to the **e-mail ID of Nodal Officer** of the Commissionerates / Directorates only.

5. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by the CCA under intimation to this office for record.

6. All Communications in this regard are being/will be made available on website of NACIN, Faridabad and no letters are being sent / shall be sent by post separately.

7. The following format, duly filled is also enclosed with the forwarding letter.

CHECK LIST - DOCUMENTS TO BE KEPT INSIDE THE SEALED ENVELOP / PACKET

Forwarding letter (only one for all answer books)	Attendance Sheets (P- I to VI) printout signed by the Nodal Officer/ Invigilator	'Mark-sheet' (General & Hindi Viva Voce) signed by all Interview Board Members	Answer books (Roll number- wise)	Remarks / Feedback (if any)
(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)

Signature of Nodal Officer / Authorised Signatory

NOTE: Only the above-mentioned documents should be kept in the packet. No extra paper to be sent as it may increase the cost of speed post and also the paper work of this Academy.
