EXAMINATION NOTICE

(Ref: Departmental Examination (Central Excise and Customs), Rules 2008)

NACEN, Faridabad vide letter under F. No. VI/Estt/36/02/2015-NACEN dated 16.02.2015 has communicated the Annual Calendar of Departmental Examination for the year 2015-2016. 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 is 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>15.12.2015</td>
</tr>
<tr>
<td>2</td>
<td>Last date for receipt of list of eligible candidates</td>
<td>12.02.2016</td>
</tr>
<tr>
<td>3</td>
<td>Dispatch of question papers to the concerned Competent Authority</td>
<td>26.02.2016</td>
</tr>
<tr>
<td>4</td>
<td>Date of Examination</td>
<td>16th, 17th, &amp; 18th March 2016</td>
</tr>
<tr>
<td>5</td>
<td>Dispatch of answer sheets by the concerned Competent Authority</td>
<td>21.03.2016</td>
</tr>
</tbody>
</table>

2. All question papers will be dispatched either by speed post or, if so requested, will be delivered to any special messenger sent and authorized by the cadre controlling authority.

3. The examination will have 7 (seven) 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>16.03.2016</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>16.03.2016</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>16.03.2016</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>17.03.2016</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>17.03.2016</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 (Conduct) Rules, 1964)</td>
<td>100</td>
<td>50</td>
<td>18.03.2016</td>
<td>10.00 to 13.00 Hrs</td>
</tr>
<tr>
<td>7</td>
<td>Paper VI: Hindi Written Paper-80 Marks Proficiency in Hindi Conversion and Reading-20 Marks</td>
<td>100</td>
<td>50</td>
<td>18.03.2016</td>
<td>14.00 to 16.00 Hrs</td>
</tr>
</tbody>
</table>

(Details of the syllabus for each papers are enclosed as Annexure-A)
4. All the Cadre Controlling Commissionerates/ Directorates under the C.B.E.C. are requested to send the names of the eligible candidates in the following proforma, so as to reach the office of Additional Director, 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'ate/Directorate where posted at present</th>
<th>Name of the competent Authority alongwith 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>
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</tbody>
</table>

5. Nil reports may be sent by the Commissionerate/ Directorate, if no candidate is eligible for the said exam.

6. The question papers for all the subjects shall be formulated and examined by NACEN RTI, Vadodara. The proficiency in Hindi conversion and reading shall be conducted by the concerned Chief Commissioner’s office/ Director General/ Commissionerates/ Directorates/ Cadre Controlling Authorities under intimation to this office. Exemption from appearing in Hindi Examination shall be governed as per the instructions issued by DOPT from time to time. No query in this regard may be referred to NACEN, RTI, Vadodara.

7. The Roll Numbers to the candidates will have to be allotted by the respective Commissionerates and Directorates by themselves.

8. **Last date** for receipt of the list of eligible candidates is **12.02.2016**. If a request for question papers is not received within the due date, it will be presumed and treated as NIL.

9. It may please be noted that any nomination received after **12.02.2016** will not be considered at all.

10. Name, address, telephone/ fax/ e-mail and mobile numbers should also be invariably mentioned in all communication/ correspondence by the Commissionerates/ Directorates regarding the said Examination.

11. The queries in the matters of reservation policy, on pass marks, determination of eligibility to sit in the examination and declaration of results etc. may not be referred to NACEN, RTI, Vadodara because this is the locus-standi of the respective Cadre Controlling Authority.

12. All the Chief Commissioner Offices are requested to circulate this Notification to all the Commissionerates within their jurisdiction, if this RTI, NACEN, Vadodara fails to mention any formation due to recent Cadre Restructuring.

Encl: As above.

Yours faithfully,

(M. Rahman)
Additional Director

F. No. VI/Estt./02 (11)/NACEN/VDR/2015-16
Dated: 30.11.2015

To,
All Chief Commissioners/Customs/Central Excise/Customs (Preventive)/Service tax/Audit
All Director Generals
All Additional Director Generals, NACEN,
All Commissioners, Customs/Central Excise/Customs (Preventive)/Service Tax/Audit
(As per mailing list)
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 (CUSTOM 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) - Parases 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.

<table>
<thead>
<tr>
<th>Books</th>
<th>Publishers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rashtraya Bhasha, Parts 1 to IV</td>
<td>Indian Press Ltd., Allahabad</td>
</tr>
<tr>
<td>2. Hindi Rachana, Parts 1 to III</td>
<td>Dakshin Bharat Hindustani Prachar</td>
</tr>
<tr>
<td>3. Hindi in thirty days</td>
<td>Pr. Dulary Lal Bhargava, Ganga Fine</td>
</tr>
</tbody>
</table>