

अपर महानिदेशक का कार्यालय  
राष्ट्रीय सीमा शुल्क, अप्रत्यक्षकर एवं नार्कोटिक्स अकादमी  
सुभानपुरा, वडोदरा-३९००२३

**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL  
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS**

Subhanpura, Vadodara-390023

Tel/ Fax: 0265-2392140, [nacinbrd.exam@gmail.com](mailto:nacinbrd.exam@gmail.com)

**Examination Notice**

**Sub: Conduct of Departmental Examination for Confirmation of Direct  
Recruit Tax Assistants for the Year 2020-21.**

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

NACIN, Faridabad vide their letter under F. No. II(15)51/NACIN/Calendar/2020/6949 to 6967 dated 30.01.2020 has communicated the Annual Calendar of Departmental Examinations for the year 2020-2021. 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;

Sl. No.	Subject	Max. marks	Pass marks	Date	Time
1	Paper I :Customs Law (with books)	100	50	03.03.2021	10.00 to 13.00 Hrs
2	Paper II (A): Procedure and Local orders of the Custom House (Only for Tax Assistants in Customs dept.)	100	50	03.03.2021	14.00 to 17.00 Hrs
3	Paper II (B): Central Excise, Service Tax Valuation etc. (Only for Tax Assistants in Central Excise dept.)	100	50	03.03.2021	14.00 to 17.00 Hrs
4	Paper III: Computer application and proficiency in use of internet.	100	50	04.03.2021	10.00 to 13.00 Hrs
5	Paper IV: Economic and	100	50	04.03.2021	14.00 to

	Commercial Geography and General Knowledge				17.00 Hrs
6	Paper V: Administration (with books except the Central Civil Services (Conduct) Rules,1964)	100	50	05.03.2021	10.00 to 13.00 Hrs
7	Paper VI : Hindi Written Paper-80 Marks Proficiency in Hindi Conversion and Reading-20 Marks	100	50	05.03.2021	14.00 to 16.00 Hrs

**Note:** The syllabus in detail for each paper are enclosed as **Annexure-A**

2. 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.

**3. 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.

**4.** The question paper shall be both in English & Hindi (except Paper-VI- Hindi). The candidates have the option to write the answer either in English or Hindi.

**5.** Requisition for the question papers must reach to the Deputy Director (Exam), NACIN, Vadodara latest by **05.02.2021**. Question paper for the said exam, in password protected PDF format, shall be sent to the nominated authorized officer through e-mail on 01.03.2021. Password for opening the PDF file will be provided on 02.03.2021. The authorized officer shall ensure that the examination is

conducted in a fair and transparent manner. Requisition for question papers may be sent to **E-mail id: nacinbrd.exam@gmail.com.**

**6.** The name, address & Official telephone/email id of Addl./Joint/Deputy/Assistant Commissioner who would be authorized to conduct the examination/to whom question papers are to be sent should also be furnished while sending requisition for the question papers.

**7.** This examination notice is also being posted on NACIN website. The marks obtained in the examination shall also be displayed on NACINs website.

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

**9.** 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 Cadre Controlling Authority/Jurisdictional Commissionerates. Any reference in this regard shall not be entertained by NACIN.

**10.** NACIN Vadodara on directions of NACIN Faridabad reserves the right to cancel the whole examination or the examination of a Candidate or that of a Centre or of a cluster of centers, if it is found that unfair means were used or allowed to be used.

**11.** Instructions for Examination are **enclosed** with this letter.

Yours faithfully,

**Encl:** As above.

**(R A Menon)**

Additional Director General

वडोदरा, दिनांक: 01/01/2021

**Copy to:**

- i. All the Chief Commissioners, Customs/ GST/ Customs (Preventive).
- ii. All the Directorates under CBIC.
- iii. All the Additional Director Generals, NACIN.
- iv. Webmaster for display on the CBIC/ NACIN website.

Yours faithfully,

**(R A Menon)**

Additional Director General



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**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)
2. The Customs Manual (Latest Edition)
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
3. The Central Excise Tariff Act, 1985 (5 of 1986)
4. The Central Excise Rules, 2002
5. Provisions relating to Service Tax in the Finance Act, 1994.
6. The Central Excise Valuation (Determination of price Excisable goods) Rules, 2000.

**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.
4. The General Provident Fund (Central Services) Rules, 1972.
5. The General Financial Rules (Volume I, Chapters 1 to 7, 10 and 13, Volume II- Appendices 7, 8 and 17)
6. The Central Treasury Rules (Volume I, part I, Section II, Part V, Chapters II to V, IX and Part X. Volume II-Appendices 4).
7. The Central Civil Services (Conduct) Rules. 1964.

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.
- vi. Classification of Official Language Act, 1963 (19 of 1963),
- vii. Knowledge of Hindi rules and regulations.

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

<b>Books</b>	<b>Publishers</b>
1. RashtrayaBhasha, Parts 1 to IV	Indian Press Ltd., Allahabad
2. Hindi Rachana, Parts 1 to III	Dakshin Bharat Hindustani



PracharSabha, Madras

3. Hindi in thirty days Pr. DularyLalBhargava, Ganga FineArts Press Lucknow

**Instruction for Examination**

1. The details of examinations scheduled to be conducted is mentioned below.

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2. The **Cadre Controlling** Authority/Commissionerates/Directorates shall authorize an officer to be the Supervisor, who will function as the overall in-charge of conducting the examination and he/she shall be responsible to conduct free and fair examination. He/ she shall also be responsible to maintain secrecy. The authorized officer shall acknowledge receipt of password protected PDF file

to NACIN on the mail ID **nacinbrd.exam@gmail.com** and in case question paper or password protected PDF file is not received on scheduled time, the same may be communicated to this office by mail. The required No(s) of Xerox copies shall be done secretly under personal supervision of the Supervisor. Supervisor is required to select an Invigilator to conduct the examination smoothly. **The answer sheets and the attendance sheet arranged serially according to allotted Roll No(s) in sealed cover should be sent to NACIN immediately after the examination.**

3. 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:

**Example:**

<b>Sl. No</b>	<b>GST/Customs/ Directorate</b>	<b>Name of GST/Customs/ Directorate</b>	<b>Roll Nos.</b>
01	GST	Ahmedabad South	TA/GST/Ahmedabad South/01
02	CH	Kandla	TA/CH/Kandla/01
03	D	DGHRD	TA/D/DGHRD/01

4. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that any unfair means or cheating is not occurring in and around the examination centre. NACIN, Vadodara on directions of NACIN, Faridabad reserves the right to cancel the whole examination or that of an individual candidate or of a Centre or in a group of centers, if any unfair means are established in the examination process. It can also recommend disciplinary actions against the Supervisors or the Invigilators, if necessary.

5. The **answer sheets** shall contain either in printed form or by affixing rubber stamp, the following particulars

- i. The Name of the Examination
- ii. Roll No.

- iii. Name of Center
- iv. Date & Time of Examination
- v. Name of the Paper & Subject
- vi. No. of supplementary/loose answer sheets used (The invigilator will sign the loose sheets)
- vii. Signature of the Invigilator (on verification that all the information are correctly filled in by the candidates)
- viii. Marks obtained and
- ix. Signature of the Examiner.

6. The examinations shall be cancelled if the candidates write their names or use any sings/symbols signatures etc. in the answer sheets which will hint the identification of the candidates in any way.

7. It shall also be notified to the candidates either in printed form or in affixed rubber stamp in the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from unauthorized sources or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination asand void.

8. Any **clarification** other than conducting the examination shall not be entertained by this office. Any correspondence on the process/conduct of examination may be made on 0265-2392140 (Telefax) or nacinbrd.exam@gmail.com

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

10. NACIN shall publish the marks obtained by the candidates. The results shall be declared by the Cadre Controlling Authority or anybody duly authorized by him/her in accordance with the Recruitment Rules, existing instruction and existing norms of relaxation to SC/ST & OBC Candidates issued by Ministry/Board

from time to time. Any query regarding reservation policy, pass marks, recruitment rules, eligibility and declaration of results etc. shall not be entertained by NACIN, Vadodara.

11. Use and carrying of Mobile phone and any such electronic gadget in the examination hall by the candidates is strictly prohibited during the time of examination.

**(R A Menon)**

Additional Director General

**Copy to:**

- i. All the Chief Commissioners, Customs/ GST/ Customs (Preventive).
- ii. All the Directorates under CBIC.
- iii. All the Additional Director Generals, NACIN.
- iv. Webmaster for display on the CBIC/ NACIN website.

**(R A Menon)**

Additional Director General