



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
NATIONAL ACADEMY OF CUSTOMS, INDIRECT  
TAXES AND NARCOTICS [NACIN]

1<sup>st</sup> to 3<sup>rd</sup> Floors, Plot No: 3/86-E, ATC STREET,  
Ambattur Industrial Estate,  
(Near AMBIT IT Park), Chennai-600058.  
Telephone No: 26250157 / 26250159  
Fax No: 26250156 / 26250155  
e-mail: [nacin.chennai@gov.in](mailto:nacin.chennai@gov.in)

C.No. I/04/05/2019

Date: 04.11.2019

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

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) to be held in the month of February, 2020-Regarding.

The Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) is proposed to be conducted from 12<sup>th</sup> to 14<sup>th</sup> February 2020. The Schedule of the examination and Syllabus are given in Annexure I and Annexure II, respectively.

2. The Schedule of the examination is as under:

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

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise and GST (with Books)	3 hours	12.02.2020 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	13.02.2020 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	14.02.2020 (Friday)	10.00 hrs. to 13.00 hrs.	65/100

**B. Examination for promotion to the grade of Inspectors of Customs (EOs & POs).**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Customs (with books)	3 hours	13.02.2020 (Thursday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	3 hours	12.02.2020 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	14.02.2020 (Friday)	10.00 hrs. to 13.00 hrs.	65/100

3. NACIN, Chennai will be sending the question papers to the Commissionerate Hqrs./Directorates. The despatch / distribution of the packets containing question papers intended for various centres of examination may be done at your end to ensure timely receipt of the question paper at the examination centre. Necessary instructions may kindly be given to the respective Jurisdictional Commissioners to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates.

4. The requirement of numbers of question papers for your office may be intimated to us in the prescribed proforma vide **Annexure- II to Ms. GEETHA T.G, SUPERINTENDENT (EXAMINATIONS), NACIN, CHENNAI (TEL.NO. 044-26250426 / 09940519827 FAX NO. 044-26250155 / 26250156). This request must reach NACIN, Chennai latest by 15.12.2019.**

5 a. While informing the requirement, the name of the post and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. ***The Roll Nos. of the candidates may be assigned by prefixing the post for which they intend to appear. (eg.) INSPR/01 or EO/PO/01 etc. Any other format of assigning the Roll numbers by prefixing/suffixing the name of the Commissionerate may please be avoided.***

5 b. It is also requested to specifically inform whether your office requires any Hindi version of the question papers and if so, the number of question papers required may be separately given.

6. The following information may be furnished while sending requisition for the question papers.

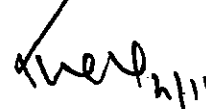
- i) Name, Designation, Official address with telephone no. and official mail ID of Additional / Joint / Deputy/ Assistant Commissioner of the Commissionerates, who would be authorized to conduct the examination / to whom the question papers are to be sent.
- ii) Name/ designation and complete postal address of concerned Cadre Controlling Authority

7. **All efforts will be made to ensure the question papers reach your Office on or before 20.01.2020.** However a close watch may please be kept on receipt of the sealed packets of the question papers, intended for various examination centres under your charge and non-receipt of the question papers by the said date may be brought to the notice of the Superintendent (Examination), NACIN, Chennai on the phone number mentioned at Para 4 above, immediately.

8. The Cadre Controlling Commissioners may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and also include their requirements.
9. The syllabus for the examination is enclosed with this notice as Annexure-I.
10. This Notice is also being posted on NACIN and CBIC website.
11. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. As per DG NACIN instructions, only queries relating to process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office.
12. 'Instructions for Examination' are enclosed, which are integral part of this letter.

Encl: As above.

Yours faithfully,



(NAVNEET GOEL)

**Pr. ADDITIONAL DIRECTOR GENERAL**

## INSTRUCTIONS FOR EXAMINATION

1. The schedule of the examination is as below:-

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

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise and GST (with Books)	3 hours	12.02.2020 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	13.02.2020 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	14.02.2020 (Friday)	10.00 hrs. to 13.00 hrs.	65/100

**B. Examination for promotion to the grade of Inspectors of Customs (EOs & POs).**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Customs (with books)	3 hours	13.02.2020 (Thursday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	3 hours	12.02.2020 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	14.02.2020 (Friday)	10.00 hrs. to 13.00 hrs.	65/100

2. The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall 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 secrecy thereof. The authorized Officer is further required to nominate a Supervisor / Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his personal supervision

3. The examination work requires the Supervisor / Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required.

4. The answer sheets shall contain the following particulars, either in printed form or affixing rubber stamp:-

1.	Name of the examination	
2.	Roll No.	
3.	Name of Center	
4.	Date & time of Examination	
5.	Name of the Paper & Subject	

6.	No. of loose answer sheets used (The Supervisor / Invigilator will 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	
9.	Signature of the Supervisor / Invigilator with name stamp	

5. The candidates shall be instructed not to write his / her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.

6. The Invigilators and the Supervisors shall maintain confidentiality , impartiality and discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to same and thus be prejudicial to others. The whole exercise shall be designed and conducted in a fair and impartial manner, so as to do justice to all.

7. Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.

8. Answer Sheets of the above said examination, properly tagged / bunched , shall be sent to NACIN, Chennai immediately after the conduct of the examination, The same shall be evaluated by NACIN, Chennai.

9. Answer Sheets and the attendance sheet arranged serially according to allotted Roll No(s) need to be sent to NACIN, Chennai in a sealed cover.

11. NACIN would convey the marks obtained by the candidates only to the CCAs. 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 CCA under intimation to this office for record.

  
(NAVNEET GOEL)

**Pr. ADDITIONAL DIRECTOR GENERAL**

## ANNEXURE - I (SYLLABUS)

### Central Excise and GST ;Paper 1 - Inspectors of Central Tax

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules (Latest)
6. Central Excise Tariff Act, 1985
7. CENVAT Credit Rules (Latest)
8. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000
9. Central Excise (Appeals) Rules 2001
10. CESTAT (Procedure) Rules,1982 as amended
11. Central Excise (Appeals) Rules, 2001
- 12.. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
13. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
16. Customs & Central Excise Settlement Commission Procedure, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

#### Customs:

#### Paper II – Inspector of Central Tax.

#### Paper I – Inspectors of Customs (EOs & POs)

1. Customs Act,1962.
2. Customs Manual.(latest edition)
3. Customs Tariff Act, 1975.
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
6. India New Foreign Trade Policy, 2015 -2020.
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.
3. Central Excise Rules, (Latest).
4. Central Excise Tariff Act, 1985.
5. CENVAT Credit Rules, (Latest)
6. Customs Act and Rules & Procedures, Customs Tariff Act, 1975.
7. CESTAT (Procedure) Rules, 1982 as amended.
8. Foreign Trade Policy (2015-2020)
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)

13. Safeguard Measures (Quantitative Restrictions) Rules, 2012
14. Foreign Exchange Management (Export of Goods and Services) Regulations, 2000
15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
16. Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
17. The Livestock Importation Act, 1898
18. Prevention of Food Adulteration Act, 1954 & Food Safety and Standards Authority Act, 2006
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine (Regulation of Import into India) Order 2003
21. Conservation of Foreign Exchanges and Prevention of Smuggling Activities Act, 1974 (COFEPOSA) (52 OF 1974)
22. Criminal Procedure Code, 1973
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

### Administration

**Paper III - Inspector of Central Excise**  
**Paper III - Preventive Officers & Examiners of Customs**

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR Service Rules & Financial Rules.
9. Swamy's Hand Book (latest)

## ANNEXURE -II

1. Name of the Commissionerate :
2. Name of the Centre of Examination :
3. Name & Address of the officer\* / who would be responsible for the conduct of exam. and to whom the question papers are to be sent :  
Tel. No\*.:  
Fax No\*.:  
4. No. of candidates taking examination at the centre - paper wise and subject wise :

### A. Examination for promotion to the cadre of Inspectors of Central Tax

Paper	Subject	No. of candidates	Whether Hindi version required If so, the number of papers required.
Paper I	Central Excise and GST (with Books)		
Paper II	Customs (with books)		
Paper III	Administration (with books)		

### B. Examination for promotion to the cadre of Inspectors of Customs (EOs & POs).

Paper	Subject	No. of candidates	Whether Hindi version required. If so, the number of papers required.
Paper I	Customs (with books)		
Paper II	Allied Acts (including Central Excise & GST) (with books)		
Paper III	Administration (with books)		