Examination Notice

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

NACIN, Faridabad vide their letter under F. No. II (15)39/2018-NACIN dated 02.05.2018 has communicated the Annual Calendar of Departmental Examinations for the year 2018-2019. 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;

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Max. marks</th>
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<tbody>
<tr>
<td>1</td>
<td>Paper I :Customs Law (with books)</td>
<td>100</td>
<td>50</td>
<td>05.03.2019</td>
<td>10.00 to 13.00 Hrs</td>
</tr>
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<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>05.03.2019</td>
<td>14.00 to 17.00 Hrs</td>
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<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>05.03.2019</td>
<td>14.00 to 17.00 Hrs</td>
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<tr>
<td>4</td>
<td>Paper III: Computer application and proficiency in use of internet.</td>
<td>100</td>
<td>50</td>
<td>06.03.2019</td>
<td>10.00 to 13.00 Hrs</td>
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<td>5</td>
<td>Paper IV: Economic and Commercial Geography and General Knowledge</td>
<td>100</td>
<td>50</td>
<td>06.03.2019</td>
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<td>6</td>
<td>Paper V: Administration (with books except the Central Civil Services (Conduct) Rules,1964)</td>
<td>100</td>
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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 05.02.2019. Question paper for the said exam, in password protected PDF format, shall be sent to the nominated authorized officer through e-mail on 28.02.2019. Password for opening the PDF file will be provided on 04.03.2019. 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
jurisdiction as 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.

Encl: As above.

VI/Estt/02(03)/NACIN/VDR/2018-19

Dated: 11.2018

Copy to:

i) All the Chief Commissioners/ Customs/ GST/ Customs (Preventive)/ Audit.

ii) All the Directorates under CBIC.

iii) All the Additional Director Generals, NACIN.

iv) Webmaster for display on the CBIC/ NACIN website.

(M. Rahman)
Additional Director
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)
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) - 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.
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.

Books
1. Rashtraya Bhasha, Parts 1 to IV
2. Hindi Rachana, Parts 1 to III
3. Hindi in thirty days

Publishers
Indian Press Ltd., Allahabad
Dakshin Bharat Hindustani Prachar Sabha, Madras
Pr. Dulyar Lal Bhargava, Ganga Fine Arts Press Lucknow
Instruction for Examination

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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. 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:
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
   a. The Name of the Examination
   b. Roll No.
   c. Name of Center
   d. Date & Time of Examination
   e. Name of the Paper & Subject
   f. No. of supplementary/loose answer sheets used (The invigilator will sign the loose sheets)
   g. Signature of the Invigilator (on verification that all the information are correctly filled in by the candidates)
   h. Marks obtained and
   i. Signature of the Examiner.

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.

6. 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 as null and void.

7. 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 nacinhrd.exam@gmail.com

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

9. 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.

10. 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.

(M. Rahman)
Additional Director

Copy to:

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ii) All the Directorates under CBIC.
iii) All the Additional Director Generals, NACIN.
iv) Webmaster for display on the CBIC/ NACIN website.

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