GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
NATIONAL ACADEMY OF CUSTOMS, EXCISE AND  
NARCOTICS [NACEN]  
1st to 3rd 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:nacen.chennai58@gmail.com

C.No. I/04/06/2016 / 2347 to 2376                       Date: 4.11.2016

To
All Chief Commissioners of Customs
All Chief Commissioners of Central Excise
All Director Generals
All Additional Director Generals
All Commissioners of Customs
All Commissioners of Central Excise
The Narcotics Commissioner of India, CBN, Gwalior.

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to the
grade of Executive Assistant (STA) and Inspectors of Central Excise,
Inspectors of Customs (EOs & POs) / Inspectors, Group-B Executive
Grade in Narcotics Department to be held in the month of February,
2017 - Regarding.

The Departmental Examination for Promotion of Ministerial Officers to the Grade of
Executive Assistants (STA), Inspectors of Central Excise, Inspectors of Customs (EOs &
POs), and Inspectors, Group-B Executive Grade in the Narcotics Department(CBN Gwalior)
will be conducted from 7th to 9th February 2017. The Schedule of the examination
and Syllabus are given in Annexure I and Annexure II, respectively.

2. NACEN, 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 Cadre Controlling Commissioners to make necessary arrangements to
conduct the combined Departmental Promotion Examination on the scheduled dates.
3. The requirement of numbers of question papers for your office may be
intimated to us in the prescribed proforma vide Annexeure- III to Ms. BABITA. A.S,
SUPERINTENDENT (EXAMINATIONS); NACEN, CHENNAI (TEL.NO. 044-
26250426 / 09840260038 FAX NO. 044-26250155 / 26250156). This request must reach

4 a. While informing the requirement, the post 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.) STA/01 or INSPR/01 or
STA/INSPR/01, etc. Any other format of assigning the Roll numbers by
prefixing/suffixing the name of the Commissionerate may please be avoided.

4 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.

5. All efforts will be made to ensure the question papers to reach your
Office on or before 23.01.2017. 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 any variation on account of non-receipt of the question papers may be brought to the
notice of the undersigned immediately.

6. 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. As per the DG, NACEN instructions, only queries relating to the
process of conducting examination will be clarified by this Office. The determination of
eligibility to appear for the examination will not come under the purview of this
Academy as the Cadre Controlling Authorities have to decide the same.

Yours faithfully,

[Signature]

Encl: As above.

[Dispatched on]

(VASA SESHAGIRI RAO)
ADDITIONAL DIRECTOR GENERAL
ANNEXURE ‘I’

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

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise and Service Tax (with Books)</td>
<td>3 hours</td>
<td>07.02.2017 (Tuesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>65/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>Customs (with books)</td>
<td>3 hours</td>
<td>08.02.2017 (Wednesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>07.02.2017 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Customs (with books)</td>
<td>3 hours</td>
<td>08.02.2017 (Wednesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>65/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>Allied Acts (including Central Excise Act &amp; Rules) (with books)</td>
<td>3 hours</td>
<td>07.02.2017 (Tuesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>07.02.2017 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>

C. Examination for promotion to the grade of Executive Assistants (STA) (Customs & Central Excise)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise Service Tax &amp; Customs Procedures (with books)</td>
<td>3 hours</td>
<td>09.02.2017 (Thursday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>40/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td>3 hours</td>
<td>09.02.2017 (Thursday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>07.02.2017 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>40/100</td>
</tr>
</tbody>
</table>

D. Examination for Promotion to Inspectors, Group-B Executive Grade in Narcotics Department.

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Narcotics Act and Rules (With books)</td>
<td>3 hours</td>
<td>07.02.2017 (Tuesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>65/100</td>
</tr>
<tr>
<td>Paper II</td>
<td>General Knowledge cum English (without books)</td>
<td>3 hours</td>
<td>08.02.2017 (Wednesday)</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>50/100</td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td>3 hours</td>
<td>07.02.2017 (Tuesday)</td>
<td>14.00 hrs. to 17.00 hrs.</td>
<td>65/100</td>
</tr>
</tbody>
</table>
ANNEXURE – II (SYLLABUS)

Central Excise and Service Tax: Paper I – Inspectors of Central Excise

1. Central Excise Act, 1944.
13. Central Excise (Compounding of Offences) Rules, 2005
17. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs:

Paper II – Inspector of Central Excise,

Paper I – Inspectors of Customs (EOs & POs)

Paper II – Inspector of Central Excise

4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
7. ITC (HS) Classification of Export & Import Items - latest edition

Allied Acts (including Central Excise Act)

Paper – II – Inspectors of Customs (EOs & POs)

1. Central Excise Act, 1944.
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)
15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
17. The Livestock Importation Act, 1898
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
22. Criminal Procedure Code, 1973
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

**Narcotics Act and Rules.**  
**Paper I for Promotion to Inspectors, Group-B Executive Grade in Narcotics Department.**
1. NDPS Act, 1985  
2. NDPS Rules, 1985

**Administration**

**Paper III**  
Inspector of Central Excise  
Preventive Officer & Examiners of Customs  
Executive Assistant (STA) in Customs & C.Excise.

**Inspector Group-B Executive Grade in Narcotics**

2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965.
7. Leave Travel Concession Rules
9. Swamy’s Hand Book 2015

**Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Executive Assistant (STA).**

**Central Excise, Service Tax and Customs Procedure:**  
**Paper I for EA(STA) in Customs & C. Excise**

1. Central Excise Act, 1944.

**Paper II Computer Application (Theory & Practical)**

1. **Overview of Hardware / Software**
   b. Basics on output devices.
   c. Basics of CPU.
   d. Basics of Software.
2. Windows including:
   a. Logging onto windows.
   b. Passwords.
   c. Shutting down and using of CTRL-ALT-DEL
   d. Desktop including customization & Screen saver.
   e. Task bar.
   f. Windows explorer.
   g. Use of FIND.
   h. Using floppy disk and CD ROM.

3. Office 97-MS Word and MS Excel

   A. **MS Word including**
      i) Creating a new document
      ii) Basic formatting including Bullets and numbering, Header & Footer.
      iii) Find and Replaces.
      iv) Auto Correct and Spell check.
      v) Saving documents.
      vi) Sending documents through mail and floppy.
      vii) Printing documents including print preview and layout.
      viii) Help Menu.
      ix) Table insertion.

   B. **MS Excel including**
      i) Introduction to Excel
      ii) Creating simple worksheet.
      iii) Relation between cells, use of S Sign.
      iv) Basic functioning.
      v) Simple functions and calculations.
      vi) Saving / Printing of documents.
      vii) Print preview.

   C. **Internet including**:
      i) Use of Web mail including attachment and download of files.
      ii) Browsing including searches.
ANNEXURE – III

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 Excise

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>No. of candidates</th>
<th>Whether Hindi version required</th>
<th>If so, the number of papers required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise and Service Tax (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td>Customs (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>No. of candidates</th>
<th>Whether Hindi version required</th>
<th>If so, the number of papers required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Customs (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td>Allied Acts (including Central Excise Act &amp; Rules) (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Examination for promotion to the cadre of Executive Assistant (STA) (Customs & Central Excise)

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>No. of candidates</th>
<th>Whether Hindi version required</th>
<th>If so, the number of papers required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise Service Tax &amp; Customs Procedures (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper II</td>
<td>Computer Application (Theory &amp; Practical)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper III</td>
<td>Administration (with books)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>