To,
All Chief Commissioners of Customs / Customs (P)/ Central Excise,
All ADG, RTI, NACEN
All Director Generals, Customs/ C. Excise/ Service Tax/Audit
The Commissioner, Large Tax Payers Units, Banglore/Chennai/Delhi/Mumbai
The Commissioner, Customs& C. Excise, Settlement Commissioner (Principal Bench), N. Delhi.
The Commissioner, Authority of Advance Ruling, Customs, C.Ex. & Service Tax, New Delhi.
The Commissioner, Directorate of Data Management, C.Excixe& Customs, New Delhi.
The Commissioner, Directorate of Logistics, Customs &C.Excise, New Delhi
The Commissioner, Directorate of Legal Affairs, CBEC, New Delhi.
The Director (RL), Central Revenue Control Laboratory, New Delhi,
The Commissioner, Publicity & Public Relations, New Delhi,
The Commissioner (AR), O/O Chief Commissioner (AR) CESTAT, New Delhi.
The Assistant Registrar (Admn.), CESTAT, New Delhi,

Sir / Madam,

Subject: **Holding of Departmental Examination for STA/TA for drawal of Increment - Regarding.**

NACEN, Patna is conducting Departmental Examination of STA/TA working in department i.e. C.B.E.C. for drawal of increment on **05 July, 2016** (Tuesday) as per Ministry’s letter F. No. A 34011/1/2003 AD-IIIA dated 13.08.2003 and as per Annual Calendar of Departmental Examination for the year 2016-17 of NACEN, Faridabad (F.No. VI/Estt/36/01/2013-NACEN dated 05.01.2016).

2. There would be three papers in the examination.
   (i) **STA and TA promoted/ re-designated from Ministerial cadre** are to take up only the **Paper I** (Computer Application(Theory) & Computer Application (Practical)).
   (ii) Whereas, **STA and TA promoted/ re-designated from D.E.O. cadre** are to take up two papers - the **Paper II** [Proficiency in Computer(Theory) & Proficiency in Computer(Practical)].& **Paper III** (Customs, Central Excise & Service Tax.
   (iii) The syllabus for Paper I & II is same and is enclosed as Annexure ‘A’ whereas the syllabus for Paper III is enclosed as Annexure ‘B’.

3. The eligibility of a candidate to appear in the examination is to be decided by the respective Cadre Controlling Authority in terms of the relevant services Recruitment Rules. Chief Commissioners/ Director Generals/ Commissioners concerned may examine the eligibility of the same and sponsor the names of the eligible candidates in the proforma Annexure II. **IN CASE THERE IS NO ELIGIBLE CANDIDATE, ‘NIL’ REPORT MAY PLEASE BE SENT.**
4. Commissioners are requested to make necessary arrangements to conduct the departmental Theoretical and Practical examination on the scheduled date and time.

5. NACEN, Patna shall make arrangements for sending all the question papers to Commissionerate’s / Directorate General’s Headquarter. The despatch / distribution of the packets Containing question papers intended for various centre of examination may be done at your end. This would ensure timely receipt of the question papers at the examination centre. In order to enable this Academy to plan for preparation of the requisite number of question Papers and their timely dispatch, requirement of your office may be sent in the prescribed proforma- Annexure II to the undersigned so as to reach this office latest by 18th May, 2016. Beyond this date, it may not be possible to consider any request for increase in the number of candidates. While informing the requirement, the post for which the examination is to be conducted may clearly be stated.

6. Efforts would be made to ensure that question papers reach you latest by 29th May, 2016, however, you may closely monitor receipt of the sealed packets of the question papers, intended for various examination centers 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.

7. The cadre controlling Commissioners are requested to inform the eligible officers who are on deputation with other Directorates/ Organizations and include their requirements also.

8. Please send name, address& telephone / fax Nos. of Addl. / Joint Commissioner (P&V) who would be responsible to the conduct of examination and to whom the question papers are to be sent in enclosed proforma- Annexure I.

9. All correspondences with effect from 1st April 2016 may please be made at the following address as this office is to be shifted there by that time:

   Office of the Additional Director General
   National Academy of Customs, Excise & Narcotics, Patna
   6th Floor, Jan NayakKarpuri Thakur CGO Complex
   Ashiana- Digha Road, Patna-800025

Encls:- As above
(Total page 1 to 5)

Yours faithfully,

(Chandra Shekhar)
Assistant Director
NACEN, Patna
Annexure-A

Syllabus for Departmental Examination for S TA & T A for drawal of increment
Paper I - Computer Application (STA and TA promoted/ re-designated from Ministerial cadre)/ Paper II - Proficiency in Computer(STA and TA promoted/ re-designated from D.E.O. cadre)

Overview of Hardware
Windows
Logging Onto Windows
Shutting down & use of CTRL-ALT-DEL.
Windows Explorer
Use of FIND or SEARCH
Using floppy disk and CD ROM

Office MS Word and MS Excel
Ms Word
Creating a new document
Basic formatting including Bullets and numbering & Header and Footer
Find and Replace
Auto correct and spell check
Saving documents
Sending documents through floppy
Printing the documents including print preview and layout
Table handing
Mail Merge

B. **Ms Excel including**
   i. Introduction to excel
   ii. Creating a simple worksheet
   iii. Basic formatting
Simple functions and calculations
Saving/Printing of documents
Print Preview

C. **MS Power Point**
Introduction to power point
The power Point screen
The Auto Content Wizard
The slide Views- an overview
Using the slide views
Customizing slide structure
Adding text to slides
Adding text to slides
Moving through presentations
Inserting and deleting slides
Inserting pictures
Printing
Running a presentation
Internet
Introduction to Internet
Surfing and Searching
E-mail

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Annexure ‘B’
Paper III

SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR D.E.O. GRADE ‘A’ (NOW T.A.) FOR DRAWAL OF INCREMENT IN THE GRADE OF T.A.

Syllabus for Customs and Central Excise & Service Tax

Customs Act, 1962
Customs Tariff Act, 1975 with Schedules
Customs Manual issued by CBEC
Central Excise Act, 1944
CENVAT Credit Rules 2004
Central Excise Tariff Act, 1985 along with Schedules
Central Excise Rules 2002
Provisions relating to Service Tax in the Finance Act, 1994
Central Excise Valuation (Determination of price of Excisable goods) Rules 2000

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Annexure-I

(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 Telephone and Fax #: 


Annexure-II

LIST OF THE ELIGIBLE CANDIDATES WHO HAVE TO APPEAR IN THE DEPARTMENTAL EXAMINATION FOR ELIGIBILITY FOR DRAWAL OF INCREMENT FOR STA AND TA WHICH IS TO BE HELD ON 05.07.2016

<table>
<thead>
<tr>
<th>ROLL NO.</th>
<th>NAME OF CANDIDATE</th>
<th>DESIGNATION</th>
<th>CATEGORY</th>
<th>PLACE OF POSTING</th>
<th>PAPERS IN WHICH TO APPEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mr. /Mrs./Ms.</td>
<td></td>
<td></td>
<td></td>
<td>Computer Application</td>
</tr>
</tbody>
</table>

1. 
2. 
3. 
4. 

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