



भारत सरकार GOVERNMENT OF INDIA

राष्ट्रीय सीमा शुल्क , उत्पाद शुल्क एवम् नारकोटिक्स अकादमी

**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS, PATNA**

**3rd , 4th& 5th (Part) Floor, CTTC Building, Sanchar Sadan,**

**BudhaMarg, Patna- 800001**

**e-mail: nacenpatna@yahoo.co.in FAX: 0612-2200001**

**Tel Nos. 0612-2200033/2200046/2200056**

II(12)01/Deptt. Exam/NACEN/Pat/2016-17

Date: .01.2016

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, Bangalore/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.Excise& 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-III A 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 **18<sup>th</sup> 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 29<sup>th</sup> 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 **1<sup>st</sup> 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  
6<sup>th</sup> Floor, Jan Nayak Karpuri 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 for  
**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 handling  
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

**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 # :  
 (4) Total No. of candidates appearing from the Centre & No. of candidate taking examination at the centre paper wise and subject wise - :  
 Paper – I (Computer Application)  
 Paper – II (Proficiency in Computer)  
 Paper – III (Customs & C. Ex. Act, Rules)

## **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 <b>05.07.2016</b>	
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Y	INDICATE THE CANDIDATE IS REQUIRED TO APPEAR IN THE PAPER
-	INDICATE THE CANDIDATE IS NOT REQUIRED TO APPEAR IN THE PAPER

ROLL NO.	NAME OF CANDIATE	Designatio n	Category	PLACE OF POSTING	PAPERS IN WHICH TO APPEAR		
					Computer Applicatio n	Proficienc y in Computer	Customs , C. Ex. Act, S.T. act, etc.
	Mr. /Mrs./Ms.						
1.							
2.							
3.							
4.							