

**CONFIDENTIAL/TIME BOUND**  
**BY SPEED POST**



**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS**  
**PLOT NO.3/86-E, AMBATTUR INDUSTRIAL ESTATE,**  
**CHENNAI – 600 058.**

**EPBX-26250157 / 26250159**

**FAX: 26250155 / 26250156**

C.No. I/4/3/2015

Date: 20.05.2015

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 Senior Tax Assistant and Inspectors of Central Excise, Preventive Officers and Examiners of Customs / Group – C Executive Grade in Narcotics Department to be held in the month of **August, 2015** -Regarding.

-----

The Departmental Examination for Promotion of Ministerial Officers to the Grade of Senior Tax Assistants, Inspectors of Central Excise, Preventive Officers and Examiners in Customs Department, and Group – C Executive Grade in the Narcotics Department(CBN Gwalior) will be conducted from **12<sup>th</sup> to 14<sup>th</sup> AUGUST 2015.** 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. This would 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 Annexure- III to Ms. BABITA. A.S, SUPERINTENDENT (EXAMINATIONS), NACEN, CHENNAI (TEL.NO. 044-26250426 / 09840260038 FAX NO. 044-26250155 / 26250156). This request must reach NACEN, Chennai latest by 20.06.2015.

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 01.08.2015. 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 include their requirements; also. 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 sit for the examination will not come under the purview of this Academy as the Cadre Controlling Authorities have to decide the same.

Yours faithfully,



(B.BHATTACHARYA)

PRINCIPAL ADDITIONAL DIRECTOR GENERAL

Encl: As above.



## ANNEXURE 'I'

### **A. Examination for Inspectors of Central Excise**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise and Service Tax (with Books)	3 hours	12.08.2015 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	13.08.2015 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	12.08.2015 (Wednesday)	14.00 hrs. to 17.00 hrs.	65/100

### **B. Examination for Preventive Officers & Examiners in Customs.**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Customs (with books)	3 hours	13.08.2015 (Thursday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise Act & Rules) (with books)	3 hours	12.08.2015 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	12.08.2015 (Wednesday)	14.00 hrs. to 17.00 hrs.	65/100

### **C. Examination for Senior Tax Assistant (Customs & Central Excise)**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise Service Tax & Customs Procedures (with books)	3 hours	14.08.2015 (Friday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	14.08.2015 (Friday)	14.00 hrs. to 17.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	12.08.2015 (Wednesday)	14.00 hrs. to 17.00 hrs.	40/100

### **D. Examination for Promotion to Group – C – Executive Grade in Narcotics Department.**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Narcotics Act and Rules (With books)	3 hours	12.08.2015 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	General Knowledge cum English (without books)	3 hours	13.08.2015 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	12.08.2015 (Wednesday)	14.00 hrs. to 17.00 hrs.	65/100



## ANNEXURE – II (SYLLABUS)

### Central Excise and Service Tax ; Paper I - Inspectors of Central Excise

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Law and Procedures including latest Budget changes.
5. CENVAT Credit Rules, 2004.
6. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000.
7. Central Excise (Appeals) Rules 2001.
8. CESTAT (Procedure) Rules, 1982.

### Customs:

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

#### Paper I – Preventive Officer and Examiners (Customs).

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. Export and Import Policy, 2002 -2007.
7. ITC (HS) Classification of Export & Import Items, 2009 – 2014.

### Allied Acts (including Central Excise Act)

#### Paper – II – Preventive Officers & Examiners ( Customs).

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Rules, 1994.
5. CENVAT Credit Rules, 2004.
6. Customs Act and Rules, Customs Tariff Act, 1975.
7. CESTAT Rules, 2003.
8. Baggage Rules, courier regulations, civil aviation, Criminal Procedure Code, Indian Penal Code , Civil Procedure Code, FEMA , Drugs and Cosmetics Act and other Allied Acts COFEPOSA, PMLA

### Narcotics Act and Rules. Paper I for Promotion to Group – C – Executive Grade in Narcotics Department.

1. NDPS Act, 1985
2. NDPS Rules, 1985

### Administration

Paper III	-	Inspector of Central Excise
Paper III	-	Preventive Officer & Examiners of Customs
Paper III	-	Senior Tax Assistant in Customs & C.Excise.
Paper III	-	Group – C – Executive Grade in Narcotics Dept.

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.
9. Swamy's Hand Book 2014



Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Senior Tax Assistant,

Central Excise, Service Tax and Customs Procedure ; Paper 1 for STA in Customs & C. Excise

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Law and Procedures including latest Budget changes.
5. CENVAT Credit Rules, 2004.
6. Customs Act 1962 and Rules.
7. CESTAT (Procedure) Rules, 1982.
8. Central Excise (Appeals) Rules, 2001.

Paper II Computer Application (Theory & Practical)

**1. Overview of Hardware / Software**

- |                             |                              |
|-----------------------------|------------------------------|
| a. Basics on Input devices. | 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**

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

**B. Examination for promotion to the cadre of Preventive Officers & Examiners in Customs.**

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 Act & Rules) (with books)		
Paper III	Administration (with books)		

**C. Examination for promotion to the cadre of Senior Tax Assistant (Customs & Central Excise)**

Paper	Subject	No. of candidates	Whether Hindi version required If so, the number of papers required.
Paper I	Central Excise Service Tax & Customs Procedures (with books)		
Paper II	Computer Application (Theory & Practical)		
Paper III	Administration (with books)		