



भारतसरकार GOVERNMENT OF INDIA  
वित्तमंत्रालय MINISTRY OF FINANCE  
राजस्वविभाग DEPARTMENT OF REVENUE  
केन्द्रीयअप्रत्यक्षकरएवं सीमाशुल्कबोर्ड  
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS  
सीमाशुल्क आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CUSTOMS  
सीमाशुल्क गृह, विलिंगडनआईलैंड, कोचीन  
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Website: [www.cochincustoms.gov.in](http://www.cochincustoms.gov.in)

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**स्थापना परिपत्र संख्या 28/2024 / Establishment Circular No. 28/2024**

**Sub:** Departmental Examination for promotion of Tax Assistants to the Grade of Executive Assistants of Central Taxes & Customs to be held in the month of September, 2024 – Regarding.

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In pursuance of Examination Notice issued by NACIN, Chennai in F. No. NACIN/II/12/9/2024-EXAM-O/o Pr ADG-NACIN-ZC-CHENNAI dated 13.08.2024 on the above subject, eligible Tax Assistants willing to appear for the Departmental Examination for promotion of Tax Assistants to the Grade of Executive Assistants of Central Taxes & Customs scheduled to be conducted **from 17.09.2024 to 19.09.2024** are requested to submit their willingness to the undersigned **on or before 20.08.2024** in the prescribed format.

2. The format for submission of Willingness:

Name & Designation of the Candidate	Emp. Code	Date of Birth	Gov. ID	Mob. No.

3. The schedule of the examination is as mentioned below: -

SL. No.	Paper	Subject	Date	Time	Passing Marks
1	PAPER-I	Central Excise, GST and Customs (with books)	17.09.2024 Tuesday	10.00 hrs to 13.00 hrs	40/100
2	PAPER - II	Computer Applications (Theory & Practical)	18.09.2024 Wednesday	10.00 hrs to 13.00 hrs	50/100
3	PAPER-III	Administration (with books)	19.09.2024 Thursday	10.00 hrs to 13.00 hrs	65/100

(शुभा चंद्रन /Subha Chandran)  
सहायक सीमाशुल्क आयुक्त (स्थापना)  
Assistant Commissioner of Customs(Estt.)

Encl: Exam Notification issued by NACIN, Chennai along with syllabus for the examination.

प्रेषित To: Notice Board/EDI(to upload in the website).

प्रतिलिपिCopy to: All Sections (Through CRU).



भारत सरकार GOVERNMENT OF INDIA  
 वित्त मंत्रालय MINISTRY OF FINANCE  
 राजस्व विभाग DEPARTMENT OF REVENUE  
 राष्ट्रीय सीमा शुल्क, अपत्यक्ष कर एवं नार्कोटिक्स अकादमी  
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
 Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.  
 Phone No:26250157/ 26250159. Fax No: 26250156 / 26250155  
 e-mail: nacin.chennai@gov.in



Date:13-08-2024

To

All Principal Chief Commissioners/ Chief Commissioners of Customs  
 All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST  
 All Principal Director Generals / Director Generals  
 All Principal Additional Director Generals/Additional Director Generals  
 All Principal Commissioners / Commissioners of Customs  
 All Principal Commissioners / Commissioners of Central Excise & GST

Sir/Madam,

Sub: Departmental Examination for promotion of Tax Assistants to the Grade of Executive Assistants of Central Taxes & Customs to be held in the month of September,2024 -Regarding.

The Departmental Examination for promotion of Tax Assistants to the Grade of Executive Assistants of Central Taxes & Customs is proposed to be conducted from 17<sup>th</sup> to 19<sup>th</sup> September 2024 as per the timelines given below.

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	<b>28.8.2024*</b>
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	<b>BY MAIL ON 6.9.2024</b>
RECEIPT OF TEST MAIL BY CO-ORDINATING SUPERVISOR	<b>BY MAIL – 12.9.2024</b>
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 17 <sup>th</sup> September, 2024	<b>BY MAIL –16.9.2024 A.N.</b>
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 18 <sup>th</sup> September, 2024	<b>BY MAIL –17.9.2024 A.N.</b>
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 19 <sup>th</sup> September, 2024	<b>BY MAIL – 18.9.2024 A.N.</b>

**\*NOMINATIONS RECEIVED AFTER 28.8.2024 WOULD NOT BE CONSIDERED.**

2. **The Schedule for the examination is as under:**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST and Customs (with books)	3 hours	17.09.2024 (Tuesday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Applications (Theory and Practical)	3 hours	18.09.2024 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (With books)	3 hours	19.09.2024 (Thursday)	10.00 hrs. to 13.00 hrs.	40/100

3. Necessary instructions may be given to the concerned to make arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. The Cadre Controlling Authority (CCA) concerned, shall conduct the Paper – II Computer Applications as per the guidelines below:

- a. The theory examination in Computer Application will be conducted from 10.00 hrs. to 12.00 hrs. on 18.09.2024. The practical examination is for one hour duration i.e., from 12.00 hrs. to 13.00 hrs. on the same date i.e., 18.09.2024 immediately after the completion of theory examination.
- b. Out of the maximum marks of 100 for Computer Application, the practical examination carries 50 marks. Candidates are required to score a minimum of 25 marks in theory and practicals separately.
- c. The Practical examination may be conducted at the respective Commissionerates/Directorates on the basis of the question paper issued from this office under the supervision of the "Co-ordinating Supervisor" i.e., Joint Commissioner/ Additional Commissioner/Dy. Commissioner/Assistant Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the Officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level to provide enough computers, printers etc. for smooth conduct of the practical test.
- d. After the completion of the Computer examination, the evaluation of the Practical Examination paper has to be carried out at the Commissionerate itself by the officer/s designated for the same by the respective Commissionerate and the marks awarded shall be intimated to this office by e-mail in Mail ID : [nacinchn-deptexam@gov.in](mailto:nacinchn-deptexam@gov.in) on the very next working day. The answer sheets pertaining to the Computer Theory Paper alone shall be sent to NACIN, Chennai along with the examination answer sheets of other two subjects. **The Printout/ hard copy of the Answer sheet of the Practical Examination need not be sent to this office.**

4. The question papers for the examination would be sent in password protected PDF format to the Co-ordinating Supervisor through e-mail, on the previous day of the respective examination. Password for opening the PDF will be communicated to the authorized officer mail ID / over phone, 30 minutes before the commencement of the respective examination. The Co-ordinating Supervisor nominated in each formation shall ensure that the examination is conducted in a fair and transparent manner.

5. A) The requisition for the question papers along with the details of the nominated candidates (in excel format) may be sent to **Email ID : [nacinchn-deptexam@gov.in](mailto:nacinchn-deptexam@gov.in)** in the prescribed proforma i.e., **Annexure- II** along with a covering letter duly signed and attested by the ADC/JC (P&V). **This request must reach NACIN, Chennai latest by 28.8.2024. Nominations not received in the mail ID mentioned / received after the**

**due date would not be entertained.**

B) After the receipt of nominations along with the Roll No. assigned by the formations, the nominated candidates would be assigned a Unique Roll No. by NACIN, Chennai and the same would be communicated to the formations in the Official Mail ID mentioned in Annexure-II on **06.9.2024**. In case the nominations have been sent and if there is non-receipt of correspondence on the said date regarding Roll Nos. assigned, the same may be brought to the immediate notice of NACIN, Chennai to enable this Academy to take necessary action.

C) A Test mail would be sent to the Co-ordinating Supervisor's gov.in Mail ID on **12.9.2024**. The Co-ordinating Supervisor shall send an acknowledgement in reply mail. In case the nominations have been sent and if there is non-receipt of the test mail by the Co-ordinating Supervisor on **12.09.2024**, the same may be brought to the immediate notice of NACIN, Chennai to enable this Academy to take necessary action.

6. The following information may be furnished while sending requisition for the question papers.

- i. Name, Designation, Office address with telephone no. and official mail ID (**individual's gov.in mail ID and not the mail ID of the section or office**) of Additional / Joint / Deputy/ Assistant Commissioner of the Commissionerate, who would be nominated as Co-ordinating Supervisor to conduct the examination / to whom the question papers are to be sent.
- ii. Name/designation and complete postal address of concerned Cadre Controlling Authority (CCA). {The Marksheets would be sent by NACIN, Chennai only to the CCA's mentioned therein.}

7. **Candidates working on deputation / loan basis** who are eligible and willing to appear for the examination, **shall be nominated from their Parent Commissionerate**. The Cadre Controlling Principal Commissioner / Commissioner are requested to include such eligible officers, who are on deputation with other Directorates / Organizations, if any, while forwarding the nominations. **Such nominations may be sent along with "No Objection Certificate" from the Cadre Control Authority in case the candidate has represented to take up the exam in his current place of posting.**

8. A close watch may please be kept on the **TIMELINE CHART** given in the first page of **this notification**. In case of any issues in respect of various examination centers under your charge, the same may be brought to the immediate notice of **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS)** at Contact No.: **044-26250138 / 9444219289** or **Mrs. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI-** Contact No. **044-26250139 / 9841971488**, so that action needed can be taken immediately.

9. **The syllabus for the examination, Proforma for Nomination, the first Three sheets of the Answer Booklet are enclosed with this notice as Annexure-I to Annexure-III respectively.**

10. This Notice is also being posted on NACIN and CBIC official website.
11. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. As per DG NACIN's instructions, only queries relating to the process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office.
12. 'Instructions for Examination' are enclosed, which is an integral part of this notification.
13. This is issued with the approval of the Competent Authority.

Yours faithfully,

Encl: As above.

ANURADHA RAMESH  
ASSISTANT DIRECTOR

### INSTRUCTIONS FOR EXAMINATION

#### INSTRUCTIONS FOR THE CO-ORDINATING SUPERVISOR

1. The Pr. Commissioner / Commissioner of the field shall nominate a **CO-ORDINATING SUPERVISOR** not below the grade of Assistant Commissioner, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof. The test mail and the question paper would be sent to the CO-ORDINATING SUPERVISOR on the said dates as mentioned in the **TIMELINE**. The Co-ordinating Supervisor shall acknowledge the receipt of test mail / question papers to NACIN Chennai in the mail ID **nacinchn-deptexam@gov.in**.
2. The examination work requires an Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. The Head of the Office / Co-ordinating Supervisor is required to nominate an Invigilator to conduct the exam smoothly and if needed the required no(s) of Photocopies of question papers shall be done secretly under his/her personal supervision.

#### INSTRUCTIONS REGARDING ASSIGNING ROLL NOS.

3. **The candidates shall be assigned Roll No. at the formation level.** The same shall be mentioned in Annexure-II while furnishing the details about the nominated candidates. A **Unique Roll No. would be assigned by NACIN, Chennai to the nominated candidates and the same would be communicated on 06.9.2024** to the formations through mail ID mentioned in ANNEXURE-II.

### **INSTRUCTIONS REGARDING ANSWER BOOKLET**

4. a) The answer booklet shall contain not less than ten (10) sheets (ruled / unruled) in the full scape Legal size paper in Portrait mode only(not in landscape mode). **The format for the first Three pages of the Answer Booklet are given in ANNEXURE-III. The soft copy of the Format is attached as pdf document along with this notification. The format sent shall be printed out as it is and be attached with the answer booklet.** Each page of the answer scripts should contain space to mention the Roll No. assigned by NACIN Chennai.

### **INSTRUCTIONS TO THE CANDIDATES**

5. a) The candidates should fill in the details sought in First page and Third Page. **The candidates should write the Roll Nos. assigned by NACIN Chennai on the first and third page of the answer booklet.**

b) **Roll Nos. assigned by NACIN Chennai should mandatorily be written on all the pages of the answer script.**

c) The Candidate should not write their name / Roll No. assigned by their Commissionerate on any page of the answer booklet.

### **INSTRUCTIONS FOR THE INVIGILATOR / SUPERVISOR**

6. a) The Invigilator should check the details written by the candidate on the First and Third Page of the Answer booklet . On verification of details in both the pages, the Invigilator should sign in **FIRST Page along with the name, designation & Commissionerate stamp in the space provided. The Invigilator need not affix name / Commissionerate stamp in any of the pages of the answer booklet and is required to only sign in each page of the answer booklet.**

b)The Invigilator shall maintain confidentiality, impartiality and discipline in conducting the examination and ensure that no unfair means or cheating happens in and around the examination centre which can give some extra advantage to somebody and thus prejudicial to others. The whole exercise shall be designed and conducted to do justice to the deserving only.

c)The Invigilator shall instruct the candidates not to write his / her name or use any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way. They shall also be instructed that any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside the examination hall or any behavior of the candidates that may be considered as cheating by the Invigilator / NACIN, shall render their examination as null and void.

d)Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates should be strictly prohibited during the conduct of examination.

e) The Invigilator shall not allow the candidate under any circumstances to go out of the hall in the first thirty minutes even on completion/ submission of the paper and only one person may be allowed to go out under reasonable plea after the first 30 minutes during the examination period.

### **INSTRUCTIONS REGARDING DESPATCH OF ANSWER BOOKLET**

7. a) On completion of each day's examination, the invigilator should ensure that the answer booklets are arranged serially according to the Roll No(s) and along with that Day's Attendance sheet is placed inside a Cloth cover and sealed immediately after the examination.

b) Answer Sheets of Paper I, Paper II (Theoretical Test on Computer Application), Paper-III, properly tagged / bunched, shall be sent to NACIN, Chennai immediately after the conduct of the

examination, The same would be evaluated by NACIN, Chennai.

c) Answer Sheets of Paper – II (Practical Test on Computer Application) shall be evaluated by the Commissionerates / Directorates themselves and the marks awarded shall be intimated to this office by e-mail on the very next working day. **The Printout/ hard copy of the Answer sheet of the Practical Examination need not be sent to this office.**

d) On completion of all the papers, the sealed envelopes of each paper (One / Two / Three depending on the nominations sent) are to be placed in a single bigger cloth cover and sealed properly. The sealed bigger envelope containing the three smaller sealed envelopes of the answer papers, may be addressed to Deputy Director (Examinations) and sent to NACIN Chennai immediately. The same shall be evaluated by NACIN, Chennai.

### **INSTRUCTIONS FOR THE CCO /COMMISSIONERATES**

6. The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority (CCA) and 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 with **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250138 / 9444219289** or **Mrs. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI- Contact No. 044-26250139 / 9841971488**

7. NACIN would convey the marks obtained by the candidates only to the CCAs. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA under intimation to this office for record.

8. The **Timeline Chart given in the first page of the Notification** shall be referred and strictly adhered to ensure smooth conduct of examination.

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### **ANNEXURE – I** **(SYLLABUS)**

#### **Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA).**

#### **Paper I Central Excise, GST and Customs Procedure**

Latest Editions of

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, (Latest)
6. Central Excise Tariff Act, 1985.
7. CENVAT Credit Rules, (Latest)

8. Customs Act 1962 and Rules & procedures.
9. CESTAT (Procedure) Rules, 1982 as amended.
10. 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- MS Word, MS Excel and MS PowerPoint**

#### **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) MS Power Point**

- i. Introduction to power point
- ii. Reading simple presentation
- iii. Using the slide views
- iv. Inserting and deleting slides
- v. Taking printout of slides

**d) Internet including**

- i. Use of Web mail including attachment and download of files.
- ii. Browsing including searches.

**Paper III Administration**

Latest Editions of

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Control & 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 Handbook

**ANNEXURE –II**

**PROFORMA FOR NOMINATION**

1.Name of the Commissionerate/ Directorate :

2. Name of the Cadre Controlling Zone (CCA) :

3. Name of the Centre of Examination :

4. Official mail ID of the formation :  
(Any correspondence related to departmental examination shall be sent from the Mail ID mentioned only)

5. Office Phone No. :

6. Name & Official Address of the Co-ordinating Supervisor who would be responsible for the conduct of exam and to whom the question paper packets have to be despatched /whose personal gov.in mail ID,

the question papers in PDF format is to be sent :

Tel.No. :

Fax No.:

**Gov.in Mail ID:**

**WhatsApp Mobile No.:**

7. Details of the candidates taking examination  
at the centre - paper wise and subject wise(**in excel format**):

**Examination for promotion to the cadre of Executive Assistant (EA) (Customs & Central Tax)**

Paper	Subject	No. of candidates	Candidate's details			Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB	
Paper I	Central Excise, GST& Customs Procedures (with books)					
Paper II	Computer Application (Theory & Practical)					
Paper III	Administration (with books)					

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**ANNEXURE - III**  
**FIRST PAGE OF THE ANSWER BOOKLET**

<b>Name of the Examination</b>	
<b>Name of the Commissionerate</b>	
<b>Name of the Cadre Controlling Authority</b>	
<b>Name of the Exam Centre along with seal</b>	

<b>Roll No. allotted by NACIN, Chennai</b>	
<b>Date &amp; time of Examination</b>	
<b>Name of the Paper / Subject</b>	
<b>No. of additional sheets used (The Invigilator will only sign in the loose sheets and not affix his name/designation stamp)</b>	
<b>Signature of the Invigilator with name stamp (on verification that all the details are correctly filled in by the Candidates)</b>	

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## **READ THE INSTRUCTIONS CAREFULLY**

1. Candidates should fill in all the details on the first and third page of the answer booklet. The name of the candidate **should not be written** in any page of the answer booklet.
2. Candidates should write only the Roll No. assigned by NACIN, Chennai mandatorily on the first and third page of the answer booklet and on all pages of the answer booklet.
3. Commissionerate's seal **should be affixed** only on first

- page of the answer booklet in the space provided.
4. The Invigilator **should sign along with Name, Designation and Commissionerate stamp** in the space provided on the first page of the Answer booklet.
  5. The Invigilator **should only sign along with date** in the additional sheets used by the candidates and **not affix** the name and designation stamp.
  6. Commissionerate's seal /Invigilator's Name seal **need not be affixed** on all pages of the answer booklet except on the first page of the answer booklet.
  7. Candidates **should write the Correct Question Nos.** Marks will not be awarded if the question number is wrongly mentioned.
  8. Candidates **should not indulge in unfair means** during the examination.
  9. Use of Mobile phones or any electronic medium during the examination is **strictly prohibited**

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**ANNEXURE - III**  
**THIRD PAGE OF THE ANSWER BOOKLET**

□ NATIONAL ACADEMY OF CUSTOMS, □  
INDIRECT TAXES & NARCOTICS,  
3/86-E, AIEMA ROAD, AMBATTUR INDUSTRIAL  
ESTATE, CHENNAI - 600058

Name of the Examination	
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<b>Roll No. allotted by NACIN, Chennai</b>											
<b>Date &amp; time of Examination</b>											
<b>Name of the Paper / Subject</b>											
<b>(FOR OFFICE USE ONLY)</b>											
<b>MARKS AWARDED</b>											
<b>PART</b>	<b>QUESTION NO.</b>										
<b>NO.</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>TOTAL</b>
I											
II											
III											
IV											
V											
VI											
<b>GRAND TOTAL</b>											
<b>SIGNATURE OF THE EVALUATOR WITH NAME STAMP</b>											