

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

Website: www.cochincustoms.gov.in E-mail: cochincustoms@nic.in

Date: As e-assigned.

Control Room: 0484-2666422

### स्थापना परिपत्र संख्या 09/2025 / Establishment Circular No. 09/2025

<u>Sub:</u> Promotion Examination for promotion of Tax Assistants to the grade of Executive Assistants to be held from 21st to 23rd April 2025 – Reg.

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In pursuance of Examination Notice issued by NACIN, Chennai in F. No. NACIN/II/12/3/2025-EXAM-O/o Pr ADG-NACIN-ZC-CHENNAI dated 12.03.2025 on the above subject, eligible Tax Assistants (who have completed at least half of the eligible service in the grade of Tax Assistant, i.e, 5 years as Tax Assistants – as per Annexure A of the Departmental Examination Rules, 2024 dated 18.12.2024) 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 21.04.2025 to 23.04.2025 are requested to submit their willingness to the undersigned (through e-mail: esttcus-cochin@gov.in) on or before 20.03.2025 in the prescribed format. Nominations not received in the mail ID mentioned / received after the due date would not be entertained.

2. An officer, who has passed his matriculation or an equivalent or higher examination with Hindi as one of the subject may intimate the same (enclosing the relevant certificate) along with the willingness so as to avail exemption from appearing for the Hindi examination.

The format for submission of Willingness:

			_	
Name &	Emp.	DOB	Gov. ID	Whether Seeking exemption from appearing
Designation of the	Code			in Hindi (Paper VI) of the Exam (Y/N).
Candidate				If Yes, whether proof of the supporting
				document enclosed.

3. The Examination notice along with the Departmental Examination Rules, 2024 dated 18.12.2024 is enclosed for reference.

Signed by Rajesh Jacob Koottummel Date: 18-03-2025 16:50:23 सीमा शुल्क उप आयुक्त (स्थापना)

### **DEPUTY COMMISSIONER OF CUSTOMS (Estt.)**

Encl: As Above.

### प्रेषित To:

- 1. Notice Board/EDI (to upload in the website).
- 2. The Assistant Commissioner (Establishment), O/o The Commissioner of Customs (Prev.), Broadway, Catholic Centre, Ernakulam (Through mail)

ਸ਼ਰਿਲਿੰਪਿCopy to: All Sections (Through CRU).



#### भारत सरकार GOVERNMENT OF INDIA वित्त मत्रांतय MINISTRY OF FINANCE राजस्व विभाग DEPARTMENT OF REVENUE राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नाकॉटिक्स 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



12-03-2025

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: Promotion Examination for promotion to the grade of Tax Assistants to the grade of Executive Assistants to be held from 21<sup>st</sup> to 23<sup>rd</sup> April 2025 – Reg.

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The Departmental Promotion Examination for promotion to the grade of Tax Assistants to the grade of Executive Assistants is proposed to be conducted from 21<sup>st</sup> to 23<sup>rd</sup> April 2025 as per the timelines given below.

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	24.03.2025*
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	BY MAIL ON 10.04.2025
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 21st APRIL 2025	BY MAIL – 18.04.2025 A.N.
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 22nd APRIL 2025	BY MAIL – 21.04.2025 A.N.
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 23rd APRIL 2025	BY MAIL – 22.04.2025 A.N.

\*NOMINATIONS RECEIVED AFTER 24.03.2025 WOULD NOT BE CONSIDERED.

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

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	CUSTOMS LAW AND PROCEDURES (WITH BOOKS)	3 hours	21.4.2025 MONDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper II	GOODS & SERVICES TAX LAW AND PROCEDURES (WITH BOOKS)	3 hours	21.4.2025 MONDAY	14.00 hrs. to 17.00hrs.	50/100
Paper III	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)	3 hours	22.4.2025 TUESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper IV	ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES)	3 hours	22.4.2025 TUESDAY	14.00 hrs. to 17.00hrs.	50/100
Paper V	ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWELDGE (WITHOUT BOOKS)	3 hours	23.4.2025 WEDNESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper VI	HINDI	3 hours	23.4.2025 WEDNESDAY	14.00 hrs. to 17.00hrs.	50/100

- For detailed syllabus in r/o papers mentioned above, please refer to the Departmental Examination (Central Tax, Central Excise, Customs, and Narcotics) Rules, 2024, dated 18.12.2024 (pages 79 to 81) {Copy enclosed}
- 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 III Computer Applications and Use of Internet as per the guidelines below:
  - i. The theory examination in Computer Application will be conducted from 10.00 hrs. to 11.30 hrs. on 22.04.2025. The practical examination is for one hour and 30 minutes duration i.e., from 11.30 hrs. to 13.00 hrs. on the same date i.e., 22.04.2025 immediately after the completion of theory examination.
  - ii. Out of the maximum marks of 100, the practical examination carries 50 marks. Candidates are required to score a minimum of 25 marks in theory and practicals separately.
  - iii. 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 "Nodal Officer (authorized officer)" 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.
  - iv. 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 on the very next working day. The answer sheets pertaining to the Computer Theory Paper and evaluated answer sheets of the practical examination shall be sent to NACIN, Chennai along with the examination answer sheets of other five subjects.

- 4. Each Commissionerate shall appoint an **Examination Coordinator**, who shall be **not below the rank of an Assistant Commissioner** and an **Invigilator**, who shall be a **gazetted officer**. Necessary instructions may kindly be given to the Examination Coordinator to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. Examination Coordinator nominated in each commissionerate shall ensure that the examination is conducted in a fair and transparent manner. **Detailed instructions** on the conduct of examination are given at **Annexure-I**. "Instructions for Examination" are enclosed, which is an integral part of this notification.
- 5. Each commissionerate shall send the nominations and request for question papers in the proforma prescribed at Annexure-II in Excel as well as PDF to email ID: nacinchn-deptexam@gov.in. This request must reach NACIN, Chennai latest by <a href="mailto:24.03.2025">24.03.2025</a>. Nominations not received in the mail ID mentioned / received after the due date would not be entertained.
- 6. 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 the commissionerate located at his/her place of posting.
- 7. After the receipt of nominations, along with the Roll No. assigned by the commissionerates, 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 and also to the mail ID mentioned in Annexure-II on 10.04.2025. In case the nominations have been sent and 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.
- 8. The question papers for the examination would be sent in **password protected PDF format** to the Examination Coordinator 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 and over phone, **30 minutes before** the commencement of the respective examination.
- 9. Eligibility of the candidates shall be decided in line with the eligible Officers mentioned in the Cadre-wise Examination Details of Appendix A of the DER, 2024. In this regard, kind attention is also invited to the Clarification letter in F.No. A.34011/05/2017-Ad.IIIA dated 13.02.2025 regarding the syllabus and Examination process under DER, 2024 (copy enclosed). As per DG NACIN's instructions, only queries relating to the process of conducting the examination will be clarified by this office. The queries regarding reservation policy pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACIN, as these decisions rest with the respective Cadre Controlling Authority/Jurisdictional Commissionerates. Any reference in this regard shall not be entertained.
- $1\,0$ . 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.
- 11. 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 centres 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 SMT. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI, Contact No. 044-26250139 / 9841971488 so that action needed can be taken immediately.
- 12. NACIN ZTI, Chennai on directions of NACIN Palasamudram reserves the right to cancel the whole examination or the examination of a Candidate or that of a Centre or of a cluster of centers, if it is found that unfair means were used or allowed to be used.

13. This is issued with the approval of the Competent Authority. It is also being posted on NACIN and CBIC official website.

Yours faithfully,

### ANURADHA RAMESH ASSISTANT DIRECTOR

### Encl:

- 1. Gazette Notification- DER, 2024 dated 18.12.20224
- 2. Board's Clarification letter F.No. A.34011/05/2017-Ad.IIIA dated 13.02.2025
- 3. Annexure I Instructions for Examinations
- 4. Annexure II Proforma for Nominations
- 5. Annexure III Proforma for the first three pages of the Answer booklet with sample
- 6. Annexure -IV Proforma for the proceedings while sealing the answer booklets

Signed by Anuradha Ramesh Date: 12-03-2025 11:48:21

### ANNEXURE-I INSTRUCTIONS FOR EXAMINATION

### 1. INSTRUCTIONS FOR THE CCA's / COMMISSIONERATES

- 1.1 The Pr. Commissioner / Commissioner shall nominate an **EXAMINATION COORDINATOR 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.
- 1.2 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 SMT. D. SUGANYA, ADDITIONAL ASSISTANT DIRECTOR (EXAMINATIONS), NACIN, CHENNAI Contact No. 044-26250139 / 9841971488.
- 1.3 The **Timeline Chart given in the first page of the Notification** shall be referred and strictly adhered to ensure smooth conduct of examination.

### 2. <u>INSTRUCTIONS FOR THE EXAMINATION COORDINATOR</u>

- 2.1 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 10.04.2025 through mail ID as mentioned in Annexure-II. The same may be informed to the nominated candidates.
- 2.2 The answer booklets shall be serially numbered and 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 proforma for the first three pages of the Answer Booklet are given in Annexure III.
- 2.3 The soft copy of the Annexure III format is attached as pdf document along with this notification. The Annexure III format sent along shall be printed out as it is and be attached with the answer booklet. No other format of Annexure III shall be used. Each page of the answer booklet should contain space to mention Roll No. assigned by NACIN Chennai and Page No.
- 2.4 The question paper would be sent to the Examination Coordinator's gov mail ID on the said dates as mentioned in the **TIMELINE CHART**. The Examination Coordinator shall acknowledge the receipt of question papers to NACIN, Chennai in the mail ID **nacinchn-deptexam@gov.in**.
- 2.5 The question paper received shall be downloaded and handed over to the invigilator.
- 2.6 The examination work requires an Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangements for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. The Head of the office / Examination Coordinator is required to nominate an Invigilator to conduct the exam smoothly and if needed the required number of photocopies of question papers shall be done secretly under his/her personal supervision.
- 2.7 On receipt of the answer booklets of each paper (One / Two / Three depending on the nominations sent) from the Invigilator, the same are to be sealed properly and kept in a locked cupboard till the completion of all the papers. After completion of all the papers, the sealed envelopes are to be placed in a single bigger cloth envelope and sealed properly. The sealed bigger envelope containing the three smaller sealed envelopes of the answer papers, may be addressed to Assistant Director (Examinations) and sent to NACIN, Chennai immediately. The same shall be evaluated by NACIN, Chennai.
- 2.8 While sealing the answer booklet covers, detailed proceedings during sealing of answer

booklets shall be drawn at the examination centre and shall be jointly signed by the Examination Coordinator and the Invigilator. The instructions for the sealing of Answer Booklets and the Proforma for the proceedings while sealing the answer booklets is enclosed as Annexure-IV with this notification.

### 3. INSTRUCTIONS FOR THE INVIGILATOR / EXAMINATION COORDINATOR

- 3.1 The Invigilator / Examination Coordinator should check the details written by the candidate on the First page of the Annexure III and fill the Third Page of the Annexure III. The invigilator has to ensure that the candidates write the Roll Nos assigned by NACIN Chennai in the first page of the Annexure III and on all the pages of the answer booklet. On verification of all the details, the invigilator and the Examination Coordinator should sign in first page and third page of Annexure III. The Invigilator / Examination Coordinator need not affix name / Commissionerate stamp in any of the written pages of the answer booklet and is required to only sign in each page of the answer booklet.
- 3.2 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.
- 3.3 The Invigilator shall instruct the candidates not to write his / her name or use any sign / symbol 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 behaviour of the candidates that may be considered to be cheating by the Invigilator / NACIN, shall render their examination as null and void.
- 3.4 Using/carrying of mobile phone or any such electronic gadgets in or around the examination hall by the candidates should be strictly prohibited during the conduct of examination.
- 3.5 The Invigilator shall not allow the candidates 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 at a time may be allowed to go out under reasonable plea after the first 30 minutes during the examination period.
- 3.6 On completion of each day's examination, the invigilator should ensure that the answer booklets shall contain Page No. and Roll No., and that Annexure III is duly filled. The answer booklets are then arranged serially according to the Roll No(s) and handed over to the Examination Coordinator.
- 3.7 The answer booklets are then sealed and kept safely in a locked cupboard by the Examination Coordinator till the completion of all the papers for further despatch to NACIN, Chennai.

### ANNEXURE –II PROFORMA FOR NOMINATION AND REQUEST FOR SUPPLY OF QUESTION PAPER

1. Name of the Commissionerate/ Directorate :	
2. Name & mail ID 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 mail ID of the Examination Coordinator	

who would be responsible for the conduct of exam and to whose personal gov.in mail ID, the question papers in PDF format are 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):

Paper	Subject	No. of candidates	Name	Designation	DOB (dd/mm/yy)	Eligibility criteria met as prescribed in the DER, 2024 (Y/N)	Roll No. Assigned to the candidate at the formation level
Paper I	CUSTOMS LAW AND PROCEDURES (WITH BOOKS)						
Paper II	GOODS & SERVICES TAX LAW AND PROCEDURES (WITH BOOKS)						
Paper III	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)						
Paper IV	ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES) ECONOMIC AND						

P	aper	COMMERCIAL GEOGRAPHY AND GENERAL KNOWELDGE (WITHOUT BOOKS)			
P	aper ⁄I	HINDI			

8. No. of question papers required

It is requested that sufficient number of question papers may kindly be sent to this commissionerate.

Signature of the Examination Coordinator Name: Designation:

# ANNEXURE-III PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET FIRST PAGE OF THE ANSWER BOOKLET

Name of the Examination	
Name of the Commissionerate	
Name of the Cadre Controlling Authority	
Name of the Exam Centre along with office seal	
Roll No. allotted by NACIN, Chennai	
Date & time of Examination	
Name of the Paper / Subject	
No. of pages written	
a) No. of Blank pages	
b) Page numbers of blank pages No. of additional sheets used	
Signature of the Candidate	
correct and complete.	nination Coordinator: verified all the above details and confirm that all the details are
Signature of the Invigilator with name and designation	
Signature of the Examination Coordinator with name and designation	

### SECOND PAGE OF THE ANSWER BOOKLET READ THE INSTRUCTIONS CAREFULLY

- Candidates should fill in all the details on the first page of the Annexure III. Name of the candidate **should not be written** in any page of the answer booklet.
- 2. Candidate should write only the Roll No. assigned by NACIN, Chennai mandatorily on the first page of the answer booklet and on all pages of the answer booklet.
- 3. The Invigilator and the Examination Coordinator should check the details filled in by the candidates in the first page of the Answer Booklet and sign along with Name and Designation in the space provided on the first and third page of the Answer booklet. Third page of the Answer Booklet should be filled in by the Invigilator after verifying the details filled in by the candidates in the first page of the Answer Booklet.
- 4. The Invigilator **should only sign along with date** in all the pages of the answer booklet and in the additional sheets used by the candidates and **not to affix** the name and designation stamp in any of the written pages.
- 5. Commissionerate's seal **should be affixed** only on the first page of the answer booklet in the space provided.
- 6. Candidates **should write the Question Nos**. correctly. Marks would not be awarded if the question number is wrongly mentioned.
- 7. Candidates should write Page No. on all the pages and mention the total No. of pages written and total No. of blank pages along with the page numbers in the space provided on the first page of the answer booklet.
- 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.**
- 10. Writing of answers to the questions using AI tools is strictly prohibited and would lead to disqualification of the answer sheet.

### THIRD PAGE OF THE ANSWER BOOKLET (TO BE FILLED IN BY THE INVIGILATOR)



भारत सरकार GOVERNMENT OF INDIA वित्त मत्रांलय MINISTRY OF FINANCE राजस्व विभाग DEPARTMENT OF REVENUE राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नाकॉटिक्स 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

Name of the Examination Roll No. allotted by NACIN, Chennai **Date & Time of Examination** Name of the Paper / Subject No. of pages written a) No. of Blank pages b) Page numbers of blank pages No. of Additional sheets used Declaration by the Invigilator & the Examination Coordinator: We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete. Signature of the Invigilator with name & designation Signature of the Examination Coordinator with name and designation (FOR OFFICE USE ONLY) MARKS AWARDED QUESTION NO. **PART** NO. TOTAL **(1) (2) (3) (4)** (6) (8) (9) (10)Ι II III IV V VI GRAND TOTAL SIGNATURE OF THE EVALUATOR WITH NAME STAMP

### **SAMPLE FOR ANNEXURE III**

### **ANNEXURE-III**

## PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET FIRST PAGE OF THE ANSWER BOOKLET

Name of the Examination	Executive Assistants of Central Tax and Customs- April 2025
Name of the Commissionerate	XXXXXXXX
Name of the Cadre Controlling Authority	XXXXXXXXXXXXXX
Name of the Exam Centre along with office seal	XXXXXXXX
Roll No. allotted by NACIN, Chennai	XXXXXX
Date & time of Examination	21.01.2025 & 10:00 AM – 01:00 PM
Name of the Paper / Subject	Paper I – Central Excise & GST
No. of pages written	10 (1-10)
a) No. of Blank pages b) Page numbers of blank pages	07 11-17
No. of additional sheets used	0
Signature of the Candidate	
Declaration by the Invigilator & the Examination We hereby declare that we have thoroughly verifies  Signature of the Invigilator with name and designation	on Coordinator:  d all the above details and confirm that all the details are correct and complete.
Signature of the Examination Coordinator with name and designation	

### THIRD PAGE OF THE ANSWER BOOKLET (TO BE FILLED IN BY THE INVIGILATOR)



भारत सरकार GOVERNMENT OF INDIA वित्त मत्रांलय MINISTRY OF FINANCE राजस्व विभाग DEPARTMENT OF REVENUE राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष 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

Promotion Examination for Promotion of Tax Assistants to the grade of Executive Assistants of Central Tax and Customs- April 2025 Name of the Examination Roll No. allotted by NACIN, XXXXXX Chennai Date & Time of Examination 22.01.2025 & 10:00 AM - 01:00 PM Name of the Paper / Subject Paper I - Central Excise & GST No. of pages written 10 (1-10) a) No. of Blank pages 07 b) Page numbers of blank pages 11-17 No. of Additional sheets used 0 Declaration by the Invigilator & the Examination Coordinator: We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete. Signature of the Invigilator with name & designation Signature of the Examination Coordinator with name and designation (FOR OFFICE USE ONLY) MARKS AWARDED PART QUESTION NO. NO. (1) (2) (3) (4) (6) (7) (8) (9) (10) TOTAL (5) II III IV V VI GRAND TOTAL SIGNATURE OF THE EVALUATOR WITH NAME STAMP

## PROFORMA FOR THE PROCEEDINGS WHILE SEALING ANSWER BOOKLETS

### **Details** of the Examination:

- 1. Name of the Examination:
- 2. Name of the Commissionerate:
- 3. Name of the Cadre Controlling Authority:
- 4. Name of the Exam Centre:
- 5. Name of the Paper/Subject:
- 6. Date & Time of Exam:
- 7. Number of candidates a) Present:
  - b) Absent:
- 8. Number of answer booklets collected and sealed:
- 9. Date and Time of sealing:

**Details of Answer Booklets sealed:** 

Details of	Tinswei Dountes s	caica.			
S.No	Name of the	Roll No	No of written	No of Blank	No of
	Candidate	assigned by	Pages (Along	Pages (Along	additional
		NACIN	with the	with the	sheets used
		Chennai	range of	range of	
			written	blank pages)	
			pages)	,	

### **Declaration:**

We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.

Signature of the Invigilator (Along with the name & designation)

Signature of the Examination Coordinator (Along with the name & designation)

### **INSTRUCTIONS FOR SEALING OF ANSWER BOOKLETS**

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- At the end of the exam, the Invigilator verifies that all the details are correctly filled in by the candidates in the first page of the Annexure III and fills the third page of the Annexure III.
- Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure III.
- The invigilator collects all the answer booklets from the candidates and counts the number of answer booklets against the attendance register.
- The collected answer booklets are then serially arranged and handed over to the Examination Coordinator.
- The answer booklets are then placed in pre-labelled and numbered envelopes and the envelopes are sealed in the presence of the Examination Coordinator and the invigilator.
- The sealing process is documented, with signatures from the Examination Coordinator and the Invigilator to confirm the count and integrity of the sealing process.
- The signed proceedings report should be kept in the envelope along with the Answer Booklets and the Attendance Sheet.
- The sealed envelopes containing the answer booklets, Attendance Sheet and the Proceedings report are then kept safely in a locked cupboard till the completion of all the papers.
- After completing all the papers, the sealed envelopes should be kept in a big envelope along with the covering letter and sealed in the presence of the Examination Coordinator and the invigilator.

### F.No.A.34011/05/2017-Ad.IIIA भारत सरकार/Government of India वित्त मत्रालय/Ministry of Finance राजस्व विभाग/Department of Revenue

केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड/Central Board of Indirect Taxes & Customs

5वीं मंजिल, हुडको विशाला बिल्डिंग, 5th Floor, Hudco Vishala Building, भीकाजी कामा प्लेस, आर.के. पुरम, Bhikaji Cama Place, R.K. Puram, नई दिल्ली, 13 फरवरी, 2025 New Delhi, 13th February, 2025

सेवा में/To,

Mars Date

प्रधान महानिदेशक,
The Principal Director General,
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर और नारकोटिक्स अकादमी,
National Academy of Customs, Indirect Taxes & Narcotics,
परीक्षा अनुभाग, एनएसीआईएन, पलासमुद्रम, आंध्र प्रदेश
Exam Section, NACIN, Palasamudram, Andhra Pradesh.
E-mail: dg-nacinpsm@gov.in, exam-nacin-psm@gov.in

विषयः डीईआर-2024 के अंतर्गत पाठ्यक्रम और परीक्षा प्रक्रिया पर स्पष्टीकरण - के संबंध में। **Subject:** Clarification on Syllabus and Examination Process under DER- 2024 - reg.

महोदय/Sir.

्र मुझे उपर्युक्त विषय पर आपके कार्यालय के पत्र संख्या F.No. NACIN/II/12/8/2020-EXAM दिनांक 04.02.2025 का संदर्भ लेने का निर्देश हुआ है।

dated 04.02.2025 on the above-mentioned subject.

2 . इस संबंध में यह स्पष्ट किया जाता है कि यदिकोई अधिकारी डीईआर, 2008 के अनुसार विभागीय परीक्षा पास नहीं कर पाए, तो उन अधिकारी को या तो सभी या बचे हुए परीक्षा पत्र, यथा स्थिति हो, डीईआर, 2024 के प्रावधानों के अनुसार पास करनी होगी। हालांकि, यदि कोई अधिकारी डीईआर, 2008 के अनुसार किसी भी पेपर को पहले ही पास कर चुका है, तो उसे केवल पेपर के क्रम में बदलाव के कारण उसी पेपर को फिर से पास करने की आवश्यकता नहीं है। इसके अलावा, डीईआर, 2024 में हटाए गए पेपर [यानी सीमा शुल्क कानून (पुस्तकों के बिना)] को डीईआर, 2024 की अधिसूचना के बाद पास करने की आवश्यकता नहीं है और नए पेपर [यानी कंप्यूटर एप्लीकेशन और इंटरनेट का उपयोग] को पास करना आवश्यक होगा। परीक्षा उत्तीर्ण करने की तिथि निर्धारित करने के लिए डीईआर 2024 के नियम 7(6) की ओर भी ध्यान आकर्षित किया जाता है।

In this regard, it is clarified that if any officer could not pass the Departmental exam in terms of DER, 2008, the officer will be required to pass *either all or the left over papers, as the case may be*, in terms of the provisions of DER, 2024. It is to be noted that if the officer has already passed any of the paper(s) as per DER, 2008, he need not pass the same paper again simply because of changing in

sequences of papers. Further, the paper deleted in DER, 2024 [i.e. Customs Law (without books)] need not to be passed after notification of DER, 2024 and the new paper [i.e. Computer Application and use of Internet] will be required to be passed. Attention is also invited to Rule 7(6) of DER 2024 for determining the date of passing the exam.

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है। This issues with the approval of competent authority.

भवदीय.

Digitally signed by Ravish Kumar Date: 13-02-2025

15:55:27

(रविश कुमार) अवर सचिव, भारत सरकार Email: usad3-rev@gov.in



सी.जी.-डी.एल.-अ.-18122024-259503 CG-DL-E-18122024-259503

### असाधारण EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i) PART II—Section 3—Sub-section (i)

### प्राधिकार से प्रकाशित PUBLISHED BY AUTHORITY

सं. 711]

नई दिल्ली, बुधवार, दिसम्बर 18, 2024/अग्रहायण 27, 1946

No. 711]

NEW DELHI, WEDNESDAY, DECEMBER 18, 2024/AGRAHAYANA 27, 1946

#### वित्त मंत्रालय

(राजस्व विभाग)

(केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड)

### अधिसूचना

नई दिल्ली, 18 दिसम्बर, 2024

सा.का.नि. 773(अ).—राष्ट्रपति, भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शिक्तयों का प्रयोग करते हुए तथा विभागीय परीक्षा (केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क) नियम, 2008 को, उन बातों के सिवाए अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है या करने का लोप किया गया है, निम्नलिखित नियम बनाती हैं, अर्थात :--

- 1. संक्षिप्त नाम और प्रारंभ- (1) इन नियमों का संक्षिप्त नाम विभागीय परीक्षा (केन्द्रीय कर, केन्द्रीय उत्पाद श्ल्क, सीमा श्लक एवं स्वापक) नियम, 2024 है ।
  - (2) ये राजपत्र में उनके प्रकाशन की तारीख से प्रवृत्त होंगे ।

	8. राजभाषा एवं राजभाषा विभाग क्षेत्रीय कार्यान्वयन कार्यालय द्वारा
	किये गये निरीक्षण की जानकारी।
पेपर - ॥	1. हिंदी में टिप्पणी लेखन एवं प्रारूपण।
सामान्य कार्यालय प्रक्रिया	2. हिंदी तकनीकी शब्दावली / प्रशासनिक / राजस्व शब्दावली।
(अनुमत समय: 3 घंटे)	3. आचरण नियम, सीसीएस (सीसीए) नियम, अवकाश नियम,
(अधिकतम अंक: 100)	सेवोत्तम, सीपीजीएएमएस, आरटीआई, पेंशन नियम।
पेपर - ॥	1. हिन्दी से अंग्रेजी में तथा अंग्रेजी से हिन्दी में अनुवाद एवं उसकी
कंप्यूटर परीक्षण और	यूनिकोड के माध्यम से कम्प्यूटर में टाइपिंग।
अनुवाद	2. ई-ऑफिस का उपयोग।
(अनुमत समय: 3 घंटे)	
(अधिकतम अंक: 100)	

[फा. सं. ए-34011/05/2017-एडी.IIIए] रविश क्मार, अवर सचिव

### MINISTRY OF FINANCE

(Department of Revenue)

(CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS)

### **NOTIFICATION**

New Delhi, the 18th December, 2024

- **G.S.R. 773(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Departmental Examination (Central Excise and Customs) Rules, 2008, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely:-
- **1. Short title and commencement**.— (1) These rules may be called the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024.

- (2) They shall come into force from the date of their publication in the Official Gazette.
- 2. Categories of Departmental Examinations and Syllabus.—(1) There shall be departmental examinations for the categories of officers and staff as mentioned in appendix—A in accordance with the syllabus specified in appendix—B. Appendix—A and appendix—B will be notified by Central Board of Indirect Taxes and Customs (hereinafter referred to as the Board) with the approval of Central Government from time to time.
- (2) The examinations shall be Computer Based Examinations and shall be introduced in a graded manner over a period of time.
- (3) All officers and staff, gazetted and non-gazetted referred to in subrule (1) of rule 2, who are required to pass a departmental examination, shall also pass a test in Hindi.
- (4) The departmental examinations, including test in Hindi, shall be conducted by the National Academy of Customs, Indirect Taxes and Narcotics (hereinafter referred to as the 'NACIN').
- (5) An annual examination schedule shall be issued by NACIN at the beginning of every financial year by thirtieth day of April.
- (6) Syllabus of all departmental examinations conducted under these rules and the annual examination schedule shall be published by NACIN on its website and on the website of the Board.
- **3. Officers required to pass the examination**.—(1) Every direct recruit appointed to a permanent post or to a temporary post included in sub-rule (1) of rule 2, who is likely to continue for a period of three years or more, and all officiating and temporary officers falling under the categories mentioned in the said sub-rule, whether appointed by promotion from within the department or otherwise, shall be required to pass the specified departmental examination unless they are exempted from passing said examination or part thereof under rule 8.
- (2) Officers officiating in a particular grade shall, unless they are officiating in that grade in a purely temporary capacity and are likely to revert to

the lower grade within a period of six months, be required to pass the examination specified for that grade.

**Explanation I.**— For the purpose of sub-rule (1) of rule 3, the expression 'otherwise' includes transferees also.

- **Note 1**: Officers transferred to a Commissionerate from other Central Tax Commissionerate or Customs Commissionerate shall be governed by these rules and in case they have already passed the specified examination in their parent office, they shall not be required to pass the examination again merely on account of any change in their Commissionerate.
- **Note 2**: A ministerial officer, who has not passed the departmental examination specified for his grade, shall be required on promotion to executive grade to qualify in all the papers specified for the higher grade and the mere fact that he held the lower ministerial post in a permanent or quasi-permanent capacity shall not entitle him to claim any exemption from all or any of the papers on this ground alone.
- (3) In case of any conflict, the provisions relating to examination, as specified in the relevant recruitment rules, will prevail over these rules.
- **4. Qualifying marks.** An officer shall, in order to pass the examination, be required to secure a minimum of 50% of the total marks in each paper of the departmental examination in which he or she appears.
- **5. Period for passing the departmental examination**.—(1) Officers appointed on probation shall pass the departmental confirmation examination within their specified probationary period (or any extended period of probation) and in any case before they are permitted to cross the probationary stage.
- (2) Directly recruited officers (other than those appointed on probation) shall pass the departmental confirmation examination within two years of their appointment.
- (3) Officers appointed by promotion from within the department or by transfer from other department shall, subject to the provisions of rule 8, pass the examination specified for the grade to which they are promoted within two years of appointment.

- (4) Only those officers who have completed at least 50% of the qualifying service for promotion to any higher grade as prescribed in the relevant recruitment rules shall be eligible to appear in the departmental promotion examination, subject to the provisions of rule 8.
- (5) The determining date for becoming eligible to appear in the departmental promotion examination to a particular grade shall be the date on which the officer concerned actually completes the eligibility service as provided in sub-rule (4) of rule 5, subject to satisfactory completion of probation in the entry grade.
- **6. Grant of additional chance**.— (1) All officers who are required to pass the examination shall be permitted to avail as many chances as occur within the initial two year period specified under rule 5 or any additional chance as may be granted in terms of sub-rule (2) to sub-rule (4) of this rule.
- (2) The Principal Commissioner or Commissioner of Central Tax or the Principal Commissioner or Commissioner of Customs or the Narcotics Commissioner, as the case may be, (hereinafter referred to as the 'Commissioner') shall be competent to grant two additional consecutive chances immediately occurring, beyond the chances admissible during the normal period specified in rule 5, to the officers serving under him.
- (3) The Principal Chief Commissioner or Chief Commissioner (hereinafter referred to as the 'Chief Commissioner') concerned shall be competent to grant one additional chance immediately occurring after the chances referred to in subrule (2).
- (4) In addition, The Chief Commissioner with due approval of the Board shall grant two additional consecutive chances immediately occurring after the chances referred to in sub-rule (3) which shall be final.
  - **Note 1:** As every officer is allowed to take as many chances as he is entitled to within the period specified in rule 5 in which he has to pass the departmental examination (in full), there is no objection to his taking it in parts, if he so chooses and the officer concerned shall be deemed to have failed in the papers in which he has not appeared.

- **Note 2:** A statement showing the names of all the officers, who do not take the examination in full, either because they have been exempted from passing the examinations in the remaining papers or they intend to appear in the remaining papers at the next possible attempt, shall be furnished to the Board and also to the NACIN so as to reach them not later than the last date of examination and the statement shall mention the papers in which the officers have been exempted by the Board, giving reference to the Board's orders regarding such exemptions.
- **Note 3:** Where an officer, who has passed a part of the departmental examination while holding the post in lower grade and who in the meantime has been promoted to a higher grade as a regular arrangement in a long term vacancy, such an officer shall take the examination of the remaining papers in accordance with the syllabus and rules specified for the higher grade.
- (5) The additional chances granted in terms of this rule shall be availed at the earliest possible opportunity as per the examination schedule issued by NACIN.

### 7. Consequences of not passing the departmental examination.— (1)

No officer shall be confirmed in quasi-permanent or substantive capacity unless he/she has passed the departmental confirmation examination or has been exempted from doing so in accordance with rule 8.

- (2) Officers appointed on probation shall not be allowed to cross the probationary stage until they pass the departmental confirmation examination.
- (3) Officers who are required to pass a departmental confirmation examination under these rules shall not be allowed to draw further increments if they fail to pass the examination within the period specified under rule 5.
- (4) The next increment and the increments withheld in such cases shall be allowed with effect from the date on which the officer concerned actually passes the departmental confirmation examination in full, the determining date of passing the examination being the first day of the written examination in which he passes and not from the date on which he became due for appearing in such examination.

- (5) Failure to pass the departmental confirmation examination within the period specified under rule 5 or by availing any additional chances as may be granted under rule 6 shall entail loss of appointment in the case of directly recruited officers and reversion to the lower post in the case of others.
- (6) The determining date of passing the departmental promotion examination for becoming eligible for promotion to a particular grade shall be the date on which the officer concerned actually passes the departmental promotion examination to that grade in full, the determining date of passing the examination being the first day of the written examination in which he passes and not from the date on which he became due for appearing in such examination.
  - **Note 1:** Withholding of increment of a Government servant for failure to pass the departmental confirmation examination under these rules shall not amount to a penalty within the meaning of rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 (hereinafter referred to as the CCS (CCA) Rules).
  - **Note 2:** In cases where the services of a probationer, who failed to pass the departmental confirmation examination within the specified period or extended period of probation, are to be terminated in accordance with the terms of his appointment, the procedure provided under the CCS (CCA) Rules shall be followed and the provisions of the CCS (Temporary Service) Rules, 1965 shall not apply to a probationer as he is not a temporary Government servant.
- **8. Exemptions.** (1) An officer, who while holding a post in a lower grade in the Central Tax and Customs Department or in the Central Bureau of Narcotics, has passed or has been exempted from passing the departmental examination specified for the grade, shall not on promotion be required to pass the departmental examination specified for the grade to which he is promoted:

### Provided that-

 (i) an officer, who is exempted from passing the departmental examination for a particular grade on the condition that he shall pass the examination on his promotion to a higher grade, shall have to pass the examination specified for the grade to which he is promoted;

- (ii) a ministerial officer promoted to the post of Inspector of Central Tax and Central Excise shall, if he has already passed the examination specified for the ministerial grade, pass the departmental examination in Paper-IV (Law) within one year of his promotion to the said post;
- (iii) a ministerial officer promoted to the post of Preventive Officer or Examiner of Customs shall, if he has already passed examination specified for the ministerial grade, pass the departmental examination in Paper-I (Customs and Allied Law) within one year of his promotion to the said post;
- (iv) a ministerial officer promoted to the post of Sub-Inspector in Central Bureau of Narcotics shall, if he has already passed the examination specified for the ministerial grade, pass the departmental examination in Paper-I (International and National Laws on Narcotics) and Paper-II (Narcotics Control Policy and Procedures) within one year of his promotion to the said post.

**Note:** The ministerial officers shall, if they so desire, be permitted to take the examination in Paper-IV (Law), or Paper-I (Customs and Allied Laws), or Paper-I (International and National Laws on Narcotics) and Paper-II (Narcotics Control Policy and Procedures), as the case may be, specified for the post of Inspector of Central Tax and Central Excise or Preventive Officer or Examiner of Customs, or Sub-Inspector in Central Bureau of Narcotics, before they are actually promoted to the respective post:

Provided that the passing of the examination shall not entitle them to any special advantage for promotion.

- (2) An officer, who passes the examination in one or more papers but fails in other papers, may at the next permissible chance appear only in those papers in which he has failed.
- (3) An officer, who has taken a degree in law from a recognised institution, shall not be required to pass the test in that paper.
- (4) An officer, who passed his matriculation or an equivalent or higher examination with Hindi as one of the subjects, may be exempted from passing the examination in Hindi by the concerned Commissioner, provided that this concession shall not be admissible to an officer who offered Hindi as an optional subject and failed to pass in it at the matriculation or higher level examination.

- (5) The officers who did not pass the examination in Hindi as a part of their Matriculation or equivalent examination but who have passed first year Intermediate Arts Examination with Hindi as a compulsory subject may also be exempted from passing the departmental examination in Hindi.
- (6) The officers who have passed the "Pragya" examination of Central Hindi Teaching Institute or Hindi Teaching Scheme may also be exempted from passing examination in Hindi by the concerned Commissioner.
- (7) The Board may, for any special reasons recorded in writing, exempt an officer from passing either the whole or a part of the examination.
- **9. Power to relax.** Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Appendix - A

[Please refer to sub-rule (1) of Rule 2 of Departmental Examination (Central Tax,
Central Excise, Customs and Narcotics) Rules, 2024]

Sr.	Categories of officers and staff for whom departmental
No.	examinations are required
(i)	Appraiser of Customs (Expert)
(ii)	District Opium Officer / Superintendent of Central Bureau of Narcotics*
(iii)	Preventive Officer of Customs
(iv)	Examiner of Customs
(v)	Inspector of Central Taxes and Central Excise
(vi)	Inspector of Central Bureau of Narcotics
(vii)	Executive Assistant of Central Tax, Central Excise and Customs
(viii)	Stenographer Grade-I of Central Tax and Central Excise and Customs
(ix)	Stenographer Grade-II of Central Tax and Central Excise and Customs
(x)	Women Searcher of Central Tax, Central Excise and Customs /
	Draftsman of Central Tax and Central Excise
(xi)	Tax Assistant of Central Tax, Central Excise and Customs
(xii)	Junior Hindi Translator of Central Tax, Central Excise and Customs
(xiii)	Upper Division Clerk of Central Bureau of Narcotics
(xiv)	Sub Inspector of Central Bureau of narcotics

(xv)	Lower Division Clerk / Head Havaldar of Central Tax, Central Excise
	and Customs
(xvi)	Lower Division Clerk of Central Bureau of Narcotics
(xvii)	Havaldar of Central Tax, Central Excise and Customs
(xviii)	Multi Tasking Staff of Central Tax, Central Excise and Customs
(xix)	Group 'C' staff with grade pay ff Rs. 1800/- in Central Bureau of
	Narcotics
(xx)	Staff Car Drivers of Central Tax, Central Excise and Customs

(\*) Exam will be held only till such time all the officers, who have already been promoted as District Opium Officer / Superintendent before the introduction of departmental examination in the grade of Inspector [Sl. No. (vi) above], clear the specified exam.

### **CADRE-WISE EXAMINATION DETAILS**

Sr. No.	Category of officers for whom departmental exam is prescribed	Purpose of examination	Eligible officers
(i)	Appraiser of Customs (Expert)	Confirmation	Officers appointed by direct recruitment
(ii)	District Opium Officer / Superintendent of Central Bureau of Narcotics*	Confirmation	Officer appointed by direct recruitment – all the officer who have already been promoted as District Opium Officer / Superintendent before the introduction of departmental examination in the grade of Inspector
(iii)	Preventive Officer of Customs	Confirmation	Officers appointed by direct recruitment and who have successfully completed the mandatory induction training
(iv)	Examiner of Customs	Confirmation	Officers appointed by direct recruitment and who have

	I		
			successfully completed the
			mandatory induction training
(v)	Inspector of Central	Confirmation	Officers appointed by direct
	Taxes and Central		recruitment and who have
	Excise		successfully completed the
			mandatory induction training
(vi)	Inspector of Central	Confirmation	Officers appointed by direct
	Bureau of Narcotics		recruitment
(vii)	Executive Assistant	Confirmation	Officers appointed by direct
	of Central Tax,		recruitment
	Central Excise and	Promotion-	Officers who have completed at
	Customs	examination for	least half of the eligible service in
		promotion to the	the grade as prescribed in the
		grade of	relevant recruitment rules
		Inspector	
		(Central Excise,	
		Preventive	
		Officer and	
		Examiner)	
(viii)	Stenographer	Promotion-	Officers who have completed at
	Grade-I of Central	examination for	least half of the eligible service in
	Tax and Central	promotion to the	the grade as prescribed in the
	Excise and Customs	grade of	relevant recruitment rules
		Inspector	
		(Central Excise,	
		Preventive	
		Officer and	
		Examiner)	
(ix)	Stenographer	Confirmation	Officers appointed by direct
	Grade-II of Central		recruitment
	Tax and Central		
	Excise and Customs		
(x)	Women Searcher of	Promotion-	Officers who have completed at
	Central Tax, Central	examination for	least half of the eligible service in
	Excise and Customs	promotion to the	the grade as prescribed in the
	/ Draftsman of	grade of	relevant recruitment rules
	Central Tax and	Inspector	
	Central Excise	(Central Excise,	
		Preventive	

		Officer and	
	Tax Assistant of	Examiner) Confirmation	Officers appointed by direct
(xi)	Central Tax, Central	Commination	Officers appointed by direct recruitment
(^1)	Excise and Customs	Promotion-	Officers who have completed at
	Excise and editions	examination for	least half of the eligible service in
		promotion to the	the grade as prescribed in the
		grade of	relevant recruitment rules
		Executive	
		Assistant	
(xii)	Junior Hindi	Confirmation	Officers appointed by direct
	Translator of		recruitment
	Central Tax, Central		
	Excise and Customs		
(xiii)	Upper Division	Confirmation	Officers appointed by direct
	Clerk of Central		recruitment
( )	Bureau of Narcotics	6 6 1	
(xiv)	Sub Inspector of	Confirmation	Officers appointed by direct
	Central Bureau of narcotics		recruitment and promotion
(xv)	Lower Division	Promotion –	Officers who have completed at
(^V)	Clerk / Head	examination for	least half of the eligible service in
	Havaldar of Central	promotion to the	the grade as prescribed in the
	Tax, Central Excise	grade of Tax	relevant recruitment rules
	and Customs	Assistant	
(xvi)	Lower Division	Confirmation	Officers appointed by direct
	Clerk of Central		recruitment
	Bureau of Narcotics		
(xvii)	Havaldar of Central	Confirmation	Officers appointed by direct
	Tax, Central Excise		recruitment
	and Customs	Promotion –	Officers who have completed at
		examination for	least half of the eligible service in
		promotion to the	the grade as prescribed in the
		grade of Lower	relevant recruitment rules
		Division Clerk of	
		Central Tax, Central Excise	
		and Customs	
		ana customs	

(xviii)	Multi Tasking Staff of Central Tax,	Confirmation	Officers appointed by direct recruitment
	Central Excise and	Promotion –	Officers who have completed at
	Customs	examination for	least half of the eligible service in
		promotion to the	the grade as prescribed in the
		grade of Lower	relevant recruitment rules
		Division Clerk of	
		Central Tax,	
		Central Excise	
		and Customs	
(xix)	Group 'C' staff with	Promotion –	Officers who have completed at
	grade pay ff Rs.	examination for	least half of the eligible service in
	1800/- in Central	promotion to the	the grade as prescribed in the
	Bureau of Narcotics	grade of Lower	relevant recruitment rules
		Division Clerk of	
		Central Bureau	
		of Narcotics	
(xx)	Staff Car Drivers of	Confirmation	Officers appointed by direct
	Central Tax, Central		recruitment
	Excise and Customs		

### Appendix - B

## [Please refer to Sub Rule (1) of Rule 2 of Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024]

(Syllabus for departmental examination for different categories of officers and staff specified in Appendix A of the Rules)

Paper	Syllabus	
CONFIRMATION EXAMINATION OF APPRAISER OF CUSTOMS		
(EXPERT)		
PAPER-I	1. Customs Act, 1962.	
	2. CBIC's Customs Manual (Latest Edition).	
CUSTOMS LAW	3. Customs Tariff Act, 1975.	
(WITHOUT BOOKS)	4. The Indian Customs Electronic Data Interchange	
(Time allowed: 3 hours)	System Handbook for Customs Officers.	
(Max marks: 100)		
PAPER-II	1. Customs Act 1962 and the rules and regulations made thereunder.	

[भाग II—खण्ड 3(i)]

2. Customs Tariff Act, 1975 and all other Acts for the time being in force imposing duties of Customs on goods imported into or exported out of India.

- 3. Section 5 of Integrated Goods and Services Tax Act, 2017.
- 4. Provisional Collection of Taxes Act, 1931 (16 of 1931).
- 5. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974).
- 6. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
- 7. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).
- 8. Imposing cess on various commodities.
- 9. Overview of WCO and WTO and International Customs Conventions, Protocols and Agreements HS Convention, ATA Convention, Convention on International Trade in Endangered Species of wild Fauna and Flora, Convention on Containers Movements, Basel Convention, Cartagena Protocol, Montreal Protocol, Rotterdam Convention, Chemical Weapons Convention, Trade Facilitation Agreement. 10. Intellectual Property Rights, Trade-Related Aspects of Intellectual Property Rights and Counterfeit Piracy.
- 11. Indian Stamp Act, 1899 (II of 1899), Section 2
- (5) and Schedule I, Articles 15, 19, 24, 26 and 34.
- 12. Important provisions of the following laws, rules and regulations to the extent they relate to import and export procedures / requirements and working of customs officers:
- a) Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011 and relevant rules thereunder.
- b) Livestock Importation Act, 1898 and livestock Importation (Amendment) Act, 2001 and relevant rules thereunder.

	<ul><li>c) Food Safety and Standards Act, 2006 and relevant rules thereunder.</li><li>d) Drugs and Cosmetics Act, 1940 and Drugs and Cosmetic Rules, 1945 and relevant rules thereunder.</li></ul>
	e) Plant Quarantine (Regulation of Import into India) Order, 2003 and the relevant rules thereunder.
	I) The Arms Act, I959 (54 of 1959) and relevant rules thereunder.
	g) Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 and Environment (Protection) Act, 1986.
PAPER-III	1. Foreign Trade (Development and Regulation) Act, 1992.
LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)	<ol> <li>Bharatiya Sakshya Adhiniyam, 2023.</li> <li>Central Civil Services (Conduct) Rules, 1964.</li> <li>Central Civil Services (Leave) Rules, 1972.</li> <li>Central Civil Services (Classification, Control and Appeal) Rules, 1965.</li> <li>Relevant portions of the Bharatiya Nagarik Suraksha Sanhita, 2023 and the Code of Civil Procedure, 1908.</li> <li>Prevention of Money Laundering Act, 2002 (15 of 2003).</li> <li>Foreign Exchange Management Act, 1999.</li> <li>Foreign Exchange Management (Export of Goods and Services) Regulations, 2015.</li> <li>Foreign Trade Policy.</li> <li>Export Promotion Schemes under the Foreign Trade Policy.</li> <li>Handbook of Export and Import Procedures.</li> </ol>
PAPER-IV	<ul><li>13. Special Economic Zones Act, 2005.</li><li>1. Board Circulars and Instructions.</li></ul>
LOCAL ORDERS OF THE CUSTOMS HOUSE (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)	<ul><li>2. Public Notices.</li><li>3. Local supplement to the CBIC's Customs Manual.</li><li>4. Rules and orders in force in the local Customs House which are included in the standing orders and the Departmental orders and all instructions relating to the particular Customs</li></ul>

	House which are contained in the manual of the Customs House.	
PAPER-V	1. Mercantile Law - only general knowledge will be required.	
COMMERCIAL PRACTICE,	2. Commercial Practice - only general knowledge	
MERCANTILE LAW,	will be required.	
ECONOMIC AND	3. Elementary Banking and Accountancy.	
COMMERCIAL	4. Geography: Geography of the world; knowledge	
GEOGRAPHY AND	of the situation of countries with their principal sea	
GENERAL KNOWLEDCE	ports, trade routes and articles of commerce.	
(WITHOUT BOOKS) (Time allowed: 3 hours)	Particular knowledge will be required of the physical	
(Max marks: 100)	and commercial geography of India.  5. General Knowledge: The candidate is expected	
(Hax marks: 100)	to be able to write a precis and answer questions	
	involving the use of common English phraseology	
	with some knowledge of current affairs.	
PAPER-VI	1. Translation of a passage from English to Hindi	
	and from Hindi to English.	
HINDI	2. Correction of sentences and giving Hindi words	
(Time allowed: 3 hours)	equivalents for English words.	
(Max marks: 100)	3. Answer from the Hindi passage.	
	4. Conversation.	
	5. Comprehension of petitions and documents written in manuscripts in Hindi	
	6. Official Language Act, 1963 (19 of 1963).	
	7. Official Language Rules, 1976.	
PAPER-VII	The candidates will be examined orally to test their	
	general fitness for service by a Board of examiners	
VIVA VOCE	with the Commissioner as Chairman and two	
(Max marks: 100)	officers not below the rank of Assistant	
	Commissioner as Members.	
CONFIRMATION EXAMINATION OF DISTRICT OPIUM OFFICER /		
	T OF CENTRAL BUREAU OF NARCOTICS	
PAPER-I	1. Narcotic Drugs and Psychotropic Substances Act, 1985.	
INTERNATIONAL AND	2. Narcotic Drugs and Psychotropic Substances	
NATIONAL LAWS ON		
NARCOTICS	, ,	

(BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 8 TO 11) (Time allowed: 3 hours) (Max marks: 100)	<ol> <li>Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act. 1988 (46 of 1988).</li> <li>Customs Act, 1962.</li> <li>Vienna Convention on Psychotropic Substances, 1971.</li> <li>United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances.</li> <li>Single Convention on Narcotic Drugs, 1961 (New York Convention).</li> <li>Drugs and Cosmetics Act, 1940.</li> <li>Narcotic Drugs and Psychotropic Substances (Madhya Pradesh) Rules, 1985.</li> <li>Rajasthan Narcotic Drugs and Psychotropic Substances Rules, 1985.</li> </ol>
PAPER- II	<ol> <li>Uttar Pradesh Narcotic Drugs Rules, 1986.</li> <li>General Orders, Standing Orders, Circulars and</li> </ol>
NARCOTICS CONTROL POLICY AND PROCEDURES (BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 3 AND 4) (Time allowed: 3 hours) (Max marks: 100)	Instructions issued by the Government of India, Board and the Narcotics Commissioner, relating to Opium Poppy Cultivation and Narcotics.  2. Principles for Licensing of Opium Cultivators.  3. Preventive and Intelligence Manual, Record Rules and Secret Service Fund Procedure.  4. Factories Act, 1948 (LXIII of 1948) and Factories Rules for Uttar Pradesh and Madhya Pradesh framed thereunder.
PAPER-III  ADMINISTRATION  (WITH BOOK, EXCEPT FOR CONDUCT RULES)	<ol> <li>Civil Service Regulations, so far as they relate to pensions only.</li> <li>Fundamental Rules and Supplementary Rules.</li> <li>Central Civil Services (Classification, Control and Appeal) Rules, 1965.</li> </ol>
(Time allowed: 3 hours) (Max marks: 100)	<ul><li>4. Central Civil Services (Conduct) Rules, 1964.</li><li>5. General Provident Fund (Central Services) Rules, 1972.</li><li>6. General Financial Rules, 2017.</li></ul>

	7. The Central Treasury Rules (Volume I, Part-I, Section II, Part V, Chapters II to V, IX and Part X) Treasury Rules Volume 2 (Appendix-4).
	Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical cases. For this purpose, the paper will contain questions on the practical aspect of the work, for example, preparation of pay or travelling allowance bill, contingent bill, calculation of leave due, joining time etc.
PAPER-IV	1. Constitution of India.
	2. Bharatiya Nyaya Sanhita, 2023.
LAW (WITH BOOKS)	3. Bharatiya Nagarik Suraksha Sanhita, 2023.
(Time allowed: 3 hours)	4. Bharatiya Sakshya Adhiniyam, 2023.
(Max marks: 100)	
PAPER-V	1. Translation of a passage from English to Hindi and from Hindi to English.
HINDI (Time allowed: 3 hours)	2. Correction of sentences and giving Hindi words equivalents for English words.
(Time allowed: 3 hours)	3. Answer from the Hindi passage.
	4. Conversation.
	5. Comprehension of petitions and documents written in manuscripts in Hindi.
	6. Official Language Act, 1963 (19 of 1963).
	7. Official Language Rules, 1976.
PAPER-VI	Questions will be asked on general working of the Narcotics Department. Viva Voce shall be
(VIVA VOCE)	conducted by a Board of Examiners with the Commissioner as Chairman and two Officers not below the rank of Assistant Commissioner as Members.

### CONFIRMATION EXAMINATION OF DIRECT RECRUIT EXAMINER / PREVENTIVE OFFICER OF CUSTOMS AND

# PROMOTION EXAMINATION OF EXECUTIVE ASSISTANT AND STENOGRAPHER GRADE-I OF CUSTOMS TO THE GRADE OF PREVENTIVE OFFICER / EXAMINER OF CUSTOMS AND

### PROMOTION EXAMINATION OF WOMEN SEARCHER OF CUSTOMS TO THE GRADE OF PREVENTIVE OFFICER OF CUSTOMS

PAPER-I

CUSTOMS AND ALLIED LAW (WITH BOOKS) (Time allowed: 3 hour) (Max marks: 100)

- 1. Customs Act, 1962 and the rules and regulations made thereunder.
- 2. Customs Tariff Act, 1975 and all other Acts for the time being in force imposing duties of Customs on goods imported into or exported out of India.
- 3. Section 5 of Integrated Goods and Services Tax Act, 2017.
- 4. Provisional Collection of Taxes Act, 1931 (16 of 1931).
- 5. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974).
- 6. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
- 7. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).
- 8. Imposing cess on various commodities.
- 9. CBIC's Customs Manual (Latest Edition).
- IO. The Indian Customs Electronic Data Interchange System Handbook for Customs Officers.
- 11. Overview of WCO and WTO, International Customs Conventions, Protocols and Agreements-HS Convention, ATA Convention, Convention on International Trade in Endangered Species of Wild Fauna and Flora, Convention on Containers Movements, Basel Convention, Cartagena Protocol, Montreal Protocol, Rotterdam Convention, Chemical Weapons Convention, Trade Facilitation Agreement.

- 12. Intellectual Property Rights, trade-related aspects of Intellectual Property Rights and Counterfeit Piracy.
- 13. Indian Stamp Act, 1899 (II of 1899), Section 2
- (5) and Schedule I, Articles 15, 19, 24, 26 and 34.
- 14. Important provisions of the following laws, rules and regulations to the extent they relate to import and export procedures / requirements and working of customs officers:
  - a) Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
  - b) Livestock Importation Act, 1898 and Livestock Importation (Amendment) Act, 2001.
  - c) Food Safety and Standards Act, 2006.
  - d) Drugs and Cosmetics Act, 1940 and Drugs and Cosmetic Rules, 1945.
  - e) Plant Quarantine (Regulation of Import into India) Order, 2003.
  - f) The Arms Act, 1959 (54 of 1959).
  - g) Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 and Environment (Protection) Act, 1986.

#### PAPER-II

LAW ALLIED TO
CUSTOMS AND SERVICE
REGULATIONS (WITH
BOOKS EXCEPT
FOR CONDUCT RULES)
(Time allowed: 3 hours)
(Max marks: 100)

- 1. Foreign Trade (Development and Regulation) Act, 1992.
- 2. Bharatiya Sakshya Adhiniyam, 2023.
- 3. Central Civil Services (Conduct) Rules, 1964.
- 4. Central Civil Services (Leave) Rules, 1972.
- 5. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
- 6. Relevant portions of the Bharatiya Nagarik Suraksha Sanhita, 2023 and the Code of Civil Procedure. 1908.
- 7. Prevention of Money Laundering Act, 2002 (15 of 2003).
- 8. Foreign Exchange Management Act, 1999.
- 9. Foreign Exchange Management (Export of Goods and Services) Regulations, 2015.
- 10. Foreign Trade Policy.

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	11. Export Promotion Schemes under the Foreign
	Trade policy.
	12. Handbook of Export and Import Procedures.
	13. Special Economic Zones Act, 2005.
PAPER-III	1. Board Circulars and Instructions.
LOCAL ORDERS OF THE	2. Public Notices.
CUSTOMS HOUSE	3. Local Supplement to the Customs Manual.
(WITHOUT BOOKS)	4. Rules and orders in force in the local Customs
(Time allowed: 3 hours)	House which are included in the Standing Orders
(Max marks: 100)	and the Departmental orders and all instructions
	relating to the particular Customs House which are
	contained in the manual of the Customs House.
PAPER-IV	1. Mercantile Law- only general knowledge will be
	required.
COMMERCIAL PRACTICE,	2. Commercial Practice- only general knowledge will
MERCANTILE LAW,	be required.
ECONOMIC AND	3. Elementary Banking and Accountancy.
COMMERCIAL	4. Geography: Geography of the world; knowledge
GEOGRAPHY AND	of the situation of countries with their principal sea
GENERAL KNOWLEDGE	ports, trade routes and articles of commerce.
(WITHOUT BOOKS)	Particular knowledge will be required of the physical
(Time allowed: 3 hours)	and commercial geography of India.
(Max marks: 100)	5. General Knowledge: The candidates are
	expected to be able to write a precis and answer
	questions involving the use of common English
	phraseology with some knowledge of current
	affairs.
PAPER-V	1. Translation of a passage from English to Hindi
	and from Hindi to English.
HINDI	2. Correction of Sentences and giving Hindi words
(Time allowed: 3 hours)	equivalents for English words.
(Max marks: 100)	3. Answer from the Hindi Passage.
	4. Comprehension of petitions and documents
	written in manuscripts in Hindi.
	5. Official Language Act, 1963 (19 of 1963)
	6. Official Language Rules, 1976.
PAPER-VI	1. OVERVIEW OF HARDWARE AND SOFTWARE
	a) Basics of input devices
	b) Basics on output devices

#### COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)

(Time allowed: 3 hours) (Max marks: 100)

c) Basics of CPU

- d) Basics of software
- 2. WINDOWS INCLUDING:
  - 1) Logging into Windows
  - 2) Use of Passwords
  - 3) Shutting down and using of CTRL ALT DEL
  - 4) Desktop including customization and screen saver
  - 5) Taskbar
  - 6) Windows Explorer
  - 7) Use of Find or Search
  - 8) Using various external storage devices
- 3. MS OFFICE MS WORD, MS EXCEL AND MS POWERPOINT
- A. MS WORD INCLUDING:
  - 1) Creating a new document
  - 2) Basic formatting including bullets and numbering, Header & Footer
  - 3) Find and Replace
  - 4) Auto correct, spell check and corrections in track changes mode
  - 5) Saving documents
  - 6) Sending documents through mail and external drives
  - 7) Printing documents including print preview and layout
  - 8) Help menu
  - 9) Table insertion
  - 10) Mail merger
- B. MS EXCEL INCLIDING:
  - 1) Introduction to Excel
  - 2) Creating simple worksheet
  - 3) Relation between cells, use of \$ sign
  - 4) Basic functioning
  - 5) Simple functions and calculations
  - 6) Saving / printing of documents
  - 7) Print preview
- C. MS POWERPOINT:
  - 1) Introduction of PowerPoint

- 2) The power point screen
- 3) The auto content wizard
- 4) The slide views-an overview
- 5) Using the slide views
- 6) Customizing slide structure
- 7) Adding text to slides
- 8) Moving through presentations
- 9) Inserting and deleting slides
- 10) Inserting pictures
- 11) Printing
- 12) Running a presentation
- D. INTERNET INCLUDING:
  - 1) Use of webmail including attachment and download of files
  - 2) Browsing including searches.

## CONFIRMATION EXAMINATION OF DIRECT RECRUIT INSPECTOR OF CENTRAL TAX & CENTRAI EXCISE AND

## PROMOTION EXAMINATION OF EXECUTIVE ASSISTANT, STENOGRAPHER GRADE-I, WOMEN SEARCHER AND DRAFTSMAN OF CENTRAL TAX & CENTRAL EXCISE

PAPER-I

CENTRAL EXCISE AND GOODS AND SERVICES TAX

(WITH BOOKS)

(Time allowed: 3 hours) (Max marks: 100)

- 1. Central Excise Act, 1944 (1 of 1944).
- 2. Central Excise Rules, 2002.
- 3. Central Excise Tariff Act, 1985 (5 of 1986),
- 4. Provisional Collection of Taxes Act, 1931 (16 of 1931).
- 5. CENVAT Credit Rules, 2004.
- 6. Board's Standing Orders, Notifications and Circulars relating to Central Excise.
- 7. Central Goods and Services Tax Act, 2017.
- 8. Integrated Goods and Services Tax Act, 2017.
- 9. State Goods and Services Tax Acts, 2017.
- 10. Union Territory Goods and Services Tax Act, 2017.
- 11. Goods and Services Tax (Compensation to States) Act, 2017.
- 12. Central Goods and Services Tax Rules, 2017.
- 13. Integrated Goods and Services Tax Rules, 2017.
- 14. All State Goods and Services Tax Rules, 2017.

	1
	15. Constitution (One Hundred and First
	Amendment) Act, 2016.
	16. Notifications, Circulars and Orders relating to
	GST issued from time to time.
	17. Finance Act, 1994.
	18. Service Tax Rules 1994.
	19. Place of Provision of Services Rules, 2012.
PAPER-II	1. Customs Act, 1962 (52 of 1962).
	2. Customs Tariff Act, 1975 (51 of 1975).
CUSTOMS	3. Customs Rules and Procedures.
(WITH BOOKS)	4. Foreign Trade Policy.
(Time allowed: 3 hours)	5. Handbook of export and import procedures.
(Max marks: 100)	6. Customs Allied Acts and Rules made thereunder.
	7. Special Economic Zone Act, 2005 and rules made
	thereunder.
	8. Export Promotion Schemes under the Foreign
	Trade Policy of India.
	9. Narcotic Drugs and Psychotropic Substances Act,
	1985 (61 of 1985).
	10. Prevention of Illicit Traffic in Narcotic Drugs and
	Psychotropic Substances Act, 1988
DADED III	(46 of 1988).
PAPER-III	1. Fundamental Rules and Supplementary Rules.
	2. Central Civil Services (Classification, Control and
ADMINISTRATION	Appeal) Rules, 1965
(WITH BOOK, EXCEPT	3. Central Civil Services (Conduct) Rules, 1964.
CONDUCT RULES)	4. Central Civil Services (Leave) Rules, 1972.
(Time allowed: 3 hours)	5. General Provident Fund (Central Services) Rules,
(Max marks: 100)	1972.
	6. General Financial Rules, 2017.
	Note: The questions will be designed to test the
	candidate's ability to refer intelligently to the books
	and to apply the rules and regulation to practical
	cases. For this purpose, the paper will contain
	questions on the practical aspect of the work, for
	example, preparation of pay or travelling allowance
	bill, contingent bill, calculation of leave due, joining
	time etc.

DADED TV	
PAPER-IV	1. Constitution of India.
	2. Bharatiya Nyaya Sanhita, 2023.
LAW	3. Bharatiya Nagarik Suraksha Sanhita, 2023.
(WITH BOOKS)	4. Bharatiya Sakshya Adhiniyam, 2023.
(Time allowed: 3 hours)	5. Code of Civil Procedure, 1908 (5 of 1908).
(Max marks: 100)	
PAPER- V	1. Translation of a passage from English to Hindi and
HINDI	from Hindi to English.
(Time allowed: 3 hours)	2. Correction of sentences and giving Hindi words
(Max marks: 100)	equivalents for English words.
	3. Answer from the Hindi passage.
	4. Comprehension of petitions and documents
	written in manuscripts in Hindi.
	5. Official Language Act, 1963 (19 of 1963).
	6. Official Language Rules, 1976.
PAPER-VI	1. OVERVIEW OF HARDWARE AND SOFTWARE
	a) Basics of input devices
COMPUTER	b) Basics on output devices
APPLICATION AND USE	c) Basics of CPU
OF INTERNET (THEORY	d) Basics of software
AND	2. WINDOWS INCLUDING:
PRACTICAL)	1) Logging into Windows
(Time allowed: 3 hours)	2) Use of Passwords
(Max marks: 100)	3) Shutting down and using of CTRL – ALT – DEL
(Max marks: 100)	4) Desktop including customization and screen
	saver
	5) Taskbar
	6) Windows Explorer
	7) Use of Find or Search
	8) Using various external storage devices
	3. MS OFFICE - MS WORD, MS EXCEL AND MS
	POWERPOINT
	A. MS WORD INCLUDING:
	1) Creating a new document
	2) Basic formatting including bullets and
	numbering, Header & Footer
	3) Find and Replace
	4) Auto correct, spell check and corrections in
	track changes mode

	,
	5) Saving documents
	6) Sending documents through mail and external
	drives
	7) Printing documents including print preview and
	layout
	8) Help menu
	9) Table insertion
	10) Mail merger
	B. MS EXCEL INCLIDING:
	1) Introduction to Excel
	2) Creating simple worksheet
	3) Relation between cells, use of \$ sign
	4) Basic functioning
	5) Simple functions and calculations
	6) Saving / printing of documents
	7) Print preview
	C. MS POWERPOINT:
	1) Introduction of PowerPoint
	2) The power point screen
	3) The auto content wizard
	4) The slide views-an overview
	5) Using the slide views
	6) Customizing slide structure
	7) Adding text to slides
	8) Moving through presentations
	9) Inserting and deleting slides
	10) Inserting pictures
	11) Printing
	12) Running a presentation
	D. INTERNET INCLUDING:
	1) Use of webmail including attachment and
	download of files
	2) Browsing including searches.
CONFIRMATION FYAM	INATION OF DIRECT RECRUIT INSPECTOR OF
	TRAL BUREAU OF NARCOTICS
PAPER-I	1. The Narcotic Drugs and Psychotropic Substances
	Act, 1985.
INTERNATIONAL AND	2. The Narcotic Drugs and Psychotropic Substances
NATIONAL LAWS ON	Rules, I98S (61 of 1985).
	, , ,

NARCOTICS (BOOKS	3. Prevention of Illicit Traffic in Narcotic Drugs and
WILL BE PERMITTED	Psychotropic Substances Act, 1988 (46 of 1988).
FOR ITEM	4. Customs Act, 1962 only with respect to the Import
NUMBERS 8 TO 11	and Export.
BELOW)	5. Vienna Convention on Psychotropic Substances,
(Time allowed: 3 hours)	1971.
(Max marks: 100)	6. United Nations Convention against Illicit Traffic in
	Narcotic Drugs and Psychotropic Substances.
	7. Single Convention on Narcotic Drugs 1961 (New
	York Convention).
	8. Drugs and Cosmetics Act, 1940.
	9. Narcotic Drugs and Psychotropic Substances
	(Madhya Pradesh) Rules, 1985.
	10. Rajasthan Narcotic Drugs and Psychotropic
	Substances Rules, 1985.
	11. Uttar Pradesh Narcotic Drugs Rules, 1986.
PAPER-II	1. General Orders, Standing Orders, Circulars and
	Instructions issued by the Government of India,
NARCOTICS CONTROL	Board and the Narcotics Commissioner, relating to
POLICY AND	Opium Poppy Cultivation and Narcotics.
PROCEDURES (BOOKS	2. Principles for Licensing of Opium Cultivators.
WILL BE PERMITTED	3. Preventive and Intelligence Manual, Record Rules
FOR ITEM NUMBERS 3	and Secret Service Fund Procedure.
and 4)	4. Factories Act, 1948 (LXIII of 1948) and Factory
(Time allowed: 3 hours)	Rules for Uttar Pradesh and Madhya Pradesh framed
(Max marks; 100)	thereunder.
PAPER III	1. Civil Service Regulations, so far as they relate to
	pensions only.
ADMINISTRATION	2. Fundamental Rules and Supplementary Rules.
(WITH BOOK, EXCEPT	3. Central Civil Services (Classification, Control and
FOR CONDUCT RULES)	Appeal) Rules, 1965.
(Time allowed: 3 hours)	4. Central Civil Services (Conduct) Rules, 1964.
(Max marks: 100)	5. General Provident Fund (Central Services) Rules, 1972.
	6. General Financial Rules, 2017
	7. The Central Treasury Rules (Volume I, Part-I,
	Section II, Part V, Chapters II to V, IX and Part X)
	Treasury Rules Volume 2 (Appendix-4)

	Note: The question will be designed to rest the
	candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical
	cases. For this purpose, the paper will contain
	questions on the practical aspect of the work, for
	example, preparation of pay or travelling allowance
	bill, contingent bill, calculation of leave due, joining
	time etc.
PAPER-IV	1. Constitution of India.
	2. Bharatiya Nyaya Sanhita, 2023.
LAW (WITH BOOKS)	3. Bharatiya Nagarik Suraksha Sanhita, 2023.
(Time allowed: 3 hours)	4. Bharatiya Sakshya Adhiniyam, 2023.
(Max marks: 100)	
PAPER-V	1. Translation of a passage from English to Hindi and
	from Hindi to English.
HINDI	2. Correction of sentences and giving Hindi words
(Time allowed: 3 hours)	equivalents for English words
(Max marks: 100)	3. Answer from the Hindi passage.
	4. Comprehension of petitions and documents
	written in manuscripts in Hindi.
	5. Official Language Act, 1963 (19 of 1963).
	6. Official Language Rules, 1976.
PAPER-VI	1. OVERVIEW OF HARDWARE AND SOFTWARE
	a) Basics of input devices
COMPUTER	b) Basics on output devices
APPLICATION AND USE	c) Basics of CPU
OF INTERNET	d) Basics of software
(THEORY AND	2. WINDOWS INCLUDING:
PRACTICAL)	1) Logging into Windows
(Time allowed: 3 hours)	2) Use of Passwords
(Max marks: 100)	3) Shutting down and using of CTRL – ALT – DEL
	4) Desktop including customization and screen
	saver
	5) Taskbar
	6) Windows Explorer
	7) Use of Find or Search
	8) Using various external storage devices
	3. MS OFFICE - MS WORD, MS EXCEL AND MS
	POWERPOINT

#### A. MS WORD INCLUDING:

- 1) Creating a new document
- 2) Basic formatting including bullets and numbering, Header & Footer
- 3) Find and Replace
- 4) Auto correct, spell check and corrections in track changes mode
- 5) Saving documents
- 6) Sending documents through mail and external drives
- 7) Printing documents including print preview and layout
- 8) Help menu
- 9) Table insertion
- 10) Mail merger
- B. MS EXCEL INCLIDING:
  - 1) Introduction to Excel
  - 2) Creating simple worksheet
  - 3) Relation between cells, use of \$ sign
  - 4) Basic functioning
  - 5) Simple functions and calculations
  - 6) Saving / printing of documents
  - 7) Print preview

#### C. MS POWERPOINT:

- 1) Introduction of PowerPoint
- 2) The power point screen
- 3) The auto content wizard
- 4) The slide views-an overview
- 5) Using the slide views
- 6) Customizing slide structure
- 7) Adding text to slides
- 8) Moving through presentations
- 9) Inserting and deleting slides
- 10) Inserting pictures
- 11) Printing
- 12) Running a presentation

#### D. INTERNET INCLUDING:

- 1) Use of webmail including attachment and download of files
- 2) Browsing including searches.

## CONFIRMATION EXAMINATION OF DIRECT RECRUIT EXECUTIVE ASSISTANT OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS AND

### PROMOTION EXAMINATION OF TAX ASSISTANT OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS

CENTRAL EXCISE AND CUSTOMS	
PAPER-I	1. Customs Act, 1962 (52 of 1962) and the rules and
	regulations made there under.
CUSTOMS LAW AND	2. Customs Tariff Act, 1975 (51 of 1975).
PROCEDURES (WITH	3. CBIC's Customs Manual (Latest Edition).
BOOKS)	
(Time allowed: 3 hours)	
(Max marks: 100)	
PAPER-II	1. Central Goods and Services Tax Act, 2017.
	2. Integrated Goods and Services Tax Act, 2017.
GOODS & SERVICES TAX	3. Union Territory Goods and Services Tax Act, 2017.
LAW AND PROCEDURES	4. Goods and Services Tax (Compensation to States)
(WITH BOOKS)	Act, 2017.
(Time allowed: 3 hours)	5. Central Goods and Services Tax Rules, 2017.
(Max marks: 100)	6. Integrated Goods and Services Tax Rules, 2017.
PAPER-III	1. OVERVIEW OF HARDWARE AND SOFTWARE
	a) Basics of input devices
COMPUTER	b) Basics on output devices
APPLICATION AND USE	c) Basics of CPU
OF INTERNET	d) Basics of software
(THEORY AND	2. WINDOWS INCLUDING:
PRACTICAL)	1) Logging into Windows
(Time allowed: 3 hours)	2) Use of Passwords
(Max marks: 100)	3) Shutting down and using of CTRL – ALT – DEL
	4) Desktop including customization and screen
	saver
	5) Taskbar
	6) Windows Explorer
	7) Use of Find or Search
	8) Using various external storage devices
	3. MS OFFICE - MS WORD, MS EXCEL AND MS
	POWERPOINT
	A. MS WORD INCLUDING:
	Creating a new document

- 2) Basic formatting including bullets and numbering, Header & Footer
- 3) Find and Replace
- 4) Auto correct, spell check and corrections in track changes mode
- 5) Saving documents
- 6) Sending documents through mail and external drives
- 7) Printing documents including print preview and layout
- 8) Help menu
- 9) Table insertion
- 10) Mail merger
- B. MS EXCEL INCLIDING:
  - 1) Introduction to Excel
  - 2) Creating simple worksheet
  - 3) Relation between cells, use of \$ sign
  - 4) Basic functioning
  - 5) Simple functions and calculations
  - 6) Saving / printing of documents
  - 7) Print preview
- C. MS POWERPOINT:
  - 1) Introduction of PowerPoint
  - 2) The power point screen
  - 3) The auto content wizard
  - 4) The slide views-an overview
  - 5) Using the slide views
  - 6) Customizing slide structure
  - 7) Adding text to slides
  - 8) Moving through presentations
  - 9) Inserting and deleting slides
  - 10) Inserting pictures
  - 11) Printing
  - 12) Running a presentation
- D. INTERNET INCLUDING:
  - 1) Use of webmail including attachment and download of files
  - 2) Browsing including searches.

PAPER-IV	1. Fundamental Rules and Supplementary Rules.
	2. Central Civil Services (Classification, Control and
ADMINISTRATION	Appeal) Rules, 1965.
(WITH BOOK EXCEPT	3. Central Civil Services (Conduct) Rules, 1964.
FOR CONDUCT RULES)	4. Central Civil Services (Leave) Rules, 1972.
(Time allowed: 3 hours)	5. General Provident Fund (Central Services) Rules,
(Max marks: 100)	1972.
	6. General Financial Rules, 2017.
	Note: The question will be designed to test the
	candidate's ability to refer intelligently to the books
	and to apply the rules and regulation to practical
	cases. For this purpose, the paper will contain
	questions on the practical aspect of the work, for
	example, preparation of pay or travelling allowance
	bill, contingent bill, calculation of leave due, joining
	time etc.
PAPER-V	1. Simple questions on commercial geography.
	2. A short essay or a draft on a set subject.
ECONOMIC AND	3. Making a precis or a passage not exceeding 400
COMMERCIAL	words.
GEOGRAPHY AND	
GENERAL KNOWELDGE	
(WITHOUT BOOKS)	
(Time allowed: 3 hours)	
(Max marks: 100)	
PAPER-VI	1. Translation of a passage from English to Hindi and
	from Hindi to English.
HINDI	2. Correction of sentences and giving Hindi words
(Time allowed: 3 hours)	equivalents for English words
(Max marks: 100)	3. Answer from the Hindi Passage.
	4. Comprehension of petitions and documents
	written in manuscripts in Hindi.
	5. Official Language Act, 1963 (19 of 1963).
	6. Official Language Rules, 1976.
CONFIRMATION EXAM	INATION OF DIRECT RECRUIT TAX ASSISTANT
PAPER-I	1. Customs Act, 1962 (52 of 1962) and the rules and
	regulations made thereunder.
	2. Customs Tariff Act, 1975 (51 of I 975)

CUSTOMS LAW AND	3. CBIC's Customs Manual (Latest Edition).
PROCEDURES (WITH	
BOOKS)	
(Time allowed: 3 hours)	
(Max marks: 100)	
PAPER-II	1. Central Goods and Services Tax Act, 2017.
	2. Integrated Goods and Services Tax Act, 2017.
GOODS & SERVICES TAX	3. Union Territory Goods and Services Tax Act, 2017.
LAW AND PROCEDURES	4. Goods and Services Tax (Compensation to States)
(WITH BOOKS)	Act, 2017
(Time allowed: 3 hours)	5. Central Goods and Services Tax Rules, 2017.
(Max marks: 100)	6. Integrated Goods and Services Tax Rules, 2017.
PAPER-III	1. OVERVIEW OF HARDWARE AND SOFTWARE
	a) Basics of input devices
COMPUTER	b) Basics on output devices
APPLICATION AND USE	c) Basics of CPU
OF INTERNET	d) Basics of software
(THEORY AND	2. WINDOWS INCLUDING:
PRACTICAL)	1) Logging into Windows
(Time allowed: 3 hours)	2) Use of Passwords
(Max marks: 100)	3) Shutting down and using of CTRL – ALT – DEL
( lax maner 200)	4) Desktop including customization and screen
	saver
	5) Taskbar
	6) Windows Explorer
	7) Use of Find or Search
	8) Using various external storage devices
	3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT
	A. MS WORD INCLUDING:
	Creating a new document     Pasis formatting including bullets and
	2) Basic formatting including bullets and
	numbering, Header & Footer
	3) Find and Replace
	4) Auto correct, spell check and corrections in
	track changes mode
	5) Saving documents
	6) Sending documents through mail and external
	drives

	7) Printing documents including print preview and
	layout
	8) Help menu
	9) Table insertion
	10) Mail merger
	B. MS EXCEL INCLIDING:
	1) Introduction to Excel
	2) Creating simple worksheet
	3) Relation between cells, use of \$ sign
	4) Basic functioning
	5) Simple functions and calculations
	6) Saving / printing of documents
	7) Print preview
	C. MS POWERPOINT:
	1) Introduction of PowerPoint
	2) The power point screen
	3) The auto content wizard
	4) The slide views-an overview
	5) Using the slide views
	6) Customizing slide structure
	7) Adding text to slides
	8) Moving through presentations
	9) Inserting and deleting slides
	10) Inserting pictures
	11) Printing
	12) Running a presentation
	D. INTERNET INCLUDING:
	1) Use of webmail including attachment and
	download of files
	2) Browsing including searches.
PAPER-IV	1. Fundamental Rules and Supplementary Rules.
	2. Central Civil Services (Classification, Control and
ADMINISTRATION	Appeal) Rules, 1965
(WITH BOOK EXCEPT	3. Central Civil Services (Conduct) Rules, 1964.
FOR CONDUCT RULES)	4. Central Civil Services (Leave) Rules, 1972.
(Time allowed: 3 hours)	5. General Provident Fund (Central Services) Rules,
(Max marks: 100)	1972.
	6. General Financial Rules, 2017.

Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical cases. For this purpose, the paper will contain questions on the practical aspect of the work, for example, preparation of pay or travelling allowance bill, contingent bill, calculation of leave due, joining time etc.
1. Simple questions on commercial geography.
2. A short essay or a draft on a set subject.
3. Making a precis or a passage not exceeding 400
words.
1. Translation of a passage from English to Hindi and
1. Translation of a passage from English to Hindi and from Hindi to English.
2. Correction of sentences and giving Hindi words
equivalents for English words
3. Answer from the Hindi passage.
4. Comprehension of petitions and documents
written in manuscripts in Hindi.
5. Official Language Act, 1963 (19 of 1963).
6. Official Language Rules, 1976.
AMINATION OF UPPER DIVISION CLERK /
LERK OF CENTRAL BUREAU OF NARCOTICS
1. Fundamental Rules and Supplementary Rules.
2. Central Civil Services (Classification, Control and
Appeal) Rules, 1965
3. Central Civil Services (Conduct) Rules, 1964.
4. Central Civil Services (Leave) Rules, 1972.
5. General Provident Fund (Central Services) Rules,
1972.
6. General Financial Rules, 2017.
Note: The question will be designed to test the candidate's ability to refer intelligently to the books

	and to apply the rules and regulation to practical cases. For this purpose, the paper will contain
	questions on the practical aspect of the work, for
	example, preparation of pay or travelling allowance
	bill, contingent bill, calculation of leave due, joining
	time etc.
PAPER-II	Translation of a passage from English to Hindi and
PAPER-11	from Hindi to English.
HINDI	2. Correction of sentences and giving Hindi words
(Time allowed: 3 hours)	equivalents for English words
(Max marks: 100)	3. Answer from the Hindi Passage.
	4. Comprehension of petitions and documents
	written in manuscripts in Hindi.
	5. Official Language Act, 1963 (19 of 1963).
	6. Official Language Rules, 1976.
PAPER-III	1. OVERVIEW OF HARDWARE AND SOFTWARE
	a) Basics of input devices
COMPUTER	b) Basics on output devices
APPLICATION AND USE	c) Basics of CPU
OF INTERNET	d) Basics of software
(THEORY AND	2. WINDOWS INCLUDING:
PRACTICAL)	1) Logging into Windows
(Time allowed: 3 hours)	2) Use of Passwords
(Max marks: 100)	3) Shutting down and using of CTRL – ALT – DEL
	4) Desktop including customization and screen
	saver
	5) Taskbar
	6) Windows Explorer
	7) Use of Find or Search
	8) Using various external storage devices
	3. MS OFFICE - MS WORD, MS EXCEL AND MS
	POWERPOINT
	A. MS WORD INCLUDING:
	1) Creating a new document
	2) Basic formatting including bullets and
	numbering, Header & Footer
	3) Find and Replace
	4) Auto correct, spell check and corrections in
	track changes mode

	T
	5) Saving documents
	6) Sending documents through mail and external
	drives
	7) Printing documents including print preview and
	layout
	8) Help menu
	9) Table insertion
	10) Mail merger
	B. MS EXCEL INCLIDING:
	1) Introduction to Excel
	2) Creating simple worksheet
	3) Relation between cells, use of \$ sign
	4) Basic functioning
	5) Simple functions and calculations
	6) Saving / printing of documents
	7) Print preview
	C. MS POWERPOINT:
	1) Introduction of PowerPoint
	2) The power point screen
	3) The auto content wizard
	4) The slide views-an overview
	5) Using the slide views
	6) Customizing slide structure
	7) Adding text to slides
	8) Moving through presentations
	9) Inserting and deleting slides
	10) Inserting pictures
	11) Printing
	12) Running a presentation
	D. INTERNET INCLUDING:
	1) Use of webmail including attachment and
	download of files
	2) Browsing including searches.
CONFIRMATION EXA	MINATION OF SUB INSPECTOR IN CENTRAL
	BUREAU OF NARCOTICS
PAPER-I	1. The Narcotic Drugs and Psychotropic Substances
	Act, 1985
	2. The Narcotic Drugs and Psychotropic Substances
	Rules, 1985 (61 of 1985)

INTERNATIONAL AND NATIONAL LAWS ON NARCOTICS (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	<ol> <li>Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).</li> <li>Drugs and Cosmetics Act, 1940.</li> <li>Vienna Convention on Psychotropic Substances, 1971.</li> <li>United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances.</li> <li>Single Convention on Narcotic Drugs 1961 (New York Convention).</li> <li>Narcotic Drugs and Psychotropic Substances (Madhya Pradesh) Rules, 1985.</li> <li>Rajasthan Narcotic Drugs and Psychotropic Substances Rules, 1985.</li> <li>Uttar Pradesh Narcotic Drugs Rules, 1986</li> </ol>
PAPER- II  NARCOTICS CONTROL POLICY AND PROCEDURES (BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 3 AND 4) (Time allowed: 3 hours) (Max marks: 100)	<ol> <li>General Orders, Standing Orders, Circulars and Instructions issued by the Government of India, Board and the Narcotics Commissioner, relating to Opium Poppy Cultivation and Narcotics.</li> <li>Principles for Licensing of Opium Cultivators.</li> <li>Preventive and Intelligence Manual, Record Rules and Secret Service Fund Procedure.</li> </ol>
PAPER-III  ADMINISTRATION (WITH BOOK, EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)	<ol> <li>Fundamental Rules and Supplementary Rules</li> <li>Central Civil Services (Classification, Control and Appeal) Rules, 1965.</li> <li>Central Civil Services (Conduct) Rules, 1964.</li> <li>Central Civil Services (Leave) Rules, 1972.</li> <li>General Provident Fund (Central Services) Rules, 1972.</li> <li>General Financial Rules, 2017.</li> <li>Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical cases. For this purpose, the paper will contain questions on the practical aspect of the work, for</li> </ol>

example, preparation of pay or travelling allowance

	bill, contingent bill, calculation of leave due, joining
	time etc.
DADED IV	
PAPER-IV	1. Translation of a passage from English to Hindi and
LITAIDT	from Hindi to English.
HINDI	2. Correction of sentences and giving Hindi words
(Time allowed: 3 hours)	equivalents for English words
(Max marks: 100)	3. Answer from the Hindi Passage.
	4. Comprehension of petitions and documents
	written in manuscripts in Hindi.
	5. Official Language Act, 1963 (19 of 1963).
	6. Official Language Rules, 1976.
PAPER-V	1. OVERVIEW OF HARDWARE AND SOFTWARE
	a) Basics of input devices
COMPUTER	b) Basics on output devices
APPLICATION AND USE	c) Basics of CPU
OF INTERNET	d) Basics of software
(THEORY AND	2. WINDOWS INCLUDING:
PRACTICAL)	1) Logging into Windows
(Time allowed: 3 hours)	2) Use of Passwords
(Max marks: 100)	3) Shutting down and using of CTRL – ALT – DEL
	4) Desktop including customization and screen
	saver
	5) Taskbar
	6) Windows Explorer
	7) Use of Find or Search
	8) Using various external storage devices
	3. MS OFFICE - MS WORD, MS EXCEL AND MS
	POWERPOINT
	A. MS WORD INCLUDING:
	1) Creating a new document
	2) Basic formatting including bullets and
	numbering, Header & Footer
	3) Find and Replace
	4) Auto correct, spell check and corrections in
	track changes mode
	5) Saving documents
	6) Sending documents through mail and external
	drives
	GITACO

7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger B. MS EXCEL INCLIDING: 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview C. MS POWERPOINT: 1) Introduction of PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views-an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation D. INTERNET INCLUDING: 1) Use of webmail including attachment and download of files 2) Browsing including searches.

### PROMOTION EXAMINATION OF LOWER DIVISION CLERK / HEAD HAVALDAR OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS

PAPER-I	1. Overview of Hardware
	2. Windows
THEORETICAL TEST ON	a) Logging onto windows
COMPUTER	b) Shutting down and use of CTRL-ALT-DEL
PROFICIENCY	c) Windows Explorer
(Time allowed: 1 hour)	d) Use of FIND and SEARCH
(Max marks: 50)	e) Using floppy disk and CD ROM / Pen drive

PAPER-II	3. MS Office (MS Word and MS Excel)	
	A. MS Word	
PRACTICAL TEST ON	a) Creating a new document	
COMPUTER	b) Basic formatting including bullets and	
PROFICIENCY	numbering and Header and Footer	
(Time allowed: 30	c) FIND and REPLACE	
minutes)	d) Auto Correct and Spell Check	
(Max marks: 50)	e) Saving documents	
	f) Sending documents through floppy / Pen drive	
	g) Printing the documents including print preview	
	and	
	h) Table handling	
	B. MS Excel including	
	a) Introduction to Excel	
	b) Creating a simple worksheet	
	c) Basic formatting	
	d) Simple functions and calculations	
	e) Saving / Printing of documents	
	f) Print preview	
	4. Proficiency in use of INTERNET and INTRANET for	
	e-mailing.	
PAPER-III	Typing test with speed of 35 words per minute in	
TYPING TEST	English or 30 words per minute in Hindi on computer.	
	NATION OF HAVALDAR AND MULTI TASKING	
STAFF OF CENTR	STAFF OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS	
	AND	
	ITH GRADE PAY OF Rs.1800/- IN CENTRAL	
BUREAU OF NARCOTICS		
PAPER-I	Spot the error, fill in the blanks, Synonyms,	
	Antonyms, Spellings / detecting mis-spelt words,	
GENERAL ENGLISH	One-word substitution, Improvement of sentences,	
(Time allowed: 1 hour)	Active / Passive voice of verbs, Conversion into Direct	
(Max marks: I00)	/ Indirect narration, shuffling of sentence parts,	
	Shuffling of sentences in a passage, Comprehension	
	passage.	
PAPER-II	Questions are designed to test the candidate's ability	
	to interpret, analyse and solving basic numerical	
	problems and to test the candidate's general	

NUMERICAL APTITUDE AND GENERAL KNOWLEDGE (Time allowed: 1 hour) (Max marks: 100) PAPER-III HINDI (Time allowed: 1 hour) (Max marks: 100)	awareness about current events and of such matters of everyday observation and experience, questions relating to India and its neighbouring countries.  1. Translation of a passage From English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words. 3. Answer from the Hindi passage. 4. Comprehension.
CONFIRMATION	EXAMINATION OF STAFF CAR DRIVER
PAPER-I TRADE TEST PRACTICALS	<ol> <li>Reading English numerals and figures.</li> <li>Locating faults and carrying out minor repairs.</li> <li>Knowledge of traffic regulations.</li> <li>Changing wheels and correct inflating of tyres.</li> </ol>
CONFIRMATION E	XAMINATION OF DIRECT RECRUIT MULTI
DADED I	TASKING STAFF
PAPER-I  BASIC ENGLISH (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	<ol> <li>Basics of English Language, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage and writing ability.</li> <li>Comprehension of simple passages, filling the blanks by selecting the appropriate words, finding out correctly / wrongly spelt words from a list finding out error in sentences, correcting the tenses etc.</li> </ol>
PAPER-II  GENERAL OFFICE PROCEDURE (Objective type) (Time allowed: 1 hour) (Max marks: 50)	<ol> <li>Knowledge and hierarchy and structure of CBIC, Sections in the Commissionerates / Directorates, designations, manner and etiquettes while on duty.</li> <li>Integrity and Ethics, basic aspects of citizen charter of CBIC, Conduct Rules, Leave Rules, Record maintenance, NPS.</li> <li>E-office - CRU related work.</li> <li>Swachhata in offices, Optimisation of electricity and water consumption.</li> <li>Types of office machines &amp; equipment and their usage; handling of office equipment and machines,</li> </ol>

	photocopying, fax, scanning, elementary aspects of computer operations.
PAPER-III	Basic Office Terminology in Hindi (CBIC), comprehension, day to day conversation topics,
HINDI	Standard Notes on day-to-day usage of Hindi in
(Related to the	official notes (English to Hindi and vice versa),
department)	correction of spellings, fill in the blanks etc.
(Objective type)	
(Time allowed: 1hour)	
(Max marks: 50)	
	AMINATION OF DIRECT RECRUIT HAVALDAR
PAPER-I	1. Synonyms
DAGTO ENGLISH	2. Antonyms
BASIC ENGLISH	3. Spellings
(Related to the	4. Letter writing
department) (Objective	5. Precise writing
type) (Time allowed: 1 hour)	
(Max marks: 50)	
PAPER-II	1. Integrity and Ethics, Basic aspects of Citizen
. ,	charter of CBIC, Causing of Summons, Guard Duties,
GENERAL OFFICE	Escort Duties, Precautions to be taken while
PROCEDURE	arresting the accused, Supreme Court guidelines
AND BASIC COMPUTER	regarding arrest of persons/accused.
(Objective type)	2. Anti-Evasion in GST & Customs, Airport
(Time allowed: 1 hour)	procedures.
(Max marks: 50)	3. Conduct Rules, Leave Rules, Sevottam, RTI, NPS.
	4. E-office - CRU related work.
PAPER-III	1. Synonyms
	2. Antonyms
BASIC HINDI	3. Spellings
(Related to the	4. Letter writing
department)	5. Precise writing
(Objective type)	
(Time allowed: 1 hour)	
(Max marks: 50) PAPER-IV	1. Walking 5 Km (time limit 35-40 min)
I AI LIV-IV	2. Cycling 5 Km (time limit 20-25 min)
	2. Cycling 5 Kin (unic illilic 20 25 Hilli)

(Time allowed: 3 hours)

F	
PHYSICAL TEST	3. Salute / March-past / Drill etc.
(Max marks: 50)	
	N EXAMINATION OF DIRECT RECRUIT
9	STENPGRAPHER GRADE-II
PAPER-1	1. Organization setup - Ministry - Department -
	Boards under the Department - CBIC, Organizations
ORGANIZATIONAL	under CBIC, Zones - Customs Commissionerates,
SETUP AND BASICS OF	Custom House, CGST & Central Excise
TAXATION	Commissionerates - Divisions - Ranges, Audit
(Objective type)	Commissionerates, Appeal Commissionerates,
(Time allowed: 1 hour)	Tribunals, Directorates.
(Max marks: 50)	2. Taxation in India - Indirect Taxes.
	3. Customs (for Stenographers posted to Customs
	Formations)
	a) Basics of Customs Act / Manual
	b) Basics of Import Procedure
	c) Basics of Export Procedure
	d) Adjudication / Appeal - Procedures of Personal
	Hearing - PH Intimations - Despatch of Intimation
	- Recording of submissions during PH - Draft
	Order preparation
	4. GST (For Stenographers posted to GST
	formations)
	GST Law - CGST, SGST & IGST
	a) SGST Authorities
	b) Adjudication / Appeal - Procedures of Personal
	Hearing - PH intimations - Despatch of intimation
	- Recording of submissions during PH - Draft
	Order preparation
	5. Sevottam / CPGRAMS / RTI / Parliamentary
	Question / Welfare measures.
DADED II	6. Inter Departmental Co-ordination and protocol.
PAPER-II	1. Government, Ministry, Departments, Constitutional bodies, Statutory bodies, autonomous
ADMINISTRATION &	bodies, Public Sector Undertakings.
ESTABLISHMENT -	2. Office Procedure - Filing system Storage of
(WITH BOOKS)	Records, retention of records and schedule of
(Time allowed: 3 hours)	records, recention of records and scriedule of

(Max marks: 100)	retention - Handling of Confidential Communications and Records - Noting and Drafting.  3. Parliament Questions, Parliament Committees, Protocol, Type of questions, Type of Committees, Importance, Need for utmost care.  4. Inter-departmental Communications, Observation of Protocol - Communication with Higher/ Lower offices, best practices in Coordination and Communication with other departments / Officers – Etiquettes.  5. E-Office - Salient feature - Work flow - User names passwords.
PAPER-III	1. Conduct & Discipline in Govt. Service, Central Civil
ADMINISTRATION & ESTABLISHMENT – (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	Services (Conduct) Rules, 1964, Obligations of an employee under the Rules, Central Civil Services (Classification, Control and Appeal) Rules, 1965.  2. Citizen charter, Sevottam, RTI, CPGRAM, Service functions - Commitments  3. Gender Justice, Ethics for Government Servants  4. Allowances and Welfare measures to Central Government Employees, Travelling Allowances - Medical Attendance - Leave Rules - Leave Travel Concession.
PAPER-IV	1. Video Conferencing Basics
COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)	<ol> <li>Video Conferencing basics</li> <li>Office Equipment - Operation of Fax, Scanner, Printer etc - Basics of the working of the equipment - Trouble shooting</li> <li>MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT</li> <li>A. MS WORD INCLUDING:         <ol> <li>Creating a new document</li> <li>Basic formatting including bullets and numbering, Header &amp; Footer</li> <li>Find and Replace</li> <li>Auto correct, Spell check and corrections in track changes mode</li> <li>Saving documents</li> <li>Sending documents through mail and external drives</li> </ol> </li> </ol>

	7) Printing documents including print preview
	and layout
	8) Help Menu
	9) Table insertion
	10) Mail merger
	B. MS EXCEL INCLUDING:
	1) Introduction to Excel
	2) Creating simple worksheet
	3) Relation between cells, use of \$ sign
	4) Basic functioning
	5) Simple functions and calculations
	6) Saving/printing of documents
	7) Print preview
	C. MS POWERPOINT:
	1) Introduction to PowerPoint
	2) The power point screen
	3) The auto content wizard
	4) The slide views-an overview
	5) Using the slide views
	6) Customizing slide structure
	7) Adding text to slides
	8) Moving through presentations
	9) Inserting and deleting slides
	10) Inserting pictures
	11) Printing
	12) Running a presentation
	D. INTERNET INCLUDING:
	1) Use of webmail including attachment and
	download of files
	2) Browsing including searches
PAPER-V	1. Classification of Official Language Act, 1963 (19
	of 1963).
HINDI	2. Official Language Policy.
(Time allowed: 1 hour)	3. Knowledge of Hindi Rules and Regulations.
(Max marks: 50)	4. Working Knowledge in Hindi - Reading and
	understanding documents written in Hindi -
	Translation of a passage from Hindi to English - Hindi
	version of Terms and Phrases used in official noting
	and drafts.

CONFIRMATION EXAMINATION OF DIRECT RECRUIT JUNIOR HINDI	
	TRANSLATOR
PAPER-I	1. Official Language Policy of the Union.
	2. Official Language Act, 1963 (19 of 1963).
OFFICIAL HINDI AND	3. Official Language Rules, 1976.
DEPARTMENTAL	4. Comprehension of petitions and documents
PROCEDURES	written in manuscripts in Hindi.
(Objective type)	5. Information about the incentive schemes of the
(WITH BOOKS)	Official Language Department.
(Time allowed: 3 hours)	6. Information on filling the questionnaire of
(Max marks: 100)	Parliamentary Committee on Official Language and
	quarterly progress report.
	7. Inspection by Headquarters / Ministry.
	8. Information about inspection done by the Official
	Language and Official Language Department
	Regional Implementation Office.
PAPER-II	1. Noting and drafting in Hindi.
	2. Hindi Technical Terminology / Administrative /
GENERAL OEFICE	Revenue Terminology.
PROCEDURE	3. Conduct Rules, CCS (CCA) Rules, Leave Rules,
(Time allowed: 3 hours)	Sevottam, CPGAMS, RTI, Pension Rules.
(Max marks: 100)	
PAPER-III	1. Translation from Hindi to English and from English
	to Hindi typing of the same in computer through
COMPUTER TEST AND	Unicode.
TRANSLATION	2. Usage of E-office.
(Time allowed: 3 hours)	
(Max marks: 100)	

[F. No. A-34011/05/2017-AD.IIIA]

RAVISH KUMAR, Under Secy.