



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
NATIONAL ACADEMY OF CUSTOMS, EXCISE AND  
NARCOTICS [NACEN]  
1<sup>st</sup> to 3<sup>rd</sup> Floors, Plot No: 3/86-E, ATC STREET,  
Ambattur Industrial Estate,  
(Near AMBIT IT Park), CHENNAI-600058.  
Telephone No:26250157 / 26250159 Fax No: 26250156 / 26250155  
e-mail:nacenchennai58@gmail.com

C.No. I/04 /03/2017

Date: 5.5.2017

To  
All Chief Commissioners of Customs  
All Chief Commissioners of Central Excise  
All Director Generals  
All Additional Director Generals  
All Commissioners of Customs  
All Commissioners of Central Excise  
The Narcotics Commissioner of India, CBN, Gwalior.

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistant (STA) and Inspectors of Central Excise, Inspectors of Customs (EOs & POs) to be held in the month of **August, 2017** -Regarding.

-----

The Departmental Examination for Promotion of Ministerial Officers to the Grade of Executive Assistants (STA) , Inspectors of Central Excise, Inspectors of Customs (EOs & POs) will be conducted from **9<sup>th</sup> to 11<sup>th</sup> August 2017**. **The Schedule of the examination and Syllabus are given in Annexure I and Annexure II, respectively.**

2. NACEN, Chennai will be sending the question papers to the Commissionerate Hqrs./Directorates. The despatch / distribution of the packets containing question papers intended for various centres of examination may be done at your end to ensure timely receipt of the question paper at the examination centre. Necessary instructions may kindly be given to the respective Cadre Controlling Commissioners to make necessary arrangements to conduct the combined Departmental Promotion Examination on the scheduled dates.

3. The requirement of numbers of question papers for your office may be intimated to us in the prescribed proforma vide **Annexure- III** to Ms. BABITA. A.S, SUPERINTENDENT (EXAMINATIONS), NACEN, CHENNAI (TEL.NO. 044-26250426 / 09840260038 FAX NO. 044-26250155 / 26250156). **This request must reach NACEN, Chennai latest by 20.06.2017.**

4 a. While informing the requirement, the post for which the examination is to be conducted may clearly be stated. **The Roll Nos. of the candidates may be assigned by prefixing the post for which they intend to appear. (eg.) STA/01 or INSPR/01 or STA/INSPR/01, etc. Any other format of assigning the Roll numbers by prefixing/suffixing the name of the Commissionerate may please be avoided.**

4 b. It is also requested to specifically inform whether your office requires any Hindi version of the question papers and if so, the number of question papers required may be separately given.

5. **All efforts will be made to ensure the question papers to reach your Office on or before 25.07.2017 .** However a close watch may please be kept on receipt of the sealed packets of the question papers, intended for various examination centres under your charge and any variation on account of non-receipt of the question papers may be brought to the notice of the undersigned immediately.

6. The Cadre Controlling Commissioners may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and also include their requirements. As per the DG, NACEN instructions, **only queries relating to the process of conducting examination will be clarified by this Office. The determination of eligibility to appear for the examination will not come under the purview of this Academy as the Cadre Controlling Authorities have to decide the same.**

Yours faithfully,

Encl: As above.

  
5 5 17

(VASA SESHAGIRI RAO)  
ADDITIONAL DIRECTOR GENERAL

**ANNEXURE 'I'**

**A. Examination for promotion to the grade of Inspectors of Central Excise**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise and Service Tax (with Books)	3 hours	09.08.2017 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	10.08.2017 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	09.08.2017 (Wednesday)	14.00 hrs. to 17.00 hrs.	65/100

**B. Examination for promotion to the grade of Inspectors of Customs (EOs & POs).**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Customs (with books)	3 hours	10.08.2017 (Thursday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise Act & Rules) (with books)	3 hours	09.08.2017 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	09.08.2017 (Wednesday)	14.00 hrs. to 17.00 hrs.	65/100

**C. Examination for promotion to the grade of Executive Assistants (STA) (Customs & Central Excise)**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise Service Tax & Customs Procedures (with books)	3 hours	11.08.2017 (Friday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	11.08.2017 (Friday)	14.00 hrs. to 17.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	09.08.2017 (Wednesday)	14.00 hrs. to 17.00 hrs.	40/100

## ANNEXURE – II (SYLLABUS)

### Central Excise and Service Tax ; Paper 1 - Inspectors of Central Excise

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Law and Procedures.
5. CENVAT Credit Rules, 2004.
6. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000.
7. Central Excise (Appeals) Rules 2001.
8. CESTAT (Procedure) Rules, 1982 as amended.
9. Central Excise (Appeals) Rules, 2001
10. CESTAT (Procedure) Rules, 1982 as amended.
11. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
12. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
13. Central Excise (Compounding of Offences) Rules, 2005
14. Central Excise (Settlement of Cases) Rules, 2007
15. Customs & Central Excise Settlement Commission Procedure, 2007
16. Central Excise (Advance Rulings) Rules, 2002
17. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

### Customs:

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

#### Paper I – Inspectors of Customs (EOs & POs)

1. Customs Act, 1962.
2. Customs Manual. (latest edition)
3. Customs Tariff Act, 1975.
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
6. India New Foreign Trade Policy, 2015 -2020.
7. ITC (HS) Classification of Export & Import Items- latest edition

### Allied Acts (including Central Excise Act)

#### Paper – II – Inspectors of Customs (EOs & POs)

1. Central Excise Act, 1944.
2. Central Excise Rules, 2002.
3. Central Excise Tariff Act, 1985.
4. Service Tax Rules, 1994.
5. CENVAT Credit Rules, 2004.
6. Customs Act and Rules & procedures, Customs Tariff Act, 1975.
7. CESTAT (Procedure) Rules, 1982 as amended.
8. Foreign Trade Policy (2015-2020)
9. Foreign Trade (Regulation) Rules, 1993
10. Foreign Trade (Exemption from Application of Rules in certain cases) Order, 1993
11. Foreign Trade (Development & Regulation) Act, 1992 – Notifications
12. Foreign Exchange Management Act, 1999 (42 of 1999)
13. Safeguard Measures (Quantitative Restrictions) Rules, 2012
14. Foreign Exchange Management (Export of Goods and Services) Regulations, 2000

15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
16. Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
17. The Livestock Importation Act, 1898
18. Prevention of Food Adulteration Act, 1954 & Food Safety and Standards Authority Act, 2006
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine (Regulation of Import into India) Order 2003
21. Conservation of Foreign Exchanges and Prevention of Smuggling Activities Act, 1974 (COFEPOSA) (52 OF 1974)
22. Criminal Procedure Code, 1973
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

**Syllabus for Departmental Examinations for Promotion of Ministerial Officers to the Grade of Executive Assistant (STA).**

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

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

**Paper II Computer Application (Theory & Practical)**

1. **Overview of Hardware / Software**
  - a. Basics on Input devices.
  - b. Basics on output devices.
  - c. Basics of CPU.
  - d. Basics of Software.
2. **Windows including;**
  - a. Logging onto windows.
  - b. Passwords.
  - c. Shutting down and using of CTRL-ALT-DEL
  - d. Desktop including customization & Screen saver.
  - e. Task bar.
  - f. Windows explorer.
  - g. Use of FIND.
  - h. Using floppy disk and CD ROM.
3. **Office 97-MS Word and MS Excel**
  - A. **MS Word including**
    - i) Creating a new document
    - ii) Basic formatting including Bullets and numbering, Header & Footer.

- iii) Find and Replaces.
- iv) Auto Correct and Spell check.
- v) Saving documents.,
- vi) Sending documents through mail and floppy.
- vii) Printing documents including print preview and layout.
- viii) Help Menu.
- ix) Table insertion.

**B. MS Excel including.**

- i) Introduction to Excel
- ii) Creating simple worksheet.
- iii) Relation between cells, use of S Sign.
- iv) Basic functioning.
- v) Simple functions and calculations.
- vi) Saving / Printing of documents.
- vii) Print preview.

**C. Internet including:**

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

**ANNEXURE –III**

1. Name of the Commissionerate :
2. Name of the centre of Examination :
3. Name & Address of the officer / who would be responsible for the conduct of exam. and to whom the question papers are to be sent :

Tel. No.:

Fax No.:

4. No. of candidates taking examination at the centre - paper wise and subject wise - :

**A. Examination for promotion to the cadre of Inspectors of Central Excise**

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

**B. Examination for promotion to the cadre of Inspectors of Customs (EOs & POs).**

Paper	Subject	No. of candidates	Whether Hindi version required. If so, the number of papers required.
Paper I	Customs (with books)		
Paper II	Allied Acts (including Central Excise Act & Rules) (with books)		
Paper III	Administration (with books)		

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

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

10/10/10