



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, INDIRECT
TAXES AND NARCOTICS [NACIN]
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C.No. I/04/02/2018

Date: 18.05.2018

To
All Chief Commissioners of Customs
All Chief Commissioners of Central Excise & GST,
All Director Generals
All Additional Director Generals
All Commissioners of Customs
All Commissioners of Central Excise & GST

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistants (EA) and Inspectors of Central Taxes, Inspectors of Customs (EOs & POs) to be held in the month of August, 2018 -Regarding.

The Departmental Examination for promotion of Ministerial Officers to the Grade of Executive Assistants (EA), Inspectors of Central Taxes, Inspectors of Customs (EOs & POs) is proposed to be conducted from **8th to 10th August 2018**. **The Schedule of the examination and Syllabus are given in Annexure I and Annexure II, respectively.**

2. NACIN, 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), NACIN, CHENNAI (TEL.NO. 044-26250426 / 09840260038 FAX NO. 044-26250155 / 26250156). This request must reach NACIN, Chennai latest by 30.06.2018.**

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.) EA/01 or INSPR/01 or EA/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 reach your Office on or before 25.07.2018** . 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, NACIN 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 would have to decide the same.**

Yours faithfully,



(VASA SESHAGIRI RAO)

Pr. ADDITIONAL DIRECTOR GENERAL

Encl: As above.

ANNEXURE - I

A. Examination for promotion to the grade of Inspectors of Central Tax

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise and GST (with Books)	3 hours	08.08.2018 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	09.08.2018 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	08.08.2018 (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	09.08.2018 (Thursday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	3 hours	08.08.2018 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	08.08.2018 (Wednesday)	14.00 hrs. to 17.00 hrs.	65/100

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

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST & Customs Procedures (with books)	3 hours	10.08.2018 (Friday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	10.08.2018 (Friday)	14.00 hrs. to 17.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	08.08.2018 (Wednesday)	14.00 hrs. to 17.00 hrs.	40/100

ANNEXURE – II (SYLLABUS)

Central Excise and GST ; Paper 1 - Inspectors of Central Tax

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, 2002.
6. Central Excise Tariff Act, 1985
7. CENVAT Credit Rules, 2004.
8. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000
9. Central Excise (Appeals) Rules 2001
10. CESTAT (Procedure) Rules,1982 as amended
11. Central Excise (Appeals) Rules, 2001
- 12.. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
13. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
16. Customs & Central Excise Settlement Commission Procedure, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs:

Paper II – Inspector of Central Tax.

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 & GST)

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

1. GST Act & Rules, 2017
2. Central Excise Act, 1944.
3. Central Excise Rules, 2002.
4. Central Excise Tariff Act, 1985.
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

Administration

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| Paper III | - | Inspector of Central Excise |
| Paper III | - | Preventive Officer & Examiners of Customs |
| Paper III | - | Executive Assistant (STA) in Customs & C.Excise. |
| Paper III | - | Inspector Group-B Executive Grade in Narcotics |
1. Central Civil Services (Pension) Rules, 1972.
 2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
 3. Central Civil Services (Conduct) Rules, 1964
 4. General Provident Fund (Central Services) Rules, 1960.
 5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
 6. Central Civil Services (Leave) Rules, 1972.
 7. Leave Travel Concession Rules
 8. FR & SR Service Rules & Financial Rules.
 9. Swamy's Hand Book 2018

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

Central Excise, GST and Customs Procedure ; Paper 1 for EA in Customs & Central Tax

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, 2002.
6. Central Excise Tariff Act, 1985.

7. CENVAT Credit Rules, 2004.
8. Customs Act 1962 and Rules & procedures.
9. CESTAT (Procedure) Rules, 1982 as amended.
10. Central Excise (Appeals) Rules, 2001.

Paper II Computer Application (Theory & Practical)

1. Overview of Hardware / Software

- a. Basics on Input devices.
- b. Basics on output devices.
- c. Basics of CPU.
- d. Basics of Software.

2. Windows including;

- a. Logging onto windows.
- b. Passwords.
- c. Shutting down and using of CTRL-ALT-DEL
- d. Desktop including customization & Screen saver.
- e. Task bar.
- f. Windows explorer.
- g. Use of FIND.
- h. Using floppy disk and CD ROM.

3. Office 97-MS Word, MS Excel and MS Powerpoint

A. MS Word including

- i) Creating a new document
- ii) Basic formatting including Bullets and numbering, Header & Footer.
- iii) Find and Replaces.
- iv) Auto Correct and Spell check.
- v) Saving documents.,
- vi) Sending documents through mail and floppy.
- vii) Printing documents including print preview and layout.
- viii) Help Menu.
- ix) Table insertion.

B. MS Excel including.

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

C. MS Power Point –

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

D. Internet including:

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

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 Tax

Paper	Subject	No. of candidates	Whether Hindi version required If so, the number of papers required.
Paper I	Central Excise and GST (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 & GST) (with books)		
Paper III	Administration (with books)		

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

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

