



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी  
भारत सरकार, वित्त मंत्रालय, राजस्व विभाग  
नासिन कॉम्प्लेक्स, सेक्टर-29, फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
Government of India, Ministry of Finance, Department of Revenue  
NACIN Complex, Sector-29, Faridabad-121008

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F. No. II(15)20/NACIN/Deptt Exam-TA/2019

BY Email

Date: 23.05.2019

## Examination Notice

Departmental Examination for promotion of LDCs to the post of Tax Assistant  
for the year 2019-20

1. The Departmental Examination for promotion of LDCs to the post of Tax Assistant for the year 2019-20 is scheduled to be held on 19.07.2019.
2. The examination will have two (2) papers as below:

Sl. No.	Paper	Subject	Max Marks	Pass Marks	Date & Time of Paper
1	Paper-I	Theoretical Test on Computer Proficiency	50	25	19.07.2019 11:00 – 12:00 hrs.
2	Paper-II	Practical Test on Computer Proficiency	50	25	19.07.2019 14:00 – 14:30 hrs.

3. The question paper shall be both in English and Hindi. The candidates have the option to write the answer either in English or Hindi.
4. The concerned Cadre Controlling Authority (CCA) shall conduct the typing speed test as prescribed in the Central Excise and Customs Department Tax Assistant (Group 'C' post) Recruitment Rules, 2014 (Reference column 11 of Schedule of said Recruitment Rules). The typing speed test answer sheets will be kept with CCA, who will also get them evaluated and prepare the result. The answer sheets of typing speed test need not be sent to NACIN. A copy of candidate-wise result (Pass/ Fail) may please be sent to NACIN for record.
5. Requisition for the question papers must reach the Assistant Director (Exam), NACIN, Faridabad latest by 14.06.2019, through email only at email id nacenfd.exam@gmail.com. Any requisition for question papers after this period may not be entertained. Question paper for the said exam, in the password protected PDF

format, shall be sent to the nominated authorized officer on 17.07.2019 through e-mail only. The mail needs to be acknowledged and reply sent to NACIN on the same date. Password for opening the PDF file will be provided on 18.07.2019. The authorized officer shall ensure that the examination is conducted in a fair and transparent manner.

6. Such requisitions from the field formations shall be forwarded to NACIN, only through their respective Cadre Controlling Authority (CCA). The marks obtained in the examination shall only be forwarded to the CCAs after the examination.
7. The following information may be furnished while sending requisition for the question papers:-
  - a) Name & Designation, official address with telephone no. and official email-id of Additional /Joint /Deputy/ Assistant Commissioner of the field formations, who would be authorized to conduct the examination / to whom the question papers are to be sent through email.
  - b) Name/designation and complete postal address of concerned Cadre Controlling Authority.
8. The syllabus for both Paper-I and Paper-II is identical and is enclosed with this notice as Annexure 'A'.
9. This Notice is also being posted on NACIN and CBIC website.
10. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. Any reference on the question of eligibility shall not be entertained by NACIN.
11. NACIN, Faridabad reserves the right to cancel the whole of examination or the examination of a candidate or that of a center or of a cluster of centers, if it is found that any unfair means were used or allowed to be used or any partiality or injustice is done to anybody in the examination.
12. 'Instructions for Examination' are enclosed, which are integral part of this Examination Notice.
13. This issues with the approval of the Additional Director General (Exam.).

Encl: As above



(Harish Kumar)  
Additional Director (Exam.)

**Copy to:**

1. The Chief Commissioners of Customs (All).
2. The Chief Commissioner of Customs, Preventive (All).
3. The Chief Commissioner of CGST & Central Excise (All).
4. The Chief Commissioners of Customs, CGST & Central Excise (All).
5. The Director General/Addl. Director General/ Director under CBIC (All).

6. The Chief Departmental Representative, CESTAT, New Delhi.
7. The Commissioner of CGST & Central Excise (All) – including Audit.
8. The Commissioner of Customs (All)
9. The Commissioner of LTU (All)
10. The Chief Chemist, CRCL, New Delhi
11. Additional Director General, NACIN, Zonal Campus & RTI (All)
12. I/C NACEN website for uploading on the website



(Harish Kumar)  
Additional Director (Exam)

## Instruction for Examination

1. The examination will have two (2) papers as below:-

Sl. No.	Paper	Subject	Max. Marks	Pass Marks	Date & Time of Paper
1.	Paper-I	Theoretical Test on Computer Proficiency	50	25	19.07.2019 11:00 – 12:00 hrs.
2.	Paper-II	Practical Test on Computer Proficiency	50	25	19.07.2019 14:00 – 14:30 hrs.

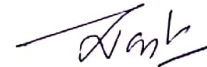
2. The Pr. Commissioner/ Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge for conduct of said examination and he /she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof. The Authorized Officer is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his personal supervision.
3. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. The Supervisory officers/ Invigilator of the examination centers also have the right to cancel the examination of a candidate or the whole of center under their jurisdiction, in case of use of unfair means.
4. The answer sheets shall contain the following particulars, either in printed form or by affixing rubber stamp:-
- 1) Name of the Examination
  - 2) Roll No.
  - 3) Name of Center
  - 4) Date & Time of Examination
  - 5) Name of the Paper & Subject
  - 6) No. of loose answer sheets used (The Supervisor/ Invigilator will sign the loose sheets and also assign page numbers).
  - 7) Signature of the Supervisor/ Invigilator (on verification that all the details are correctly filled in by the candidates)
  - 8) Marks obtained and
  - 9) Signature of the Supervisor/ Invigilator.

5. It shall also be notified to the candidates either in printed form or by affixing rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.

The examination of any candidate shall be cancelled if that candidate writes his/her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.

6. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted so as to do justice to all. NACIN reserves the right to cancel the whole examination or that of an individual candidate or of a centre or in a group of centers, if use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators, if required.
7. The concerned Cadre Controlling Authority (CCA) shall conduct the typing speed test as prescribed in the Central Excise and Customs Department Tax Assistant (Group 'C' post) Recruitment Rules, 2014 (Reference column 11 of Schedule of said Recruitment Rules). The typing speed test answer sheets will be kept with CCA, who will also get them evaluated and prepare the result. The answer sheets of typing speed test need not be sent to NACIN. A copy of candidate-wise result (Pass/ Fail) may please be sent to NACIN for record.
8. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of the examination shall not be entertained by NACIN. Any correspondence, on the process/conduct of examination may be made to Sh. Satya Ram, Assistant Director (Exam.) (Mob 9716566528) or Smt S. Meenalochani, Superintendent (Exam) (Mob-9810205556), NACIN, Sector-29, Faridabad-121008 at email id nacenfbid.exam@gmail.com.
9. Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.
10. Candidates are not allowed under any circumstances to go out of the hall in the first thirty minutes even on completion/submission of the paper. Only one person at a time should be allowed to go out of the examination hall under reasonable plea after the completion of first 30 minutes, of the examination.
11. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English.

12. Answer Sheets of Paper-I (Theoretical Test on Computer Proficiency), properly tagged / bunched, shall be sent to NACIN, Faridabad immediately after the conduct of examination. The same shall be evaluated by NACIN.
13. Answer Sheets of Paper-II (Practical Test on Computer Proficiency) shall be evaluated by the Commissionerates / Directorates themselves and the scores, **along with the evaluated answer sheets**, shall be sent to NACIN, Faridabad.
14. Answer sheets and the attendance sheet, arranged serially according to allotted Roll No(s), need to be sent to NACIN in a sealed cover.
15. 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 & 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.
16. This issues with the approval of the Additional Director General (Exam).



(Harish Kumar)  
Additional Director (Exam.)

## ANNEXURE-A

### Course Content for Computer Proficiency Test for promotion of LDCs to the grade of Tax Assistants

1. Overview of Hardware
2. Windows
  - a. Logging onto windows
  - b. Shutting down and use of CTRL-ALT-DEL
  - c. Windows Explorer
  - d. Use of FIND and SEARCH
  - e. Using floppy disk and CD ROM / Pen drive
3. MS Office (MS Word and MS Excel)
  - A. MS Word
    - a. Creating a new document
    - b. Basic formatting including Bullets and numbering and Header and Footer
    - c. FIND and REPLACE
    - d. Auto Correct and Spell Check
    - e. Saving documents
    - f. Sending documents through floppy/ Pen drive
    - g. Printing the documents including print preview and layout
    - 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.