



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
नासेन कॉम्प्लैक्स, सैक्टर-29, फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS
Government of India, Ministry of Finance, Department of Revenue
NACEN Complex, Sector-29, Faridabd-121008

फोन /Telephone : 0129-2504652-54

फैक्स / Fax : 0129-2504632

F. No. VI/Estt./36/01/2017- NACEN

Dated: 13.4.2017

Examination Notice

Departmental Examination for promotion of officers of LDC / Havaldar to the cadre of Tax Assistant for the year 2017-18

1. The Departmental Examination for promotion of officers of LDC to the cadre of Tax Assistant for the year 2017-18 is scheduled to be held on 20.07.2017.

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

Sl. No.	Paper	Subject	Maximum Marks	Pass Marks	Date & Time of Paper
1	Paper-I	Theoretical Test on Computer Proficiency	50	25	20.07.2017 11:00 – 12:00 hrs.
2	Paper-II	Practical Test on Computer Proficiency	50	25	20.07.2017 14:00 – 14:30 hrs.

3. Requisition for the question papers must reach by name to Shri S.K.Dutta, Assistant Director (Exam.) NACEN, Faridabad by **15.06.2017**. Any requisition for question papers after this period may not be entertained. All question papers will be dispatched either by speed post or, if so requested, will be delivered to any special messenger duly authorized and detailed by the Cadre Controlling Authority.

4. The name, address & telephone / fax Nos of Addl/Joint/Deputy/Assistant Commissioner, who would be responsible to conduct the examination / to whom question papers are to be sent, should also be furnished to Assistant Director (Exam) while sending requisition for the question papers.


5. The syllabus for Paper-I and Paper-II is same and is enclosed as Annexure 'A'.

6. This Notice is also being posted on NACEN website. The marks obtained in the examination shall also be displayed on NACEN's website www.nacen.gov.in in due course.

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7. To maintain uniformity within a Commissionerate, result of the examination shall be declared by the Cadre Controlling Authority or by an Authority duly empowered by them to do so.
8. NACEN, Faridabad reserves the right to cancel the whole of examination or the examination of a candidate or that of a Centre or of a cluster of centres if it is convinced that unfair means were used /allowed to be used or any partiality/ or injustice is done to anybody in the examination. In similar circumstances, the Invigilator and the Supervisory officers have the right to cancel the examination of a candidate or the Centre under their jurisdiction if any such grounds are found.
9. 'Instruction for Examination' is enclosed, which is an integral part of this Examination Notice.
10. This issues with the approval of the Additional Director General (Exam.).

Encl: As above


(Sanjay Sharan) 13/04/17
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 Service Tax (All).
4. The Chief Commissioners of Central Excise (All).
5. The Chief Commissioner of Central Excise, Customs & Service Tax(All).
6. The Chief Commissioners of Customs & Central Excise (All).
7. The Director General/Addl. Director General/ Director under CBEC (All).
8. The Chief Departmental Representative, CESTAT, New Delhi
9. The Commissioner of Customs, Central Excise & Service Tax(All).
10. The Commissioner of Central Excise & Service Tax(All).
11. The Commissioner of Customs (All)
12. The Commissioner of Central Excise (All)
13. The Commissioner of Service Tax (All)
14. The Commissioner of Central Excise & Service Tax, Audit (All)
15. The Commissioner of Central Excise, Audit (All)
16. The Commissioner of Service Tax, Audit (All)
17. The Commissioner of LTU (All)
18. Narcotics Commissioner of India, Gwalior.
19. The Chief Chemist, CRCL, New Delhi
20. Additional Directors General, NACEN, RTI (All)
21. I/C NACEN website for uploading on the website


(Sanjay Sharan) 13/4/17
Additional Director (Exam.)

Instruction for Examination

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

Sl. No.	Paper	Subject	Maximum Marks	Pass Marks	Date & Time of Paper
1	Paper-I	Theoretical Test on Computer Proficiency	50	25	20.07.2017 11:00 – 12:00 hrs.
2	Paper-II	Practical Test on Computer Proficiency	50	25	20.07.2017 14:00 – 14:30 hrs.

2. The Cadre Controlling Authority shall authorize an officer to be the Supervisor, who will function as overall in-charge for conduct of the examination. He /She will be responsible to maintain secrecy and to conduct the examination in a free and fair manner. On receipt of the sealed outer cover containing examination documents, the authorized officer shall open it instantly and then acknowledge the receipt of the two sealed envelopes containing the Question Papers by fax to NACEN on Fax No. 0129-2504632/2504615 or by e-mail on e-mail ID nacenfbd.exam@gmail.com. **The sealed inner envelopes containing the 2(two) sets of question papers must not be opened before 10 minutes of the time of exam.** The required No(s). of xerox copies shall be done secretly under personal supervision of the Supervisor. The date and time of examination & time of opening the question papers are also mentioned on the inner envelopes. Only two question papers of each set is enclosed to avoid leakage/breaking of envelopes on transit. The Supervisor is required to select one Invigilator to conduct the examination smoothly and to send by hand /special messenger/speed post to NACEN Hqrs. the answer sheets and the attendance sheet arranged serially according to allotted Roll No(s). in sealed cover immediately after the examination.
3. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the officers who would appear at the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under his sole supervision with strict secrecy.
4. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conduct of the examination and ensure that any unfair means do not occur in and around the examination centre, which could give some extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted to do justice and fairness to all. NACEN Hqrs. reserves the right to cancel the whole examination or that of an individual candidate or in a Centre or in a group of centers, if any unfair means are committed /used in the examination process. It can also recommend disciplinary actions against the Supervisors or the Invigilator, if required.
5. The answer sheets shall contain either in printed form or by affixing rubber stamp of the following particulars like

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- 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 invigilator will sign the loose sheets and also assign page numbers).
- 7) Signature of the Invigilator (on verification that all the information are correctly filled in by the candidates)
- 8) Marks obtained and
- 9) Signature of the Examiner.

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 will hint at the identification of the candidates in any way.

6. It shall also be notified to the candidates either in printed form or with affixed rubber stamp in the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACEN shall render their examination as null and void.
7. The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority and any clarification other than conduct of the examination shall not be entertained by this office. Any correspondence on the process/conduct of examination may be made to Sh. S. K. Dutta, Assistant Director (Exam.), NACEN, Sector-29, Faridabad-121008. Fax No. 0129-2504632/15, Ph. No. 0129-2504612 (Office).
8. 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 time of examination and shall be treated as adoption of unfair means.
9. 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 and only one person at a time is allowed to be out under reasonable plea after the completion of first 30 minutes during the examination period.
10. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English.
11. Answer Sheets of Paper-I, properly tagged / bunched, shall be sent to NACEN, Faridabad immediately after the examination and the Answer Sheets of Paper-II (Practical Test on Computer Proficiency) shall be evaluated by the Commissionerates / Directorates and the scores shall be sent to NACEN, Faridabad along with the evaluated answer sheets.

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12. NACEN would publish and/or post on website (www.nacen.gov.in) the marks obtained by the candidates. Result in consonance with the Recruitment Rules and the instructions in force, if any, granting relaxations to the SC, ST & OBC candidates by the Ministry/Board from time to time, shall be declared by the Cadre Controlling Authority or any other office duly authorized by CCA with intimation to this office for record.
13. This issues with the approval of the Additional Director General (Exam.).

Sharan 13/04/17
(Sanjay Sharan)
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 Service Tax (All)
4. The Chief Commissioners of Central Excise (All)
5. The Chief Commissioner of Central Excise, Customs & Service Tax (All)
6. The Chief Commissioners of Customs & Central Excise (All)
7. The Director General/Addl. Director General/ Director under CBEC(All)
8. The Chief Departmental Representative, CESTAT, New Delhi
9. The Commissioner of Customs, Central Excise & Service Tax (All)
10. The Commissioner of Central Excise & Service Tax (All)
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(Sanjay Sharan)
Additional Director (Exam.)

Course Content for Computer Proficiency Test for promotion of LDCs to the Grade of Tax Assistance

- 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 or SEARCH
 - e. Using floppy disk and CD ROM
- 3. MS Office (MS Word and MS Excel)**

A. MS Word

- i. Creating a new document
- ii. Basic formatting including Bullets and numbering & Header and footer
- iii. Find AND Replace
- iv. Auto correct and spell check
- v. Saving documents
- vi. Sending documents through floppy
- vii. Printing the documents including print preview and layout
- viii. Table handling

B. MS Excel including;

- i. Introduction to Excel
 - ii. Creating a simple worksheet
 - iii. Basic formatting
 - iv. Simple functions and calculations
 - v. Saving/printing of documents
 - vi. Print Preview
- 4. Proficiency in use of INTERNET and INTRANET for e-mailing**