

अपर महानिदेशक का कार्यालय
राष्ट्रीय सीमा शुल्क, अप्रत्यक्षकर एवं नार्कोटिक्स अकादमी
सुभानपुरा, वडोदरा-३९००२३
**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES
AND NARCOTICS**

Subhanpura, Vadodara-390023
Tel: 0265-2398484, Fax: 2392140

EXAMINATION NOTICE

**Sub: Conduct of Departmental Examination for Confirmation of Direct
Recruit Tax Assistants for the Year 2017-18.**

(Ref: Departmental Examination (Central Excise and Customs), Rules 2008)

NACEN, Faridabad vide their letter under F. No. VI/Estt/36/02/2012-NACEN (Pt-I) dated 14.02.2017 has communicated the Annual Calendar of Departmental Examinations for the year 2017-2018. The undersigned is directed by the Competent Authority to notify the schedule of the Departmental Examination for Confirmation of Direct Recruits Tax Assistants. The **schedule** of the said Examination and the **important dates** are given as under;

Sl. No.	Particulars	Date
1.	Date of sending Notice/ letters requesting for list of eligible candidates.	20.12.2017
2.	Last date for receipt of list of eligible candidates.	02.02.2018
3.	Dispatch of question papers to the concerned Competent Authority.	12.02.2018
4.	Date of Examination.	5 th , 6 th , & 7 th March 2018
5.	Dispatch of answer sheets by the concerned Competent Authority.	12.03.2018

2. All question papers will be dispatched either by speed post or if desired, will be delivered to any special messenger authorized by the Chief Commissioner's Office.

3. The examination will have 7 (seven) question papers as given below;

Sl. No.	Subject	Max. marks	Pass marks	Date	Time
1	Paper I : Customs Law (with books)	100	50	05.03.2018	10.00 to 13.00 Hrs
2	Paper II (A): Procedure and Local orders of the Custom House (Only for Tax Assistants in Customs dept.)	100	50	05.03.2018	14.00 to 17.00 Hrs
3	Paper II (B): Central Excise, Service Tax Valuation etc. (Only for Tax Assistants in Central Excise dept.)	100	50	05.03.2018	14.00 to 17.00 Hrs
4	Paper III: Computer application and proficiency in use of internet.	100	50	06.03.2018	10.00 to 13.00 Hrs
5	Paper IV: Economic and Commercial Geography and General Knowledge	100	50	06.03.2018	14.00 to 17.00 Hrs
6	Paper V: Administration (with books except the Central Civil Services	100	50	07.03.2018	10.00 to 13.00 Hrs

	(Conduct) Rules,1964)				
7	Paper VI : Hindi Written Paper-80 Marks Proficiency in Hindi Conversion and Reading-20 Marks	100	50	07.03.2018	14.00 to 16.00 Hrs

Note: The syllabus in detail for each paper are enclosed as **Annexure-A**.

4. All the Chief Commissioners' offices/ Directorates under the C.B.E.C. are requested to send the names of the eligible candidates under their respective jurisdictional Commissionerates/ Directorates, in the following proforma, so as to reach the office of Additional Director General, NACEN, Vadodara by the above mentioned dates.

Sl. No	Name of Candidate (In block letters)	Roll No. of Candidate	Comm'ate / Directorate where posted at present	Name of the competent Authority along with complete address Mobile no. / Email, for dispatching the question papers	Complete Address (with pin code & Tel no.) of Cadre Controlling Authority (For declaration of result)	List of Papers in which to appear
1	2	3	4	5	6	7

5. The nominations of the eligible candidates will have to be forwarded through Chief Commissioners Office of the respective Commissionerates/ Customs Houses. The Commissionerates / Customs Houses are advised to refrain from sending nominations directly to NACIN, Vadodara. Please ensure that nominations are forwarded in the above proforma only.

6. However, the Directorates, may directly forward the nominations to NACIN, Vadodara. Please ensure that nominations are forwarded in the above proforma only.

7. The question papers for all the subjects shall be set and evaluated by the NACIN, Vadodara.

8. The test of Hindi proficiency in conversation and reading shall be conducted by the jurisdictional Chief Commissioner's office/ Director General/Commissionerates/ Directorates and the results of this may be declared by the concerned Chief Commissioner's office with intimation to this office.

8.1 **It may be noted that, this office will not declare/ communicate/ upload any separate results for Hindi conversation and reading.** All the offices where the test of Hindi proficiency in conversation and reading is conducted, they are requested to send the results directly to their respective the Cadre Controlling office. The claim for exemptions from appearing in Hindi Examination shall be governed as per the instructions issued by DOPT from time to time and the decision in this regard rests with the respective jurisdictional Commissionerates. Hence, no query in this regard may be sent to NACIN.

9. The **Roll Numbers** are to be allotted to the candidates in the Commissionerates / Customs Houses by their respective Cadre Controlling Office and Directorates may allot Roll Nos. at their end at the time of the nominations itself. The Template for allotting Roll Nos. is a below:

Sl. No.	GST/Customs House/Directorate (GST/CH/D)	Name of GST Commissionerate/Customs House/ Directorate	Roll Nos
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For Example:

Sl. No.	GST/Customs/Directorate	Name of GST/Customs/Directorate	Roll Nos
01	GST	Ahmedabad South	TA/GST/Ahmedabad South/01
02	CH	Kandla	TA/CH/Kandla/01
03	D	DGHRD	TA/D/DGHRD/01

10. The **Last date** for receipt of the names or list of eligible candidates is **02.02.2018**. If a request for question papers is not received within the above mentioned due date, it will be presumed that there is no eligible candidate and hence may be treated as **NIL**.

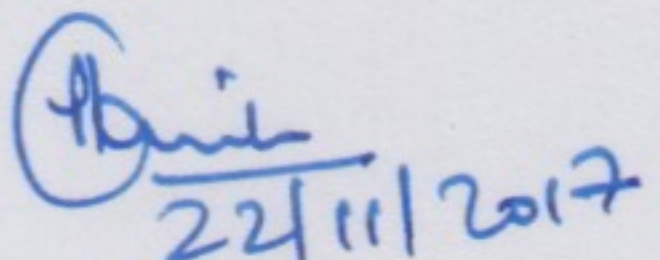
11. It may please be noted that any nomination received after 02.02.2018 will not be entertained at this end. Hence, it is requested that nominations may be sent as early as possible.

12. The name, postal address, telephones (office/ mobile), fax, e-mail of the **Nodal/ concerned officer** who is dealing with the Examination matters should be invariably mentioned in all communications/ correspondences in this regard by the Commissionerates/ Directorates, for ease of reference and contact in case of any query.

13. 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 jurisdictional Commissionerates.

14. All the Chief Commissioners' offices are requested to circulate this Notification to all the Commissionerates/ Customs Houses within their jurisdiction, as NACIN, Vadodara will not be communicating with any of the individual Commissionerates separately in this regard.

Encl: As above.

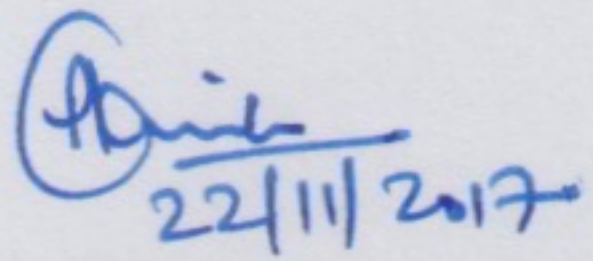

22/11/2017
(P. K. Sinha)
Additional Director General

F. No. VI/Estt./02 (01)/NACIN/VDR/2017-18

Dated: 22.11.2017

To:

- i) All the Chief Commissioners/ Customs/ GST/ Customs (Preventive)/ Audit.
- ii) All the Directorates under CBEC.
- iii) All the Additional Director Generals, NACIN.
- iv) Webmaster for display on the CBEC/ NACIN website.


22/11/2017
(P. K. Sinha)
Additional Director General

Annexure - "A"

**Syllabus for Departmental Examination for Direct Recruit Tax Assistant
(Central Excise and Customs)**

(Maximum marks for each paper will be 100)

PAPER - I (CUSTOMS LAW)

(With books Time allowed 3 hours)

1. The Customs Act, 1962 (52 of 1962)
2. The Customs Manual (Latest Edition)
3. The Customs Tariff Act, 1975 (51 of 1975)

PAPER II (A) Procedure and Local Orders of the Customs House

(Only for Tax Assistants in Customs Department)

(Time Allowed 3 hours)

Office Manuals relating to-

1. Import
2. Export
3. Bond
4. Drawback
5. Cash and accounts
6. Internal Audit
7. Manifest Clearance
8. Correspondence and Records
9. Refund
10. Local supplement to the Indian Customs Manual
11. Rules and orders in force in the Custom House which are included in the Standing and the Departmental Orders and all instructions relating to the particular Custom House which are contained in the Manual of the Custom House.

PAPER II (B) -Central Excise, Service Tax, Valuation etc.

(Only for Tax Assistants in Central Excise Department)

(Time Allowed 3 hours)

1. The Central Excise Act, 1944 (1 of 1944)
2. CENVAT Credit Rules, 2005
3. The Central Excise Tariff Act, 1985 (5 of 1986)
4. The Central Excise Rules, 2002
5. Provisions relating to Service Tax in the Finance Act, 1994.
6. The Central Excise Valuation (Determination of price Excisable goods) Rules, 2000.

PAPER III- Computer Application and Proficiency in use of Internet

1. **Overview of Hardware**
2. **Windows**
 - a) Logging into Windows
 - b) Shutting down and use of CTRL - ALT - DEL.
 - c) Windows Explorer
 - d) Use of FIND OR SEARCH
 - e) Using floppy disc 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 and 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.
 - ix. Mail Merge
 - 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
 - C. **MS Power Point-**
 - i. Introduction to power point
 - ii. The power point screen
 - iii. The auto Content Wizard.
 - iv. The slide Views-an overview
 - v. Using the slide views
 - vi. Customizing slide structure
 - vii. Adding text to slides
 - viii. Adding text to slides
 - ix. Moving through presentations
 - x. Inserting the deleting slides
 - xi. Inserting pictures
 - xii. Printing
 - xiii. Running a presentation
 - xiv. Introduction to internet
 - xv. Surfing and searching
 - xvi. E-mail

PAPER IV- Economic and Commercial Geography and General Knowledge

(Without books Time allowed 3 hours)

This paper will include:-

- a. Simple questions on commercial geography
- b. A short essay or a draft on a set subject
- c. Making a précis or a passage not exceeding 400 words.

PAPER V- Administration

(Time allowed 3 hours)

(With books except item No. 7)

1. Civil Service Regulations, so far as they relate to Pensions only.
2. Fundamental Rules and Supplementary Rules (Posts and Telegraphs Compilation)
 - a. Section III (Fundamental Rules) - excluding Special Leave Rules
 - b. Section IV (Supplementary Rules) - Paras I to V
 - c. Appendices - 3, 3-A, 7-A, 8, 13, 15, 18 and 18-A.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. The General Provident Fund (Central Services) Rules, 1972.
5. The General Financial Rules (Volume I, Chapters 1 to 7, 10 and 13, Volume II- Appendices 7, 8 and 17)
6. The Central Treasury Rules (Volume I, part I, Section II, Part V, Chapters II to V, IX and Part X. Volume II-Appendices 4).
7. The Central Civil Services (Conduct) Rules. 1964.

Note: The questions will be designed to test the candidates' ability to refer intelligently to the books and to apply the rules and regulations 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 bills, contingent bills, calculation of leave due, joining time etc.

PAPER VI- Hindi

(Time allowed 2 hours)

The examination in Hindi will comprise the following:-

- i. Translation of a passage from English to Hindi and from Hindi to English.
- ii. Correction of sentences and giving Hindi words equivalents for English words.
- iii. Answer from Hindi passage,
- iv. Conversation
- v. Reading of petitions and documents written in manuscripts in Hindi.
- vi. Classification of Official Language Act, 1963 (19 of 1963),
- vii. Knowledge of Hindi rules and regulations.

Note: The candidates may like to study the following books.

Books	Publishers
1. Rashtraya Bhasha, Parts 1 to IV	Indian Press Ltd., Allahabad
2. Hindi Rachana, Parts 1 to III Sabha, Madras	Dakshin Bharat Hindustani Prachar
3. Hindi in thirty days Arts Press, Lucknow	Pr. Dulary Lal Bhargava, Ganga Fine