



भारत सरकार Government of India

वित्त मंत्रालय Ministry of Finance

राजस्व विभाग Department of Revenue

केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड

Central Board of Indirect Taxes & Customs

राष्ट्रीय सीमाशुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,

National Academy of Customs, Indirect Taxes & Narcotics,

पालसमुद्रम, एन एच - 44, गोरंटला मंडल, श्री सत्य साई जिला, आंध्र प्रदेश-515241

Palasamudram, Nh-44, Gorantla Mandal, Sri Sathya Sai Dist, Andhra Pradesh - 515241

ई-मेल/E-mail: exam-nacinpsm@gov.in



दिनांक Date: e-assigned

सेवा में To,

परीक्षा सूचना Examination Notice

वर्ष 2024-25 के लिए जीएसटी/सीमाशुल्क क्षेत्र और CBIC के तहत निदेशालयों में कर सहायकों के ग्रेड में पदोन्नति के लिए विभागीय परीक्षा

Departmental Examination for promotion to the grade of Tax Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-25

1. The Departmental Examination for promotion to the grade of Tax Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-25 is scheduled to be held on 12.07.2024.

2. The examination will have two papers as mentioned below:

S. No.	Paper	Subject	Max. Marks	Pass Marks	Date & Time of Paper
1.	Paper-I	Theoretical Test on Computer Proficiency	50	25	12.07.2024 11:00 – 12:00 hrs.
2.	Paper-II	Practical Test on Computer Proficiency	50	25	12.07.2024 14:00 – 14:30 hrs.

3. The question paper shall be both in English and Hindi. The candidates have the option to answer either in English or in Hindi.

4. As per the latest recruitment rules for the post of Tax Assistants (i.e. Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes and Customs, Directorates, Tax Assistant, Group 'C' Post, Recruitment Rules, 2022 dated 14.07.2022 and Central Board of Indirect Taxes and Customs, Tax Assistant (Group C post) Recruitment Rules,

2022. dated 20.10.2022), the candidates shall possess the following qualifications and experience namely, a Data Entry Speed of 8000 key depression per hour for data entry work and pass in Departmental Qualifying Examination to be held after three-week training. The qualification and the experience of the candidates viz. Data Entry Speed and three-week training shall be ascertained by the respective CCA's and any clarification other than the conduct of the examination shall not be entertained by NACIN, Palasamudram.

5. Requisition for the question papers along with Name, gov email ID, mobile number of Authorized officers, etc. as per Annexure-A (enclosed with this notice) must reach the Assistant Director (Exam), NACIN, Palasamudram by 05.07.2024 only through email. Any requisition for question papers after this period shall not be entertained. Question paper for the said exam, in password-protected PDF format, shall be sent to the nominated authorized officer through e-mail only on **10.07.2024** who shall acknowledge the receipt of the same to NACIN, Palasamudram by return email. Password for opening the PDF file will be provided on **12.07.2024, one hour before the start of the exam.** The authorized officer shall ensure that the examination is conducted fairly and transparently. Requisition for question papers can be sent to e-mail id: exam-nacinpsm@gov.in with a copy to nacin.exam@icegate.gov.in.

6. Such requisitions from the Commissionerates/Directorates 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. Information regarding the Cadre Controlling Authority, name and contact of authorized officer, etc. may be provided in the format enclosed as Annexure 'A' to this notice.

8. The syllabus for both Paper-I and Paper-II is the same and is enclosed as Annexure B'.

9. This Notice is also being posted on NACIN and CBIC website.

10. The eligibility of the candidates shall be decided by the Cadre Controlling Authority. Any reference to the question of eligibility shall not be entertained by NACIN.

11. NACIN, Palasamudram reserves the right to cancel the whole examination or the examination of a candidate or that of a center or a cluster of centers, if it is found that 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 parts of this Examination Notice.

13. This issue with the approval of the Additional Director General (Exam.), NACIN, Palasamudram.



सहायक निदेशक Assistant Director (परीक्षा Exam)
नासिन, पालसमुद्रम NACIN Palasamudram

संलग्नक/Enclosures: - यथोपरि/As above

प्रतिलिपि Copy to:

1. All Principal Chief Commissioners/ Chief Commissioners of Customs
2. All Principal Chief Commissioners/ Chief Commissioners of Customs (Preventive)
3. All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,
4. All Principal Director Generals / Director Generals/Principal Additional Director Generals/ Additional Director Generals NACIN ZTI/RTIs
5. All Principal Commissioners / Commissioners of Customs
6. All Principal Commissioners / Commissioners of Central Excise & GST
7. All Principal Director Generals/Director General/ Principal Additional Director Generals /Addl. Director General/ Director under CBIC.
8. The Chief Departmental Representative, CESTAT, New Delhi.
9. The Commissioner of CGST & Central Excise (All) – including Audit.
10. The Commissioner of Customs (All)
11. The Commissioner of LTU (All)
12. The Chief Chemist, CRCL, New Delhi
13. Webmaster for uploading on the websites of NACIN and CBIC

अनुलग्नक ए Annexure 'A'

अनुलग्नक ए नामांकन के लिए प्रपत्र ANNEXURE A

- PROFORMA FOR NOMINATION

1. Name of the Commissionerate/ Directorate:
2. Name of the Cadre Controlling Zone:
3. Name of the Centre of Examination:
4. Official mail ID of the formation (Any correspondence w. r. t. departmental examinations shall be sent from the Mail ID mentioned here):
5. Name & Official Address of the nominated Authorized Officer who would be responsible for the conduct of the exam and to whom the question papers in PDF format have to be forwarded through personal gov. in mail ID, the question papers in PDF format are to be sent:

Tel No.:

Fax No.:

Gov.in Mail ID:

WhatsApp Mobile No.:

6. Details of the candidates appearing for the examination at the centre:

Departmental Examination for promotion to the grade of Tax Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-25				
S. No.	Name of the candidate	Designation	Roll No. assigned	Papers in which appearing

Annexure 'B'

Course Content for Computer Proficiency Test for promotion 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. AutoCorrect 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 the use of the INTERNET and INTRANET for e-mailing.