

CONFIDENTIAL/TIME BOUND
BY SPEED POST



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES
AND NARCOTICS [NACIN]

1st to 3rd Floors, Plot No: 3/86-E, ATC STREET,
Ambattur Industrial Estate,
(Near AMBIT IT Park), Chennai-600058.
Telephone No:26250157 / 26250159
Fax No: 26250156 / 26250155
e-mail: nacen Chennai58@gmail.com

Date:22.01.2018

C.No. I/4/4/2017

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

Sir/Madam,

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

Please refer to this office letter of even No. dated 20.11.2017 on the above subject informing the dates and requesting for the number of question papers to be sent for the departmental examination mentioned above.

2. It is informed that the examination scheduled to be conducted from 14.02.2018 to 15.02.2018 is rescheduled to be conducted from **20.02.2018 to 22.02.2018** as per the direction given by DG, NACIN, Faridabad in letter F.No. VI/Estt/36/02/2017 – NACIN, dated 19.01.2018. The schedule of the examinations and syllabus are given in **Annexure I** and **Annexure II** respectively. Wide publicity may be given for information of all the officers due to the change in the syllabus and in respect of Examination dates.

With kind Regards .

Encl: As above.

Yours faithfully,

Vasa Seshagiri Rao
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(VASA SESHAGIRI RAO)
Pr.ADDITIONAL DIRECTOR GENERAL

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	20.02.2018 (Tuesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	21.02.2018 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	20.02.2018 (Tuesday)	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	21.02.2018 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	3 hours	20.02.2018 (Tuesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	20.02.2018 (Tuesday)	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	22.02.2018 (Thursday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Application (Theory & Practical)	3 hours	22.02.2018 (Thursday)	14.00 hrs. to 17.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	20.02.2018 (Tuesday)	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. Customs Tariff Act 1975
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. CESTAT (Procedure) Rules, 1982 as amended.
13. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
14. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
15. Central Excise (Compounding of Offences) Rules, 2005
16. Central Excise (Settlement of Cases) Rules, 2007
17. Customs & Central Excise Settlement Commission Procedure, 2007
18. Central Excise (Advance Rulings) Rules, 2002
19. 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)

- e. Task bar.
- f. Windows explorer.
- g. Use of FIND.
- h. Using floppy disk and CD ROM.

3. Office 97-MS Word and MS Excel

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. Internet including:

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