



भारत का राजपत्र

The Gazette of India

सी.जी.-डी.एल.-अ.-18122024-259503
CG-DL-E-18122024-259503

असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 711] नई दिल्ली, बुधवार, दिसम्बर 18, 2024/अग्रहायण 27, 1946
No. 711] NEW DELHI, WEDNESDAY, DECEMBER 18, 2024/AGRAHAYANA 27, 1946

वित्त मंत्रालय

(राजस्व विभाग)

(केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड)

अधिसूचना

नई दिल्ली, 18 दिसम्बर, 2024

सा.का.नि. 773(अ).—राष्ट्रपति, भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा विभागीय परीक्षा (केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क) नियम, 2008 को, उन बातों के सिवाए अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है या करने का लोप किया गया है, निम्नलिखित नियम बनाती हैं, अर्थात् :—

- संक्षिप्त नाम और प्रारंभ-** (1) इन नियमों का संक्षिप्त नाम विभागीय परीक्षा (केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं स्वापक) नियम, 2024 है।
(2) ये राजपत्र में उनके प्रकाशन की तारीख से प्रवृत्त होंगे।

	8. राजभाषा एवं राजभाषा विभाग क्षेत्रीय कार्यान्वयन कार्यालय द्वारा किये गये निरीक्षण की जानकारी।
पेपर - II सामान्य कार्यालय प्रक्रिया (अनुमत समय: 3 घंटे) (अधिकतम अंक: 100)	1. हिंदी में टिप्पणी लेखन एवं प्रारूपण। 2. हिंदी तकनीकी शब्दावली / प्रशासनिक / राजस्व शब्दावली। 3. आचरण नियम, सीसीएस (सीसीए) नियम, अवकाश नियम, सेवोत्तम, सीपीजीएमएस, आरटीआई, पेंशन नियम।
पेपर - III कंप्यूटर परीक्षण और अनुवाद (अनुमत समय: 3 घंटे) (अधिकतम अंक: 100)	1. हिन्दी से अंग्रेजी में तथा अंग्रेजी से हिन्दी में अनुवाद एवं उसकी यूनिकोड के माध्यम से कम्प्यूटर में टाइपिंग। 2. ई-ऑफिस का उपयोग।

[फा. सं. ए-34011/05/2017-एडी.IIIए]

रविश कुमार, अवर सचिव

MINISTRY OF FINANCE
(Department of Revenue)
(CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS)

NOTIFICATION

New Delhi, the 18th December, 2024

G.S.R. 773(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Departmental Examination (Central Excise and Customs) Rules, 2008, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely:-

1. Short title and commencement.— (1) These rules may be called the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Categories of Departmental Examinations and Syllabus.—(1) There shall be departmental examinations for the categories of officers and staff as mentioned in appendix – A in accordance with the syllabus specified in appendix – B. Appendix – A and appendix – B will be notified by Central Board of Indirect Taxes and Customs (hereinafter referred to as the Board) with the approval of Central Government from time to time.

(2) The examinations shall be Computer Based Examinations and shall be introduced in a graded manner over a period of time.

(3) All officers and staff, gazetted and non-gazetted referred to in sub-rule (1) of rule 2, who are required to pass a departmental examination, shall also pass a test in Hindi.

(4) The departmental examinations, including test in Hindi, shall be conducted by the National Academy of Customs, Indirect Taxes and Narcotics (hereinafter referred to as the 'NACIN').

(5) An annual examination schedule shall be issued by NACIN at the beginning of every financial year by thirtieth day of April.

(6) Syllabus of all departmental examinations conducted under these rules and the annual examination schedule shall be published by NACIN on its website and on the website of the Board.

3. Officers required to pass the examination.—(1) Every direct recruit appointed to a permanent post or to a temporary post included in sub-rule (1) of rule 2, who is likely to continue for a period of three years or more, and all officiating and temporary officers falling under the categories mentioned in the said sub-rule, whether appointed by promotion from within the department or otherwise, shall be required to pass the specified departmental examination unless they are exempted from passing said examination or part thereof under rule 8.

(2) Officers officiating in a particular grade shall, unless they are officiating in that grade in a purely temporary capacity and are likely to revert to

the lower grade within a period of six months, be required to pass the examination specified for that grade.

Explanation I.— For the purpose of sub-rule (1) of rule 3, the expression 'otherwise' includes transferees also.

Note 1: Officers transferred to a Commissionerate from other Central Tax Commissionerate or Customs Commissionerate shall be governed by these rules and in case they have already passed the specified examination in their parent office, they shall not be required to pass the examination again merely on account of any change in their Commissionerate.

Note 2: A ministerial officer, who has not passed the departmental examination specified for his grade, shall be required on promotion to executive grade to qualify in all the papers specified for the higher grade and the mere fact that he held the lower ministerial post in a permanent or quasi-permanent capacity shall not entitle him to claim any exemption from all or any of the papers on this ground alone.

(3) In case of any conflict, the provisions relating to examination, as specified in the relevant recruitment rules, will prevail over these rules.

4. Qualifying marks.— An officer shall, in order to pass the examination, be required to secure a minimum of 50% of the total marks in each paper of the departmental examination in which he or she appears.

5. Period for passing the departmental examination.— (1) Officers appointed on probation shall pass the departmental confirmation examination within their specified probationary period (or any extended period of probation) and in any case before they are permitted to cross the probationary stage.

(2) Directly recruited officers (other than those appointed on probation) shall pass the departmental confirmation examination within two years of their appointment.

(3) Officers appointed by promotion from within the department or by transfer from other department shall, subject to the provisions of rule 8, pass the examination specified for the grade to which they are promoted within two years of appointment.

(4) Only those officers who have completed at least 50% of the qualifying service for promotion to any higher grade as prescribed in the relevant recruitment rules shall be eligible to appear in the departmental promotion examination, subject to the provisions of rule 8.

(5) The determining date for becoming eligible to appear in the departmental promotion examination to a particular grade shall be the date on which the officer concerned actually completes the eligibility service as provided in sub-rule (4) of rule 5, subject to satisfactory completion of probation in the entry grade.

6. Grant of additional chance.— (1) All officers who are required to pass the examination shall be permitted to avail as many chances as occur within the initial two year period specified under rule 5 or any additional chance as may be granted in terms of sub-rule (2) to sub-rule (4) of this rule.

(2) The Principal Commissioner or Commissioner of Central Tax or the Principal Commissioner or Commissioner of Customs or the Narcotics Commissioner, as the case may be, (hereinafter referred to as the 'Commissioner') shall be competent to grant two additional consecutive chances immediately occurring, beyond the chances admissible during the normal period specified in rule 5, to the officers serving under him.

(3) The Principal Chief Commissioner or Chief Commissioner (hereinafter referred to as the 'Chief Commissioner') concerned shall be competent to grant one additional chance immediately occurring after the chances referred to in sub-rule (2).

(4) In addition, The Chief Commissioner with due approval of the Board shall grant two additional consecutive chances immediately occurring after the chances referred to in sub-rule (3) which shall be final.

Note 1: As every officer is allowed to take as many chances as he is entitled to within the period specified in rule 5 in which he has to pass the departmental examination (in full), there is no objection to his taking it in parts, if he so chooses and the officer concerned shall be deemed to have failed in the papers in which he has not appeared.

Note 2: A statement showing the names of all the officers, who do not take the examination in full, either because they have been exempted from passing the examinations in the remaining papers or they intend to appear in the remaining papers at the next possible attempt, shall be furnished to the Board and also to the NACIN so as to reach them not later than the last date of examination and the statement shall mention the papers in which the officers have been exempted by the Board, giving reference to the Board's orders regarding such exemptions.

Note 3: Where an officer, who has passed a part of the departmental examination while holding the post in lower grade and who in the meantime has been promoted to a higher grade as a regular arrangement in a long term vacancy, such an officer shall take the examination of the remaining papers in accordance with the syllabus and rules specified for the higher grade.

(5) The additional chances granted in terms of this rule shall be availed at the earliest possible opportunity as per the examination schedule issued by NACIN.

7. Consequences of not passing the departmental examination.— (1)

No officer shall be confirmed in quasi-permanent or substantive capacity unless he/she has passed the departmental confirmation examination or has been exempted from doing so in accordance with rule 8.

(2) Officers appointed on probation shall not be allowed to cross the probationary stage until they pass the departmental confirmation examination.

(3) Officers who are required to pass a departmental confirmation examination under these rules shall not be allowed to draw further increments if they fail to pass the examination within the period specified under rule 5.

(4) The next increment and the increments withheld in such cases shall be allowed with effect from the date on which the officer concerned actually passes the departmental confirmation examination in full, the determining date of passing the examination being the first day of the written examination in which he passes and not from the date on which he became due for appearing in such examination.

(5) Failure to pass the departmental confirmation examination within the period specified under rule 5 or by availing any additional chances as may be granted under rule 6 shall entail loss of appointment in the case of directly recruited officers and reversion to the lower post in the case of others.

(6) The determining date of passing the departmental promotion examination for becoming eligible for promotion to a particular grade shall be the date on which the officer concerned actually passes the departmental promotion examination to that grade in full, the determining date of passing the examination being the first day of the written examination in which he passes and not from the date on which he became due for appearing in such examination.

Note 1: Withholding of increment of a Government servant for failure to pass the departmental confirmation examination under these rules shall not amount to a penalty within the meaning of rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 (hereinafter referred to as the CCS (CCA) Rules).

Note 2: In cases where the services of a probationer, who failed to pass the departmental confirmation examination within the specified period or extended period of probation, are to be terminated in accordance with the terms of his appointment, the procedure provided under the CCS (CCA) Rules shall be followed and the provisions of the CCS (Temporary Service) Rules, 1965 shall not apply to a probationer as he is not a temporary Government servant.

8. Exemptions.—(1) An officer, who while holding a post in a lower grade in the Central Tax and Customs Department or in the Central Bureau of Narcotics, has passed or has been exempted from passing the departmental examination specified for the grade, shall not on promotion be required to pass the departmental examination specified for the grade to which he is promoted:

Provided that—

- (i) an officer, who is exempted from passing the departmental examination for a particular grade on the condition that he shall pass the examination on his promotion to a higher grade, shall have to pass the examination specified for the grade to which he is promoted;

- (ii) a ministerial officer promoted to the post of Inspector of Central Tax and Central Excise shall, if he has already passed the examination specified for the ministerial grade, pass the departmental examination in Paper-IV (Law) within one year of his promotion to the said post;
- (iii) a ministerial officer promoted to the post of Preventive Officer or Examiner of Customs shall, if he has already passed examination specified for the ministerial grade, pass the departmental examination in Paper-I (Customs and Allied Law) within one year of his promotion to the said post;
- (iv) a ministerial officer promoted to the post of Sub-Inspector in Central Bureau of Narcotics shall, if he has already passed the examination specified for the ministerial grade, pass the departmental examination in Paper-I (International and National Laws on Narcotics) and Paper-II (Narcotics Control Policy and Procedures) within one year of his promotion to the said post.

Note: The ministerial officers shall, if they so desire, be permitted to take the examination in Paper-IV (Law), or Paper-I (Customs and Allied Laws), or Paper-I (International and National Laws on Narcotics) and Paper-II (Narcotics Control Policy and Procedures), as the case may be, specified for the post of Inspector of Central Tax and Central Excise or Preventive Officer or Examiner of Customs, or Sub-Inspector in Central Bureau of Narcotics, before they are actually promoted to the respective post:

Provided that the passing of the examination shall not entitle them to any special advantage for promotion.

(2) An officer, who passes the examination in one or more papers but fails in other papers, may at the next permissible chance appear only in those papers in which he has failed.

(3) An officer, who has taken a degree in law from a recognised institution, shall not be required to pass the test in that paper.

(4) An officer, who passed his matriculation or an equivalent or higher examination with Hindi as one of the subjects, may be exempted from passing the examination in Hindi by the concerned Commissioner, provided that this concession shall not be admissible to an officer who offered Hindi as an optional subject and failed to pass in it at the matriculation or higher level examination.

(5) The officers who did not pass the examination in Hindi as a part of their Matriculation or equivalent examination but who have passed first year Intermediate Arts Examination with Hindi as a compulsory subject may also be exempted from passing the departmental examination in Hindi.

(6) The officers who have passed the "Pragya" examination of Central Hindi Teaching Institute or Hindi Teaching Scheme may also be exempted from passing examination in Hindi by the concerned Commissioner.

(7) The Board may, for any special reasons recorded in writing, exempt an officer from passing either the whole or a part of the examination.

9. Power to relax.— Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Appendix - A

[Please refer to sub-rule (1) of Rule 2 of Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024]

Sr. No.	Categories of officers and staff for whom departmental examinations are required
(i)	Appraiser of Customs (Expert)
(ii)	District Opium Officer / Superintendent of Central Bureau of Narcotics*
(iii)	Preventive Officer of Customs
(iv)	Examiner of Customs
(v)	Inspector of Central Taxes and Central Excise
(vi)	Inspector of Central Bureau of Narcotics
(vii)	Executive Assistant of Central Tax, Central Excise and Customs
(viii)	Stenographer Grade-I of Central Tax and Central Excise and Customs
(ix)	Stenographer Grade-II of Central Tax and Central Excise and Customs
(x)	Women Searcher of Central Tax, Central Excise and Customs / Draftsman of Central Tax and Central Excise
(xi)	Tax Assistant of Central Tax, Central Excise and Customs
(xii)	Junior Hindi Translator of Central Tax, Central Excise and Customs
(xiii)	Upper Division Clerk of Central Bureau of Narcotics
(xiv)	Sub Inspector of Central Bureau of narcotics

(xv)	Lower Division Clerk / Head Havaldar of Central Tax, Central Excise and Customs
(xvi)	Lower Division Clerk of Central Bureau of Narcotics
(xvii)	Havaldar of Central Tax, Central Excise and Customs
(xviii)	Multi Tasking Staff of Central Tax, Central Excise and Customs
(xix)	Group 'C' staff with grade pay ff Rs. 1800/- in Central Bureau of Narcotics
(xx)	Staff Car Drivers of Central Tax, Central Excise and Customs

(*) Exam will be held only till such time all the officers, who have already been promoted as District Opium Officer / Superintendent before the introduction of departmental examination in the grade of Inspector [Sl. No. (vi) above], clear the specified exam.

CADRE-WISE EXAMINATION DETAILS

Sr. No.	Category of officers for whom departmental exam is prescribed	Purpose of examination	Eligible officers
(i)	Appraiser of Customs (Expert)	Confirmation	Officers appointed by direct recruitment
(ii)	District Opium Officer / Superintendent of Central Bureau of Narcotics*	Confirmation	Officer appointed by direct recruitment – all the officer who have already been promoted as District Opium Officer / Superintendent before the introduction of departmental examination in the grade of Inspector
(iii)	Preventive Officer of Customs	Confirmation	Officers appointed by direct recruitment and who have successfully completed the mandatory induction training
(iv)	Examiner of Customs	Confirmation	Officers appointed by direct recruitment and who have

			successfully completed the mandatory induction training
(v)	Inspector of Central Taxes and Central Excise	Confirmation	Officers appointed by direct recruitment and who have successfully completed the mandatory induction training
(vi)	Inspector of Central Bureau of Narcotics	Confirmation	Officers appointed by direct recruitment
(vii)	Executive Assistant of Central Tax, Central Excise and Customs	Confirmation	Officers appointed by direct recruitment
		Promotion-examination for promotion to the grade of Inspector (Central Excise, Preventive Officer and Examiner)	Officers who have completed at least half of the eligible service in the grade as prescribed in the relevant recruitment rules
(viii)	Stenographer Grade-I of Central Tax and Central Excise and Customs	Promotion-examination for promotion to the grade of Inspector (Central Excise, Preventive Officer and Examiner)	Officers who have completed at least half of the eligible service in the grade as prescribed in the relevant recruitment rules
(ix)	Stenographer Grade-II of Central Tax and Central Excise and Customs	Confirmation	Officers appointed by direct recruitment
(x)	Women Searcher of Central Tax, Central Excise and Customs / Draftsman of Central Tax and Central Excise	Promotion-examination for promotion to the grade of Inspector (Central Excise, Preventive	Officers who have completed at least half of the eligible service in the grade as prescribed in the relevant recruitment rules

		Officer and Examiner)	
(xi)	Tax Assistant of Central Tax, Central Excise and Customs	Confirmation	Officers appointed by direct recruitment
		Promotion-examination for promotion to the grade of Executive Assistant	Officers who have completed at least half of the eligible service in the grade as prescribed in the relevant recruitment rules
(xii)	Junior Hindi Translator of Central Tax, Central Excise and Customs	Confirmation	Officers appointed by direct recruitment
(xiii)	Upper Division Clerk of Central Bureau of Narcotics	Confirmation	Officers appointed by direct recruitment
(xiv)	Sub Inspector of Central Bureau of narcotics	Confirmation	Officers appointed by direct recruitment and promotion
(xv)	Lower Division Clerk / Head Havaldar of Central Tax, Central Excise and Customs	Promotion – examination for promotion to the grade of Tax Assistant	Officers who have completed at least half of the eligible service in the grade as prescribed in the relevant recruitment rules
(xvi)	Lower Division Clerk of Central Bureau of Narcotics	Confirmation	Officers appointed by direct recruitment
(xvii)	Havaldar of Central Tax, Central Excise and Customs	Confirmation	Officers appointed by direct recruitment
		Promotion – examination for promotion to the grade of Lower Division Clerk of Central Tax, Central Excise and Customs	Officers who have completed at least half of the eligible service in the grade as prescribed in the relevant recruitment rules

(xviii)	Multi Tasking Staff of Central Tax, Central Excise and Customs	Confirmation	Officers appointed by direct recruitment
(xix)	Group 'C' staff with grade pay ff Rs. 1800/- in Central Bureau of Narcotics	Promotion – examination for promotion to the grade of Lower Division Clerk of Central Tax, Central Excise and Customs	Officers who have completed at least half of the eligible service in the grade as prescribed in the relevant recruitment rules
(xx)	Staff Car Drivers of Central Tax, Central Excise and Customs	Confirmation	Officers appointed by direct recruitment

Appendix - B

[Please refer to Sub Rule (1) of Rule 2 of Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024]
 (Syllabus for departmental examination for different categories of officers and staff specified in Appendix A of the Rules)

Paper	Syllabus
CONFIRMATION EXAMINATION OF APPRAISER OF CUSTOMS (EXPERT)	
PAPER-I CUSTOMS LAW (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Customs Act, 1962. 2. CBIC's Customs Manual (Latest Edition). 3. Customs Tariff Act, 1975. 4. The Indian Customs Electronic Data Interchange System Handbook for Customs Officers.
PAPER-II	1. Customs Act 1962 and the rules and regulations made thereunder.

<p>CUSTOMS AND ALLIED LAW (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>2. Customs Tariff Act, 1975 and all other Acts for the time being in force imposing duties of Customs on goods imported into or exported out of India.</p> <p>3. Section 5 of Integrated Goods and Services Tax Act, 2017.</p> <p>4. Provisional Collection of Taxes Act, 1931 (16 of 1931).</p> <p>5. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974).</p> <p>6. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).</p> <p>7. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).</p> <p>8. Imposing cess on various commodities.</p> <p>9. Overview of WCO and WTO and International Customs Conventions, Protocols and Agreements – HS Convention, ATA Convention, Convention on International Trade in Endangered Species of wild Fauna and Flora, Convention on Containers Movements, Basel Convention, Cartagena Protocol, Montreal Protocol, Rotterdam Convention, Chemical Weapons Convention, Trade Facilitation Agreement.</p> <p>10. Intellectual Property Rights, Trade-Related Aspects of Intellectual Property Rights and Counterfeit Piracy.</p> <p>11. Indian Stamp Act, 1899 (II of 1899), Section 2 (5) and Schedule I, Articles 15, 19, 24, 26 and 34.</p> <p>12. Important provisions of the following laws, rules and regulations to the extent they relate to import and export procedures / requirements and working of customs officers:</p> <p>a) Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011 and relevant rules thereunder.</p> <p>b) Livestock Importation Act, 1898 and livestock Importation (Amendment) Act, 2001 and relevant rules thereunder.</p>
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	<p>c) Food Safety and Standards Act, 2006 and relevant rules thereunder.</p> <p>d) Drugs and Cosmetics Act, 1940 and Drugs and Cosmetic Rules, 1945 and relevant rules thereunder.</p> <p>e) Plant Quarantine (Regulation of Import into India) Order, 2003 and the relevant rules thereunder.</p> <p>I) The Arms Act, 1959 (54 of 1959) and relevant rules thereunder.</p> <p>g) Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 and Environment (Protection) Act, 1986.</p>
<p>PAPER-III</p> <p>LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT CONDUCT RULES)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Foreign Trade (Development and Regulation) Act, 1992. 2. Bharatiya Sakshya Adhiniyam, 2023. 3. Central Civil Services (Conduct) Rules, 1964. 4. Central Civil Services (Leave) Rules, 1972. 5. Central Civil Services (Classification, Control and Appeal) Rules, 1965. 6. Relevant portions of the Bharatiya Nagarik Suraksha Sanhita, 2023 and the Code of Civil Procedure, 1908. 7. Prevention of Money Laundering Act, 2002 (15 of 2003). 8. Foreign Exchange Management Act, 1999. 9. Foreign Exchange Management (Export of Goods and Services) Regulations, 2015. 10. Foreign Trade Policy. 11. Export Promotion Schemes under the Foreign Trade Policy. 12. Handbook of Export and Import Procedures. 13. Special Economic Zones Act, 2005.
<p>PAPER-IV</p> <p>LOCAL ORDERS OF THE CUSTOMS HOUSE (WITHOUT BOOKS)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Board Circulars and Instructions. 2. Public Notices. 3. Local supplement to the CBIC's Customs Manual. 4. Rules and orders in force in the local Customs House which are included in the standing orders and the Departmental orders and all instructions relating to the particular Customs

	House which are contained in the manual of the Customs House.
PAPER-V COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDCE (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)	<p>1. Mercantile Law - only general knowledge will be required.</p> <p>2. Commercial Practice - only general knowledge will be required.</p> <p>3. Elementary Banking and Accountancy.</p> <p>4. Geography: Geography of the world; knowledge of the situation of countries with their principal sea ports, trade routes and articles of commerce. Particular knowledge will be required of the physical and commercial geography of India.</p> <p>5. General Knowledge: The candidate is expected to be able to write a precis and answer questions involving the use of common English phraseology with some knowledge of current affairs.</p>
PAPER-VI HINDI (Time allowed: 3 hours) (Max marks: 100)	<p>1. Translation of a passage from English to Hindi and from Hindi to English.</p> <p>2. Correction of sentences and giving Hindi words equivalents for English words.</p> <p>3. Answer from the Hindi passage.</p> <p>4. Conversation.</p> <p>5. Comprehension of petitions and documents written in manuscripts in Hindi</p> <p>6. Official Language Act, 1963 (19 of 1963).</p> <p>7. Official Language Rules, 1976.</p>
PAPER-VII VIVA VOCE (Max marks: 100)	The candidates will be examined orally to test their general fitness for service by a Board of examiners with the Commissioner as Chairman and two officers not below the rank of Assistant Commissioner as Members.
CONFIRMATION EXAMINATION OF DISTRICT OPIUM OFFICER / SUPERINTENDENT OF CENTRAL BUREAU OF NARCOTICS	
PAPER-I INTERNATIONAL AND NATIONAL LAWS ON NARCOTICS	<p>1. Narcotic Drugs and Psychotropic Substances Act, 1985.</p> <p>2. Narcotic Drugs and Psychotropic Substances Rules, 1985 (61 of 1985).</p>

<p>(BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 8 TO 11) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>3. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act. 1988 (46 of 1988). 4. Customs Act, 1962. 5. Vienna Convention on Psychotropic Substances, 1971. 6. United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances. 7. Single Convention on Narcotic Drugs, 1961 (New York Convention). 8. Drugs and Cosmetics Act, 1940. 9. Narcotic Drugs and Psychotropic Substances (Madhya Pradesh) Rules, 1985. 10. Rajasthan Narcotic Drugs and Psychotropic Substances Rules, 1985. 11. Uttar Pradesh Narcotic Drugs Rules, 1986.</p>
<p>PAPER- II NARCOTICS CONTROL POLICY AND PROCEDURES (BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 3 AND 4) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. General Orders, Standing Orders, Circulars and Instructions issued by the Government of India, Board and the Narcotics Commissioner, relating to Opium Poppy Cultivation and Narcotics. 2. Principles for Licensing of Opium Cultivators. 3. Preventive and Intelligence Manual, Record Rules and Secret Service Fund Procedure. 4. Factories Act, 1948 (LXIII of 1948) and Factories Rules for Uttar Pradesh and Madhya Pradesh framed thereunder.</p>
<p>PAPER-III ADMINISTRATION (WITH BOOK, EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Civil Service Regulations, so far as they relate to pensions only. 2. Fundamental Rules and Supplementary Rules. 3. Central Civil Services (Classification, Control and Appeal) Rules, 1965. 4. Central Civil Services (Conduct) Rules, 1964. 5. General Provident Fund (Central Services) Rules, 1972. 6. General Financial Rules, 2017.</p>

	<p>7. The Central Treasury Rules (Volume I, Part-I, Section II, Part V, Chapters II to V, IX and Part X) Treasury Rules Volume 2 (Appendix-4).</p> <p>Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation 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 bill, contingent bill, calculation of leave due, joining time etc.</p>
<p>PAPER-IV LAW (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Constitution of India. 2. Bharatiya Nyaya Sanhita, 2023. 3. Bharatiya Nagarik Suraksha Sanhita, 2023. 4. Bharatiya Sakshya Adhiniyam, 2023.</p>
<p>PAPER-V HINDI (Time allowed: 3 hours)</p>	<p>1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words. 3. Answer from the Hindi passage. 4. Conversation. 5. Comprehension of petitions and documents written in manuscripts in Hindi. 6. Official Language Act, 1963 (19 of 1963). 7. Official Language Rules, 1976.</p>
<p>PAPER-VI (VIVA VOCE)</p>	<p>Questions will be asked on general working of the Narcotics Department. Viva Voce shall be conducted by a Board of Examiners with the Commissioner as Chairman and two Officers not below the rank of Assistant Commissioner as Members.</p>

**CONFIRMATION EXAMINATION OF DIRECT RECRUIT EXAMINER /
PREVENTIVE OFFICER OF CUSTOMS**

AND

**PROMOTION EXAMINATION OF EXECUTIVE ASSISTANT AND
STENOGRAPHER GRADE-I OF CUSTOMS TO THE GRADE OF
PREVENTIVE OFFICER / EXAMINER OF CUSTOMS**

AND

**PROMOTION EXAMINATION OF WOMEN SEARCHER OF CUSTOMS TO
THE GRADE OF PREVENTIVE OFFICER OF CUSTOMS**

PAPER-I CUSTOMS AND ALLIED LAW (WITH BOOKS) (Time allowed: 3 hour) (Max marks: 100)	<ol style="list-style-type: none">Customs Act, 1962 and the rules and regulations made thereunder.Customs Tariff Act, 1975 and all other Acts for the time being in force imposing duties of Customs on goods imported into or exported out of India.Section 5 of Integrated Goods and Services Tax Act, 2017.Provisional Collection of Taxes Act, 1931 (16 of 1931).Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974).Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).Imposing cess on various commodities.CBIC's Customs Manual (Latest Edition).The Indian Customs Electronic Data Interchange System Handbook for Customs Officers.Overview of WCO and WTO, International Customs Conventions, Protocols and Agreements-HS Convention, ATA Convention, Convention on International Trade in Endangered Species of Wild Fauna and Flora, Convention on Containers Movements, Basel Convention, Cartagena Protocol, Montreal Protocol, Rotterdam Convention, Chemical Weapons Convention, Trade Facilitation Agreement.
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	<p>12. Intellectual Property Rights, trade-related aspects of Intellectual Property Rights and Counterfeit Piracy.</p> <p>13. Indian Stamp Act, 1899 (II of 1899), Section 2 (5) and Schedule I, Articles 15, 19, 24, 26 and 34.</p> <p>14. Important provisions of the following laws, rules and regulations to the extent they relate to import and export procedures / requirements and working of customs officers:</p> <ul style="list-style-type: none"> a) Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011. b) Livestock Importation Act, 1898 and Livestock Importation (Amendment) Act, 2001. c) Food Safety and Standards Act, 2006. d) Drugs and Cosmetics Act, 1940 and Drugs and Cosmetic Rules, 1945. e) Plant Quarantine (Regulation of Import into India) Order, 2003. f) The Arms Act, 1959 (54 of 1959). g) Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 and Environment (Protection) Act, 1986.
<p>PAPER-II</p> <p>LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR CONDUCT RULES)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Foreign Trade (Development and Regulation) Act, 1992.</p> <p>2. Bharatiya Sakshya Adhiniyam, 2023.</p> <p>3. Central Civil Services (Conduct) Rules, 1964.</p> <p>4. Central Civil Services (Leave) Rules, 1972.</p> <p>5. Central Civil Services (Classification, Control and Appeal) Rules, 1965.</p> <p>6. Relevant portions of the Bharatiya Nagarik Suraksha Sanhita, 2023 and the Code of Civil Procedure. 1908.</p> <p>7. Prevention of Money Laundering Act, 2002 (15 of 2003).</p> <p>8. Foreign Exchange Management Act, 1999.</p> <p>9. Foreign Exchange Management (Export of Goods and Services) Regulations, 2015.</p> <p>10. Foreign Trade Policy.</p>

	<p>11. Export Promotion Schemes under the Foreign Trade policy.</p> <p>12. Handbook of Export and Import Procedures.</p> <p>13. Special Economic Zones Act, 2005.</p>
<p>PAPER-III LOCAL ORDERS OF THE CUSTOMS HOUSE (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Board Circulars and Instructions.</p> <p>2. Public Notices.</p> <p>3. Local Supplement to the Customs Manual.</p> <p>4. Rules and orders in force in the local Customs House which are included in the Standing Orders and the Departmental orders and all instructions relating to the particular Customs House which are contained in the manual of the Customs House.</p>
<p>PAPER-IV COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Mercantile Law- only general knowledge will be required.</p> <p>2. Commercial Practice- only general knowledge will be required.</p> <p>3. Elementary Banking and Accountancy.</p> <p>4. Geography: Geography of the world; knowledge of the situation of countries with their principal sea ports, trade routes and articles of commerce. Particular knowledge will be required of the physical and commercial geography of India.</p> <p>5. General Knowledge: The candidates are expected to be able to write a precis and answer questions involving the use of common English phraseology with some knowledge of current affairs.</p>
<p>PAPER-V HINDI (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Translation of a passage from English to Hindi and from Hindi to English.</p> <p>2. Correction of Sentences and giving Hindi words equivalents for English words.</p> <p>3. Answer from the Hindi Passage.</p> <p>4. Comprehension of petitions and documents written in manuscripts in Hindi.</p> <p>5. Official Language Act, 1963 (19 of 1963)</p> <p>6. Official Language Rules, 1976.</p>
<p>PAPER-VI</p>	<p>1. OVERVIEW OF HARDWARE AND SOFTWARE</p> <p>a) Basics of input devices</p> <p>b) Basics on output devices</p>

<p>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>c) Basics of CPU d) Basics of software</p> <p>2. WINDOWS INCLUDING:</p> <ol style="list-style-type: none"> 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices <p>3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT</p> <p>A. MS WORD INCLUDING:</p> <ol style="list-style-type: none"> 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode 5) Saving documents 6) Sending documents through mail and external drives 7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger <p>B. MS EXCEL INCLUDING:</p> <ol style="list-style-type: none"> 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview <p>C. MS POWERPOINT:</p> <ol style="list-style-type: none"> 1) Introduction of PowerPoint
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	<p>2) The power point screen 3) The auto content wizard 4) The slide views—an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation</p> <p>D. INTERNET INCLUDING:</p> <p>1) Use of webmail including attachment and download of files 2) Browsing including searches.</p>
<p>CONFIRMATION EXAMINATION OF DIRECT RECRUIT INSPECTOR OF CENTRAL TAX & CENTRAL EXCISE AND PROMOTION EXAMINATION OF EXECUTIVE ASSISTANT, STENOGRAPHER GRADE-I, WOMEN SEARCHER AND DRAFTSMAN OF CENTRAL TAX & CENTRAL EXCISE</p>	
<p>PAPER-I</p> <p>CENTRAL EXCISE AND GOODS AND SERVICES TAX (WITH BOOKS)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Central Excise Act, 1944 (1 of 1944). 2. Central Excise Rules, 2002. 3. Central Excise Tariff Act, 1985 (5 of 1986), 4. Provisional Collection of Taxes Act, 1931 (16 of 1931). 5. CENVAT Credit Rules, 2004. 6. Board's Standing Orders, Notifications and Circulars relating to Central Excise. 7. Central Goods and Services Tax Act, 2017. 8. Integrated Goods and Services Tax Act, 2017. 9. State Goods and Services Tax Acts, 2017. 10. Union Territory Goods and Services Tax Act, 2017. 11. Goods and Services Tax (Compensation to States) Act, 2017. 12. Central Goods and Services Tax Rules, 2017. 13. Integrated Goods and Services Tax Rules, 2017. 14. All State Goods and Services Tax Rules, 2017.</p>

	<p>15. Constitution (One Hundred and First Amendment) Act, 2016.</p> <p>16. Notifications, Circulars and Orders relating to GST issued from time to time.</p> <p>17. Finance Act, 1994.</p> <p>18. Service Tax Rules 1994.</p> <p>19. Place of Provision of Services Rules, 2012.</p>
<p>PAPER-II</p> <p>CUSTOMS (WITH BOOKS)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Customs Act, 1962 (52 of 1962).</p> <p>2. Customs Tariff Act, 1975 (51 of 1975).</p> <p>3. Customs Rules and Procedures.</p> <p>4. Foreign Trade Policy.</p> <p>5. Handbook of export and import procedures.</p> <p>6. Customs Allied Acts and Rules made thereunder.</p> <p>7. Special Economic Zone Act, 2005 and rules made thereunder.</p> <p>8. Export Promotion Schemes under the Foreign Trade Policy of India.</p> <p>9. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).</p> <p>10. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).</p>
<p>PAPER-III</p> <p>ADMINISTRATION (WITH BOOK, EXCEPT CONDUCT RULES)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Fundamental Rules and Supplementary Rules.</p> <p>2. Central Civil Services (Classification, Control and Appeal) Rules, 1965</p> <p>3. Central Civil Services (Conduct) Rules, 1964.</p> <p>4. Central Civil Services (Leave) Rules, 1972.</p> <p>5. General Provident Fund (Central Services) Rules, 1972.</p> <p>6. General Financial Rules, 2017.</p> <p>Note: The questions will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation 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 bill, contingent bill, calculation of leave due, joining time etc.</p>

PAPER-IV LAW (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Constitution of India. 2. Bharatiya Nyaya Sanhita, 2023. 3. Bharatiya Nagarik Suraksha Sanhita, 2023. 4. Bharatiya Sakshya Adhiniyam, 2023. 5. Code of Civil Procedure, 1908 (5 of 1908).
PAPER- V HINDI (Time allowed: 3 hours) (Max marks: 100)	1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words. 3. Answer from the Hindi passage. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Official Language Act, 1963 (19 of 1963). 6. Official Language Rules, 1976.
PAPER-VI COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)	1. OVERVIEW OF HARDWARE AND SOFTWARE <ul style="list-style-type: none"> a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: <ul style="list-style-type: none"> 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT <p>A. MS WORD INCLUDING:</p> <ul style="list-style-type: none"> 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode

	<p>5) Saving documents</p> <p>6) Sending documents through mail and external drives</p> <p>7) Printing documents including print preview and layout</p> <p>8) Help menu</p> <p>9) Table insertion</p> <p>10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <ol style="list-style-type: none"> 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview <p>C. MS POWERPOINT:</p> <ol style="list-style-type: none"> 1) Introduction of PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views—an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ol style="list-style-type: none"> 1) Use of webmail including attachment and download of files 2) Browsing including searches.
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**CONFIRMATION EXAMINATION OF DIRECT RECRUIT INSPECTOR OF
CENTRAL BUREAU OF NARCOTICS**

PAPER-I	1. The Narcotic Drugs and Psychotropic Substances Act, 1985.
INTERNATIONAL AND NATIONAL LAWS ON	2. The Narcotic Drugs and Psychotropic Substances Rules, 1985 (61 of 1985).

<p>NARCOTICS (BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 8 TO 11 BELOW) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>3. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988). 4. Customs Act, 1962 only with respect to the Import and Export. 5. Vienna Convention on Psychotropic Substances, 1971. 6. United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances. 7. Single Convention on Narcotic Drugs 1961 (New York Convention). 8. Drugs and Cosmetics Act, 1940. 9. Narcotic Drugs and Psychotropic Substances (Madhya Pradesh) Rules, 1985. 10. Rajasthan Narcotic Drugs and Psychotropic Substances Rules, 1985. 11. Uttar Pradesh Narcotic Drugs Rules, 1986.</p>
<p>PAPER-II NARCOTICS CONTROL POLICY AND PROCEDURES (BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 3 and 4) (Time allowed: 3 hours) (Max marks; 100)</p>	<p>1. General Orders, Standing Orders, Circulars and Instructions issued by the Government of India, Board and the Narcotics Commissioner, relating to Opium Poppy Cultivation and Narcotics. 2. Principles for Licensing of Opium Cultivators. 3. Preventive and Intelligence Manual, Record Rules and Secret Service Fund Procedure. 4. Factories Act, 1948 (LXIII of 1948) and Factory Rules for Uttar Pradesh and Madhya Pradesh framed thereunder.</p>
<p>PAPER III ADMINISTRATION (WITH BOOK, EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Civil Service Regulations, so far as they relate to pensions only. 2. Fundamental Rules and Supplementary Rules. 3. Central Civil Services (Classification, Control and Appeal) Rules, 1965. 4. Central Civil Services (Conduct) Rules, 1964. 5. General Provident Fund (Central Services) Rules, 1972. 6. General Financial Rules, 2017 7. The Central Treasury Rules (Volume I, Part-I, Section II, Part V, Chapters II to V, IX and Part X) Treasury Rules Volume 2 (Appendix-4)</p>

	<p>Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation 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 bill, contingent bill, calculation of leave due, joining time etc.</p>
PAPER-IV LAW (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Constitution of India. 2. Bharatiya Nyaya Sanhita, 2023. 3. Bharatiya Nagarik Suraksha Sanhita, 2023. 4. Bharatiya Sakshya Adhiniyam, 2023.
PAPER-V HINDI (Time allowed: 3 hours) (Max marks: 100)	1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words 3. Answer from the Hindi passage. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Official Language Act, 1963 (19 of 1963). 6. Official Language Rules, 1976.
PAPER-VI COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)	1. OVERVIEW OF HARDWARE AND SOFTWARE a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT

	<p>A. MS WORD INCLUDING:</p> <ul style="list-style-type: none">1) Creating a new document2) Basic formatting including bullets and numbering, Header & Footer3) Find and Replace4) Auto correct, spell check and corrections in track changes mode5) Saving documents6) Sending documents through mail and external drives7) Printing documents including print preview and layout8) Help menu9) Table insertion10) Mail merger <p>B. MS EXCEL INCLUDING:</p> <ul style="list-style-type: none">1) Introduction to Excel2) Creating simple worksheet3) Relation between cells, use of \$ sign4) Basic functioning5) Simple functions and calculations6) Saving / printing of documents7) Print preview <p>C. MS POWERPOINT:</p> <ul style="list-style-type: none">1) Introduction of PowerPoint2) The power point screen3) The auto content wizard4) The slide views—an overview5) Using the slide views6) Customizing slide structure7) Adding text to slides8) Moving through presentations9) Inserting and deleting slides10) Inserting pictures11) Printing12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ul style="list-style-type: none">1) Use of webmail including attachment and download of files2) Browsing including searches.
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**CONFIRMATION EXAMINATION OF DIRECT RECRUIT EXECUTIVE
ASSISTANT OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS
AND
PROMOTION EXAMINATION OF TAX ASSISTANT OF CENTRAL TAX,
CENTRAL EXCISE AND CUSTOMS**

PAPER-I CUSTOMS LAW AND PROCEDURES (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Customs Act, 1962 (52 of 1962) and the rules and regulations made there under. 2. Customs Tariff Act, 1975 (51 of 1975). 3. CBIC's Customs Manual (Latest Edition).
PAPER-II GOODS & SERVICES TAX LAW AND PROCEDURES (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Central Goods and Services Tax Act, 2017. 2. Integrated Goods and Services Tax Act, 2017. 3. Union Territory Goods and Services Tax Act, 2017. 4. Goods and Services Tax (Compensation to States) Act, 2017. 5. Central Goods and Services Tax Rules, 2017. 6. Integrated Goods and Services Tax Rules, 2017.
PAPER-III COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)	1. OVERVIEW OF HARDWARE AND SOFTWARE a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT A. MS WORD INCLUDING: 1) Creating a new document

	<p>2) Basic formatting including bullets and numbering, Header & Footer</p> <p>3) Find and Replace</p> <p>4) Auto correct, spell check and corrections in track changes mode</p> <p>5) Saving documents</p> <p>6) Sending documents through mail and external drives</p> <p>7) Printing documents including print preview and layout</p> <p>8) Help menu</p> <p>9) Table insertion</p> <p>10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <ul style="list-style-type: none">1) Introduction to Excel2) Creating simple worksheet3) Relation between cells, use of \$ sign4) Basic functioning5) Simple functions and calculations6) Saving / printing of documents7) Print preview <p>C. MS POWERPOINT:</p> <ul style="list-style-type: none">1) Introduction of PowerPoint2) The power point screen3) The auto content wizard4) The slide views—an overview5) Using the slide views6) Customizing slide structure7) Adding text to slides8) Moving through presentations9) Inserting and deleting slides10) Inserting pictures11) Printing12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ul style="list-style-type: none">1) Use of webmail including attachment and download of files2) Browsing including searches.
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PAPER-IV ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Fundamental Rules and Supplementary Rules. 2. Central Civil Services (Classification, Control and Appeal) Rules, 1965. 3. Central Civil Services (Conduct) Rules, 1964. 4. Central Civil Services (Leave) Rules, 1972. 5. General Provident Fund (Central Services) Rules, 1972. 6. General Financial Rules, 2017. <p>Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation 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 bill, contingent bill, calculation of leave due, joining time etc.</p>
PAPER-V ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Simple questions on commercial geography. 2. A short essay or a draft on a set subject. 3. Making a precis or a passage not exceeding 400 words.
PAPER-VI HINDI (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words 3. Answer from the Hindi Passage. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Official Language Act, 1963 (19 of 1963). 6. Official Language Rules, 1976.
CONFIRMATION EXAMINATION OF DIRECT RECRUIT TAX ASSISTANT	
PAPER-I	<ol style="list-style-type: none"> 1. Customs Act, 1962 (52 of 1962) and the rules and regulations made thereunder. 2. Customs Tariff Act, 1975 (51 of I 975)

CUSTOMS LAW AND PROCEDURES (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	3. CBIC's Customs Manual (Latest Edition).
PAPER-II GOODS & SERVICES TAX LAW AND PROCEDURES (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	1. Central Goods and Services Tax Act, 2017. 2. Integrated Goods and Services Tax Act, 2017. 3. Union Territory Goods and Services Tax Act, 2017. 4. Goods and Services Tax (Compensation to States) Act, 2017 5. Central Goods and Services Tax Rules, 2017. 6. Integrated Goods and Services Tax Rules, 2017.
PAPER-III COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)	1. OVERVIEW OF HARDWARE AND SOFTWARE a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT A. MS WORD INCLUDING: 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode 5) Saving documents 6) Sending documents through mail and external drives

	<p>7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <ol style="list-style-type: none"> 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview <p>C. MS POWERPOINT:</p> <ol style="list-style-type: none"> 1) Introduction of PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views—an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ol style="list-style-type: none"> 1) Use of webmail including attachment and download of files 2) Browsing including searches.
<p>PAPER-IV</p> <p>ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Fundamental Rules and Supplementary Rules. 2. Central Civil Services (Classification, Control and Appeal) Rules, 1965 3. Central Civil Services (Conduct) Rules, 1964. 4. Central Civil Services (Leave) Rules, 1972. 5. General Provident Fund (Central Services) Rules, 1972. 6. General Financial Rules, 2017.

	<p>Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation 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 bill, contingent bill, calculation of leave due, joining time etc.</p>
PAPER-V ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS) (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Simple questions on commercial geography. 2. A short essay or a draft on a set subject. 3. Making a precis or a passage not exceeding 400 words.
PAPER-VI HINDI (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words 3. Answer from the Hindi passage. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Official Language Act, 1963 (19 of 1963). 6. Official Language Rules, 1976.
CONFIRMATION EXAMINATION OF UPPER DIVISION CLERK / LOWER DIVISION CLERK OF CENTRAL BUREAU OF NARCOTICS	
PAPER-I ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Fundamental Rules and Supplementary Rules. 2. Central Civil Services (Classification, Control and Appeal) Rules, 1965 3. Central Civil Services (Conduct) Rules, 1964. 4. Central Civil Services (Leave) Rules, 1972. 5. General Provident Fund (Central Services) Rules, 1972. 6. General Financial Rules, 2017. <p>Note: The question will be designed to test the candidate's ability to refer intelligently to the books</p>

	<p>and to apply the rules and regulation 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 bill, contingent bill, calculation of leave due, joining time etc.</p>
<p>PAPER-II HINDI (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words 3. Answer from the Hindi Passage. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Official Language Act, 1963 (19 of 1963). 6. Official Language Rules, 1976.
<p>PAPER-III COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. OVERVIEW OF HARDWARE AND SOFTWARE <ol style="list-style-type: none"> a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: <ol style="list-style-type: none"> 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT <ol style="list-style-type: none"> A. MS WORD INCLUDING: <ol style="list-style-type: none"> 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode

	<p>5) Saving documents 6) Sending documents through mail and external drives 7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <ol style="list-style-type: none"> 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview <p>C. MS POWERPOINT:</p> <ol style="list-style-type: none"> 1) Introduction of PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views—an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ol style="list-style-type: none"> 1) Use of webmail including attachment and download of files 2) Browsing including searches.
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**CONFIRMATION EXAMINATION OF SUB INSPECTOR IN CENTRAL
BUREAU OF NARCOTICS**

PAPER-I	<ol style="list-style-type: none"> 1. The Narcotic Drugs and Psychotropic Substances Act, 1985 2. The Narcotic Drugs and Psychotropic Substances Rules, 1985 (61 of 1985)
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<p>INTERNATIONAL AND NATIONAL LAWS ON NARCOTICS (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>3. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988). 4. Drugs and Cosmetics Act, 1940. 5. Vienna Convention on Psychotropic Substances, 1971. 6. United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances. 7. Single Convention on Narcotic Drugs 1961 (New York Convention). 8. Narcotic Drugs and Psychotropic Substances (Madhya Pradesh) Rules, 1985. 9. Rajasthan Narcotic Drugs and Psychotropic Substances Rules, 1985. 10. Uttar Pradesh Narcotic Drugs Rules, 1986</p>
<p>PAPER- II NARCOTICS CONTROL POLICY AND PROCEDURES (BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 3 AND 4) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. General Orders, Standing Orders, Circulars and Instructions issued by the Government of India, Board and the Narcotics Commissioner, relating to Opium Poppy Cultivation and Narcotics. 2. Principles for Licensing of Opium Cultivators. 3. Preventive and Intelligence Manual, Record Rules and Secret Service Fund Procedure.</p>
<p>PAPER-III ADMINISTRATION (WITH BOOK, EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Fundamental Rules and Supplementary Rules 2. Central Civil Services (Classification, Control and Appeal) Rules, 1965. 3. Central Civil Services (Conduct) Rules, 1964. 4. Central Civil Services (Leave) Rules, 1972. 5. General Provident Fund (Central Services) Rules, 1972. 6. General Financial Rules, 2017.</p> <p>Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation 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</p>

	bill, contingent bill, calculation of leave due, joining time etc.
PAPER-IV HINDI (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words 3. Answer from the Hindi Passage. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Official Language Act, 1963 (19 of 1963). 6. Official Language Rules, 1976.
PAPER-V COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. OVERVIEW OF HARDWARE AND SOFTWARE <ol style="list-style-type: none"> a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: <ol style="list-style-type: none"> 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT <ol style="list-style-type: none"> A. MS WORD INCLUDING: <ol style="list-style-type: none"> 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode 5) Saving documents 6) Sending documents through mail and external drives

	<p>7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <ol style="list-style-type: none"> 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview <p>C. MS POWERPOINT:</p> <ol style="list-style-type: none"> 1) Introduction of PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views—an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ol style="list-style-type: none"> 1) Use of webmail including attachment and download of files 2) Browsing including searches.
PROMOTION EXAMINATION OF LOWER DIVISION CLERK / HEAD HAWALDAR OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS	
<p>PAPER-I</p> <p>THEORETICAL TEST ON COMPUTER PROFICIENCY (Time allowed: 1 hour) (Max marks: 50)</p>	<ol style="list-style-type: none"> 1. Overview of Hardware 2. Windows <ol style="list-style-type: none"> 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

PAPER-II PRACTICAL TEST ON COMPUTER PROFICIENCY (Time allowed: 30 minutes) (Max marks: 50)	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 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.
PAPER-III TYPING TEST	Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer.
PROMOTION EXAMINATION OF HAVALDAR AND MULTI TASKING STAFF OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS AND GROUP 'C' STAFF WITH GRADE PAY OF Rs.1800/- IN CENTRAL BUREAU OF NARCOTICS	
PAPER-I GENERAL ENGLISH (Time allowed: 1 hour) (Max marks: 100)	Spot the error, fill in the blanks, Synonyms, Antonyms, Spellings / detecting mis-spelt words, One-word substitution, Improvement of sentences, Active / Passive voice of verbs, Conversion into Direct / Indirect narration, shuffling of sentence parts, Shuffling of sentences in a passage, Comprehension passage.
PAPER-II	Questions are designed to test the candidate's ability to interpret, analyse and solving basic numerical problems and to test the candidate's general

NUMERICAL APTITUDE AND GENERAL KNOWLEDGE (Time allowed: 1 hour) (Max marks: 100)	awareness about current events and of such matters of everyday observation and experience, questions relating to India and its neighbouring countries.
PAPER-III HINDI (Time allowed: 1 hour) (Max marks: 100)	<ol style="list-style-type: none"> 1. Translation of a passage From English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words. 3. Answer from the Hindi passage. 4. Comprehension.
CONFIRMATION EXAMINATION OF STAFF CAR DRIVER	
PAPER-I TRADE TEST PRACTICALS	<ol style="list-style-type: none"> 1. Reading English numerals and figures. 2. Locating faults and carrying out minor repairs. 3. Knowledge of traffic regulations. 4. Changing wheels and correct inflating of tyres.
CONFIRMATION EXAMINATION OF DIRECT RECRUIT MULTI TASKING STAFF	
PAPER-I BASIC ENGLISH (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	<ol style="list-style-type: none"> 1. Basics of English Language, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage and writing ability. 2. Comprehension of simple passages, filling the blanks by selecting the appropriate words, finding out correctly / wrongly spelt words from a list finding out error in sentences, correcting the tenses etc.
PAPER-II GENERAL OFFICE PROCEDURE (Objective type) (Time allowed: 1 hour) (Max marks: 50)	<ol style="list-style-type: none"> 1. Knowledge and hierarchy and structure of CBIC, Sections in the Commissionerates / Directorates, designations, manner and etiquettes while on duty. 2. Integrity and Ethics, basic aspects of citizen charter of CBIC, Conduct Rules, Leave Rules, Record maintenance, NPS. 3. E-office - CRU related work. 4. Swachhata in offices, Optimisation of electricity and water consumption. 5. Types of office machines & equipment and their usage; handling of office equipment and machines,

	photocopying, fax, scanning, elementary aspects of computer operations.
PAPER-III HINDI (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	Basic Office Terminology in Hindi (CBIC), comprehension, day to day conversation topics, Standard Notes on day-to-day usage of Hindi in official notes (English to Hindi and vice versa), correction of spellings, fill in the blanks etc.
CONFIRMATION EXAMINATION OF DIRECT RECRUIT HAVALDAR	
PAPER-I BASIC ENGLISH (Related to the department) (Objective type) (Time allowed: 1 hour) (Max marks: 50)	1. Synonyms 2. Antonyms 3. Spellings 4. Letter writing 5. Precise writing
PAPER-II GENERAL OFFICE PROCEDURE AND BASIC COMPUTER (Objective type) (Time allowed: 1 hour) (Max marks: 50)	1. Integrity and Ethics, Basic aspects of Citizen charter of CBIC, Causing of Summons, Guard Duties, Escort Duties, Precautions to be taken while arresting the accused, Supreme Court guidelines regarding arrest of persons/accused. 2. Anti-Evasion in GST & Customs, Airport procedures. 3. Conduct Rules, Leave Rules, Sevottam, RTI, NPS. 4. E-office - CRU related work.
PAPER-III BASIC HINDI (Related to the department) (Objective type) (Time allowed: 1 hour) (Max marks: 50)	1. Synonyms 2. Antonyms 3. Spellings 4. Letter writing 5. Precise writing
PAPER-IV	1. Walking 5 Km (time limit 35-40 min) 2. Cycling 5 Km (time limit 20-25 min)

PHYSICAL TEST (Max marks: 50)	3. Salute / March-past / Drill etc.
CONFIRMATION EXAMINATION OF DIRECT RECRUIT STENPGRAPHER GRADE-II	
PAPER-1 ORGANIZATIONAL SETUP AND BASICS OF TAXATION (Objective type) (Time allowed: 1 hour) (Max marks: 50)	<p>1. Organization setup - Ministry - Department - Boards under the Department - CBIC, Organizations under CBIC, Zones - Customs Commissionerates, Custom House, CGST & Central Excise Commissionerates - Divisions – Ranges, Audit Commissionerates, Appeal Commissionerates, Tribunals, Directorates.</p> <p>2. Taxation in India - Indirect Taxes.</p> <p>3. Customs (for Stenographers posted to Customs Formations)</p> <ul style="list-style-type: none"> a) Basics of Customs Act / Manual b) Basics of Import Procedure c) Basics of Export Procedure d) Adjudication / Appeal - Procedures of Personal Hearing - PH Intimations - Despatch of Intimation - Recording of submissions during PH - Draft Order preparation <p>4. GST (For Stenographers posted to GST formations)</p> <p>GST Law - CGST, SGST & IGST</p> <ul style="list-style-type: none"> a) SGST Authorities b) Adjudication / Appeal - Procedures of Personal Hearing - PH intimations - Despatch of intimation - Recording of submissions during PH - Draft Order preparation <p>5. Sevottam / CPGRAMS / RTI / Parliamentary Question / Welfare measures.</p> <p>6. Inter Departmental Co-ordination and protocol.</p>
PAPER-II ADMINISTRATION & ESTABLISHMENT - (WITH BOOKS) (Time allowed: 3 hours)	<p>1. Government, Ministry, Departments, Constitutional bodies, Statutory bodies, autonomous bodies, Public Sector Undertakings.</p> <p>2. Office Procedure - Filing system Storage of Records, retention of records and schedule of</p>

(Max marks: 100)	<p>retention - Handling of Confidential Communications and Records - Noting and Drafting.</p> <p>3. Parliament Questions, Parliament Committees, Protocol, Type of questions, Type of Committees, Importance, Need for utmost care.</p> <p>4. Inter-departmental Communications, Observation of Protocol - Communication with Higher/ Lower offices, best practices in Coordination and Communication with other departments / Officers – Etiquettes.</p> <p>5. E-Office - Salient feature - Work flow - User names passwords.</p>
<p>PAPER-III</p> <p>ADMINISTRATION ESTABLISHMENT – (WITH BOOKS)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Conduct & Discipline in Govt. Service, Central Civil Services (Conduct) Rules, 1964, Obligations of an employee under the Rules, Central Civil Services (Classification, Control and Appeal) Rules, 1965.</p> <p>2. Citizen charter, Sevottam, RTI, CPGRAM, Service functions - Commitments</p> <p>3. Gender Justice, Ethics for Government Servants</p> <p>4. Allowances and Welfare measures to Central Government Employees, Travelling Allowances - Medical Attendance - Leave Rules - Leave Travel Concession.</p>
<p>PAPER-IV</p> <p>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Video Conferencing Basics</p> <p>2. Office Equipment - Operation of Fax, Scanner, Printer etc - Basics of the working of the equipment – Trouble shooting</p> <p>3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT</p> <p>A. MS WORD INCLUDING:</p> <ol style="list-style-type: none"> 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, Spell check and corrections in track changes mode 5) Saving documents 6) Sending documents through mail and external drives

	<p>7) Printing documents including print preview and layout</p> <p>8) Help Menu</p> <p>9) Table insertion</p> <p>10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <ol style="list-style-type: none"> 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving/printing of documents 7) Print preview <p>C. MS POWERPOINT:</p> <ol style="list-style-type: none"> 1) Introduction to PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views—an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ol style="list-style-type: none"> 1) Use of webmail including attachment and download of files 2) Browsing including searches
<p>PAPER-V</p> <p>HINDI</p> <p>(Time allowed: 1 hour)</p> <p>(Max marks: 50)</p>	<p>1. Classification of Official Language Act, 1963 (19 of 1963).</p> <p>2. Official Language Policy.</p> <p>3. Knowledge of Hindi Rules and Regulations.</p> <p>4. Working Knowledge in Hindi - Reading and understanding documents written in Hindi - Translation of a passage from Hindi to English - Hindi version of Terms and Phrases used in official noting and drafts.</p>

CONFIRMATION EXAMINATION OF DIRECT RECRUIT JUNIOR HINDI TRANSLATOR	
PAPER-I OFFICIAL HINDI AND DEPARTMENTAL PROCEDURES (Objective type) (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Official Language Policy of the Union. 2. Official Language Act, 1963 (19 of 1963). 3. Official Language Rules, 1976. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Information about the incentive schemes of the Official Language Department. 6. Information on filling the questionnaire of Parliamentary Committee on Official Language and quarterly progress report. 7. Inspection by Headquarters / Ministry. 8. Information about inspection done by the Official Language and Official Language Department Regional Implementation Office.
PAPER-II GENERAL OFFICE PROCEDURE (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Noting and drafting in Hindi. 2. Hindi Technical Terminology / Administrative / Revenue Terminology. 3. Conduct Rules, CCS (CCA) Rules, Leave Rules, Sevottam, CPGAMS, RTI, Pension Rules.
PAPER-III COMPUTER TEST AND TRANSLATION (Time allowed: 3 hours) (Max marks: 100)	<ol style="list-style-type: none"> 1. Translation from Hindi to English and from English to Hindi typing of the same in computer through Unicode. 2. Usage of E-office.

[F. No. A-34011/05/2017-AD.IIIA]

RAVISH KUMAR, Under Secy.