



भारत सरकार/GOVERNMENT OF INDIA
वित्त मंत्रालय/MINISTRY OF FINANCE
राजस्व विभाग/DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS [NACIN]
Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
Phone No:26250157 / 26250159; Fax No: 26250156 / 26250155
e-mail: nacin.chennai@gov.in



To

All Principal Chief Commissioners/ Chief Commissioners of Customs
All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,
All Principal Director Generals / Director Generals
All Principal Additional Director Generals/Additional Director Generals
All Principal Commissioners / Commissioners of Customs
All Principal Commissioners / Commissioners of Central Excise & GST

Sir/Madam,

Sub: Departmental Examination for promotion of Tax Assistants to the Grade of Executive Assistants of Central Taxes & Customs to be held in the month of **March,2023**-Regarding.

The Departmental Examination for promotion of Tax Assistants to the Grade of Executive Assistants of Central Taxes & Customs is proposed to be conducted from **1st to 3rd March, 2023**.

2 . The examination will have three papers and the Schedule of the Examination is given as under:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise, GST and Customs (with Books)	3 hours	1.03.2023 (Wednesday)	10.00 hrs. to 13.00 hrs.	40/100
Paper II	Computer Applications (Theory and Practical)	3 hours	2.03.2023 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	3.03.2023 (Friday)	10.00 hrs. to 13.00 hrs.	40/100

3. Necessary instructions may kindly be given to the respective Jurisdictional Commissioners to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates.

4 . The concerned Cadre Controlling Authority (CCA) shall conduct the Paper - II Computer Applications as per the guidelines below:

a) The theory examination in Computer Application will be conducted from 10.00 hrs to 12.00 hrs. on 02.03.2023. The practical examination is for one hour duration i.e. from 12.00 hrs. to 13.00 hrs. on 02.03.2023 (Thursday) immediately after the completion of theory examination.

b) Out of the maximum marks of 100 for Computer Application, the practical examination carries 50 marks. **Candidates are required to score a minimum of 25 marks each in theory and practicals separately.**

c) The Practical examination may be conducted at the respective Commissionerates on the basis of the question paper issued from this office under the supervision of Joint Commissioner/ Additional Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the Officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level for procuring sufficient number of computers, printers etc. for smooth conduct of the practical test.

d) After the completion of the Computer examination, **the evaluation of the Practical Examination paper has to be carried out at the Commissionerate** itself by the officer/s designated for the same by the respective Commissionerates and the marks awarded shall be intimated to this office by e-mail in Mail ID : nacinchn-deptexam@gov.in on the very next working day. The answer papers pertaining to the **Computer Theory Paper alone shall be sent to NACIN, Chennai** along with the other two subjects examination answer sheets. **The Print out/ hard copy of the Answer sheet of the Practical Examination need not be sent to this office.**

5. The question papers in respect of all the three papers for the said examination would be sent in password protected PDF format, to the Co-ordinating Supervisor through e-mail on **the previous day of the respective examination** Password for opening the PDF will be communicated to the Co-ordinating Supervisor mail ID / over phone, 30 minutes before the commencement of the respective examination. Necessary instructions may kindly be given to the respective Jurisdictional Commissioners to make necessary arrangements to make sufficient copies of the question paper and conduct the said Departmental Examination on the scheduled date and time. The Co-ordinating Supervisor nominated in each formation shall ensure that the examination is conducted in a fair and transparent manner.

6. A) The requisition for the question papers along with the details of the nominated candidates may be sent in the prescribed proforma vide **Annexure- II** along with a covering letter duly signed and attested by the ADC/JC (P&V) and scanned and mailed to **Email ID : nacin-chndeptexam@gov.in only This request must reach NACIN, Chennai latest by 31.01.2023. Nominations not received in the mail ID as mentioned / received after the due date are strictly not entertained.**

B) **After the receipt of nominations, the nominated candidates would be assigned a Unique Roll No. by NACIN, Chennai and the same would be communicated to the formations in the Official Mail ID mentioned in Annexure-II on 17.02.2023.** In case the nominations have been sent and **if there is non-receipt of correspondence on the said date regarding Roll Nos. assigned, the same may be brought to the immediate notice of NACIN, Chennai** so as to enable this Academy to take necessary action.

C) A Test mail would be sent to the Co-ordinating Supervisor's gov.in Mail ID on **24.02.2023.** The Co-ordinating Supervisor shall send an acknowledgement in reply mail. **In case the nominations, have been sent and if there is non-receipt of the test mail by the Co-ordinating Supervisor on 24.02.2023, the same may be brought to the immediate notice of NACIN, Chennai** so as to enable this Academy to take necessary action.

I/925442/2022

7. The following information may be furnished while sending requisition for the question papers.

- i. Name, Designation, Office address with telephone no. and official mail ID **(individual's gov.in mail ID and not the mail ID of the section or office)** of Additional / Joint / Deputy/ Assistant Commissioner of the Commissionerate, who would be nominated as Co-ordinating Supervisor to conduct the examination / to whom the question papers are to be sent.
- ii. Name/ designation and complete postal address of concerned Cadre Controlling Authority (CCA). {The Marksheets would be sent by NACIN, Chennai only to the CCA's mentioned therein.}

8 . **Candidates working on Deputation / Loan basis** who are eligible and willing to appear for the examination, shall be nominated from their Parent Commissionerate. The Cadre Controlling Principal Commissioner / Commissioner may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and also include their requirements while forwarding the nominations. Such nominations may be sent along with **"No Objection Certificate" from the Cadre Control Authority in case the candidate has represented to take up the exam in his current place of posting.**

9. A close watch may please be kept on the **TIME LINE CHART** given in **ANNEXURE-IV**. In case of any issues in respect of various examination centres under your charge, the same may be brought to the immediate notice of **SMT. C. SUBA SANKARI, DEPUTY DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250138 / 9840191800** or **Mrs. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI- Contact No. 044-26250139 / 9841971488**, so that action needed can be taken immediately.

10. **The syllabus for the examination, Proforma for Nomination, the First sheet of the Answer Booklet, Time Line Chart is enclosed with this notice as Annexure-I to Annexure-IV respectively.**

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

12. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. As per DG NACIN's instructions, only queries relating to process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office.

13. 'Instructions for Examination' are enclosed, which is an integral part of this letter.

Yours faithfully,

Encl: As above.

(K.R. UDAY BHASKAR)
Pr. ADDITIONAL DIRECTOR GENERAL

INSTRUCTIONS FOR EXAMINATION

INSTRUCTIONS FOR THE CO-ORDINATING SUPERVISOR

1. The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall nominate a **Co-ordinating Supervisor** not below the grade of Assistant Commissioner, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof. The receipt of test mail and the question papers for each day nomination would be received by the CO-ORDINATING SUPERVISOR as mentioned in the **TIMELINE CHART** in ANNEXURE-IV. The Co-ordinating Supervisor shall acknowledge the receipt of test mail / question papers to NACIN Chennai in the mail ID **nacin-chndeptexam@gov.in**

2. The examination work requires an Invigilator to ensure the correctness of the Roll Numbers written by the candidates in the answer booklet, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required and to ensure conduct of the examination in smooth and fair manner. The Head of the Office / Co-ordinating Supervisor is required to nominate an Invigilator to conduct the exam smoothly and if needed the required no(s) of Photocopies of question papers shall be done secretly under his/her personal supervision.

INSTRUCTIONS REGARDING ASSIGNING ROLL NOS.

3. The candidates shall be assigned a Roll No. at the formation level. The same shall be mentioned in Annexure-II while furnishing the details about the nominated candidates. The nominated candidates would be **assigned a Unique Roll No. by NACIN, Chennai** and the **same would be communicated on 17.02.2023** to the formations from where the nominations are received before the due date, in the mail ID as mentioned in ANNEXURE-II.

INSTRUCTIONS REGARDING ANSWER BOOKLET

4. a) The answer booklet shall contain a booklet with 20 sheets (ruled / unruled) in the fullscape Legal size paper in Portrait mode. The format for the **first sheet of the Answer Booklet is given in ANNEXURE-III** along with the Instructions on the page over-leaf. **The soft copy of the Format is attached as pdf document along with this notification.**

b) The candidates should fill in the details sought in the First page and the same should be checked and attested by the Invigilator along with Name and Designation Stamp. Each page of the answer scripts should contain space to mention the Roll No. assigned to the candidate by NACIN Chennai. **The candidates should be instructed to write the Roll Nos. assigned by NACIN, Chennai in the front page and in all the pages of the answer script.**

INSTRUCTIONS FOR THE INVIGILATOR / SUPERVISOR

5. a) The Invigilator **should sign along with the Name, Designation & Commissionerate stamp in the first page of the answer booklet. The Invigilator is required to only sign in each page of the answer booklet and need not affix name / Commissionerate stamp in any of those pages.** The answer booklets and the attendance sheet arranged serially according to allotted Roll No(s) in sealed cover should be sent to NACIN, Chennai immediately after the examination. The same shall be evaluated by NACIN, Chennai.

b) The Invigilator shall maintain confidentiality, impartiality and discipline in conducting the examination and ensure that no unfair means or cheating happens in and around the examination centre which can give some extra advantage to somebody and thus prejudicial to others. The whole exercise shall be designed and conducted to do justice to the deserving only.

c) The Invigilator shall instruct the candidates not to write his / her name or use any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way. They shall also be instructed that any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside the examination hall or any behavior of the candidates that may be considered to be cheating by the Invigilator / NACIN, shall render their examination as null and void.

d) Using and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.

e) The Invigilator shall not allow the candidate under any circumstances to go out of the hall in the first thirty minutes even on completion/ submission of the paper and only one person may be allowed to go out under reasonable plea after the first 30 minutes during the examination period.

INSTRUCTIONS FOR THE CCO /COMMISSIONERATES

6. The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority (CCA) and any clarification other than conducting the examination shall not be entertained by this office. Any correspondence on the process / conduct of examination may be made with **SMT. C. SUBA SANKARI, DEPUTY DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250183 / 9840191800 OR Mrs. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI- Contact No. 044-26250139 / 9841971488**

7. NACIN would convey the marks obtained by the candidates only to the CCAs. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA under intimation to this office for record.

8. A **Time Line Chart given in ANNEXURE-IV** shall be referred and strictly adhered to ensure smooth conduct of examination.

9. This issues with the approval of the Pr. Additional Director General, NACIN, Chennai.

-
ANNEXURE – I (SYLLABUS)

-
Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA).

-
Paper I Central Excise, GST and Customs Procedure

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, (Latest)
6. Central Excise Tariff Act, 1985.
7. CENVAT Credit Rules, (Latest)
8. Customs Act 1962 and Rules & procedures.
9. CESTAT (Procedure) Rules, 1982 as amended.
10. Central Excise (Appeals) Rules, 2001.

Paper II Computer Application (Theory & Practical)

1. **Overview of Hardware / Software**
 - a. Basics on Input devices.
 - b. Basics on output devices.
 - c. Basics of CPU.
 - d. Basics of Software.
2. **Windows including**
 - a. Logging onto windows.
 - b. Passwords.
 - c. Shutting down and using of CTRL-ALT-DEL
 - d. Desktop including customization & Screen saver.
 - e. Task bar.
 - f. Windows explorer.
 - g. Use of FIND.
 - h. Using floppy disk and CD ROM.
3. **Office 97-MS Word, MS Excel and MS Powerpoint**

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. MS Power Point –

- i. Introduction to power point
- ii. Reading simple presentation
- iii. Using the slide views
- iv. Inserting and deleting slides
- v. Taking printout of slides

D. Internet including:

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

Paper III Administration

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Control & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR.
9. Swamy's Hand Book 2020

ANNEXURE -II - 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 departmental examinations related shall be sent from the Mail ID mentioned only)

4. Name & Official Address of the Co-ordinating Supervisor who would be responsible for the conduct of exam and to whom the question paper packets has to be despatched /whose personal gov.in mail ID, the question papers in PDF format is to be sent :

Tel.No. :

Fax No.:

Gov.in Mail ID:**WhatsApp Mobile No.:**

5. Details of the candidates taking examination at the centre - paper wise and subject wise:

Examination for promotion of Tax Assistants to the cadre of Executive Assistants

Paper	Subject	No. of candidates	Name and Designation of the candidate	Roll No. Assigned to the candidate at the formation level
Paper I	Central Excise, GST and Customs (with Books)			
Paper II	Computer Applications (Theory and Practical)			
Paper III	Administration (with books)			

6. Details of the candidates appearing for the examination:

Sl.No.	Name of the Candidate	Designation	Roll No. Assigned to the candidate at the formation level	Papers appearing for

GRAND TOTAL	
SIGNATURE OF THE EVALUATOR WITH NAME STAMP	

READ THE INSTRUCTIONS CAREFULLY

1. Candidates should fill in all the details on the first page. Name of the candidate **should not be written** in any page of the answer booklet.
2. Candidate's Roll No. assigned by NACIN, Chennai **should be written** on the first page of the answer booklet and on all other pages.
3. Commissionerate's seal **should be affixed** only on the first page of the answer booklet in the space provided.
4. The Invigilator **should sign along with Name, Designation and Commissionerate stamp** in the space provided in the first page of the Answer booklet.
5. The Invigilator **should sign along with date** in the Additional sheets used by the candidates and **not to affix** the name and designation stamp.
6. Commissionerate's seal /Invigilator's Name seal **need not be affixed** in every page of the answer booklet.
7. Candidates **should write the Correct Question Nos.** Marks would not be awarded if the question number is wrongly mentioned.
8. Candidates **should not indulge in unfair means** during the examination.
9. Use of Mobile phones or any electronic medium

during the examination is **strictly prohibited.**

ANNEXURE - IV - TIME LINE CHART

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	31.01.2023
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	BY MAIL ON 17.02.2023
RECEIPT OF TEST MAIL BY CO-ORDINATING SUPERVISOR	BY MAIL - 24.02.2023
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 1.03.2023	BY MAIL -28.02.2023 A.N.
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 2.03.2023	BY MAIL -01.03.2023 A.N.
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 3.03.2023	BY MAIL - 02.03.2023 A.N.