

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी  
 भारत सरकार, वित्त मंत्रालय, राजस्व विभाग  
 नासिन कॉम्प्लेक्स, सैक्टर-29, फरीदाबाद-121008  
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
 GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
 NACIN Complex, Sector-29, Faridabad-121008  
 ई-मेल/E-mail : [dg.nacen-cbec@nic.in](mailto:dg.nacen-cbec@nic.in)  
 फोन / Telephone : 0129-2504652-54  
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Date: .05.2022

**Examination Notice**

Departmental Examination for promotion of LDC to the cadre of Tax Assistant  
 for the year 2022-23

1. The Departmental Examination for promotion of LDCs to the cadre of Tax Assistant for the year 2022-23 is scheduled to be held on 15.07.2022.

2. The examination will have two (2) papers as below:

| Sl. No. | Paper    | Subject                                  | Max Marks | Pass Marks | Date & Time of Paper             |
|---------|----------|--|-----------|------------|----------------------------------|
| 1       | Paper-I  | Theoretical Test on Computer Proficiency | 50        | 25         | 15.07.2022<br>11:00 – 12:00 hrs. |
| 2       | Paper-II | Practical Test on Computer Proficiency   | 50        | 25         | 15.07.2022<br>14:00 – 14:30 hrs. |

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

4. The concerned Cadre Controlling Authority (CCA) shall conduct the typing test as prescribed in the Central Excise and Customs Department Tax Assistant (Group 'C' post) Recruitment Rules, 2014. The typing test answer sheets will be kept with CCA, who will also get them evaluated and prepare the result. The answer sheets of typing test will not be sent to NACIN. A copy of the result may please be sent to NACIN for record.

5. Requisition for the question papers along with Name, gov email id, mobile number of Authorised officer must reach the Deputy Director (Exam), NACIN, Faridabad **latest by 30.06.2022, only through email.** Any requisition for question papers after this period may not be entertained. Question paper for the said exam, in password protected PDF format, shall be sent to the nominated authorized officer through e-mail only on 13.07.2022 who shall acknowledge receipt of the same to NACIN by return email. Password for opening the PDF

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file will be provided on 14.07.2022. The authorized officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question papers can be sent on e-mail id: [nacin.exam@icegate.gov.in](mailto:nacin.exam@icegate.gov.in).

6. Such requisitions from the field formations shall be forwarded to NACIN, only through their respective Cadre Controlling Authority (CCA). The marks obtained in the examination shall only be forwarded to the CCAs after the examination.

7. Information regarding the Cadre Controlling Authority, authorized officer etc may be provided in the format enclosed as Annexure 'A' to this notice.

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

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

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

11. NACIN, Faridabad reserves the right to cancel the whole of examination or the examination of a candidate or that of a center or of a cluster of centers, if it is found that unfair means were used or allowed to be used or any partiality or injustice is done to anybody in the examination.

12. 'Instructions for Examination' are enclosed, which are integral part of this Examination Notice.

13. In view of the prevailing pandemic situation, Pr. Commissioner/ Commissioner of the field formation where the examination is scheduled to be held may ensure that all extant instructions and/ or advisories regarding precautions to be observed are strictly followed and all norms of social distancing etc. be observed.

14. This issues with the approval of the Pr. Additional Director General (Exam.).

15. Hindi version will follow.

Encl: As above

(Dr. Surabhi  
Pandey)  
Joint Director (Exam.)

**Copy to:**

1. The Chief Commissioners of Customs (All).
2. The Chief Commissioner of Customs, Preventive (All).
3. The Chief Commissioner of CGST & Central Excise (All).
4. The Chief Commissioners of Customs, CGST & Central Excise (All).
5. The Director General/Addl. Director General/ Director under CBIC (All).

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6. The Chief Departmental Representative, CESTAT, New Delhi.
7. The Commissioner of CGST & Central Excise (All) – including Audit.
8. The Commissioner of Customs (All)
9. The Commissioner of LTU (All)
10. The Chief Chemist, CRCL, New Delhi
11. Additional Director General, NACIN, Zonal Campus & RTI (All)
12. I/C NACIN website for uploading on the website

(Dr. Surabhi Pandey)  
Joint Director (Exam)

**Instruction for Examination**

1. The examination will have two (2) papers as below:-

| Sl. No. | Paper    | Subject                                  | Max. Marks | Pass Marks | Date & Time of Paper             |
|---------|----------|--|------------|------------|----------------------------------|
| 1.      | Paper-I  | Theoretical Test on Computer Proficiency | 50         | 25         | 15.07.2022<br>11:00 – 12:00 hrs. |
| 2.      | Paper-II | Practical Test on Computer Proficiency   | 50         | 25         | 15.07.2022<br>14:00 – 14:30 hrs. |

2. The Pr. Commissioner/ Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge for conduct of the examination and he /she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof. The Authorized Officer is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his personal supervision.
3. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates who will appear in the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under the supervision of the Authorized Officer with strict secrecy. The Supervisory officers/ Invigilator of the examination centers also have the right to cancel the examination of a candidate or the whole of center under their jurisdiction, in case of use of unfair means.
4. The answer sheets shall contain the following particulars, either in printed form or by affixing rubber stamp:-
- 1) Name of the Examination
  - 2) Roll No.
  - 3) Name of Center
  - 4) Date & Time of Examination
  - 5) Name of the Paper & Subject
  - 6) No. of loose answer sheets used (The Supervisor/ Invigilator will sign the loose sheets and also assign page numbers).
  - 7) Signature of the Supervisor/ Invigilator (on verification that all the details are correctly filled in by the candidates)
  - 8) Marks obtained and
  - 9) Signature of the Supervisor/ Invigilator.

5. It shall also be notified to the candidates either in printed form or by affixing rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.

The examination of any candidate shall be cancelled if that candidate writes his/her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.

6. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted so as to do justice to all. NACIN reserves the right to cancel the whole examination or that of an individual candidate or of a centre or in a group of centers, if use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators, if required.
7. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of the examination shall not be entertained by NACIN. Any correspondence, on the process/conduct of examination may be made to Ms Poonam Bhatt, Deputy Director (Exam.) (Mob 7011629770) or Shri K.M. Meena, Additional Assistant Director (Exam) (Mob-9999325715), NACIN, Sector-29, Faridabad-121008 or at email id: [nacin.exam@icegate.gov.in](mailto:nacin.exam@icegate.gov.in).
8. Use 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.
9. Candidates are not allowed 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 at a time is allowed to be go out of the examination hall under reasonable plea after the completion of first 30 minutes, during the examination period.
10. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English.

11. Answer Sheets of Paper-I (Theoretical Test on Computer Proficiency), properly tagged / bunched, shall be sent to NACIN, Faridabad immediately after the examination. The same shall be evaluated by NACIN.
12. Answer Sheets of Paper-II (Practical Test on Computer Proficiency) shall be evaluated by the Commissionerates / Directorates itself and the scores, along with the evaluated answer sheets, shall be sent to NACIN, Faridabad.
13. Answer sheets and the attendance sheet, arranged serially according to allotted Roll No(s). shall be sent in a sealed cover.
14. NACIN would convey the marks obtained by the candidates only to the CCA. Only to the email through which requisition was sent. 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 & OBC candidates, as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA with intimation to this office for record.
15. This issues with the approval of the Pr. Additional Director General (Exam).

(Dr. Surabhi Pandey)  
Joint Director (Exam.)



**Annexure 'B'**

**Course Content for Computer Proficiency Test for promotion of LDCs to the grade of Tax Assistants**

1. Overview of Hardware
2. Windows
  - a. Logging onto windows
  - b. Shutting down and use of CTRL-ALT-DEL
  - c. Windows Explorer
  - d. Use of FIND and SEARCH
  - e. Using floppy disk and CD ROM / Pen drive
3. MS Office (MS Word and MS Excel)
  - A. MS Word
    - a. Creating a new document
    - b. Basic formatting including Bullets and numbering and Header and Footer
    - c. FIND and REPLACE
    - d. Auto Correct and Spell Check
    - e. Saving documents
    - f. Sending documents through floppy/ Pen drive
    - g. Printing the documents including print preview and layout
    - h. Table handling
  - B. MS Excel including:
    - a. Introduction to Excel
    - b. Creating a simple worksheet
    - c. Basic formatting
    - d. Simple functions and calculations
    - e. Saving/ Printing of documents
    - f. Print preview
4. Proficiency in use of INTERNET and INTRANET for e-mailing.
5. Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer.