

**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF  
GST AND CENTRAL EXCISE,  
CHENNAI ZONE**

26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034  
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

C.No. II/12/06/2018-CCA-Estt

Date: ~~12/2018~~

1/1/2019

To

The Principal Commissioner/ Commissioner of GST & Central Excise,  
Chennai North/Chennai South/Chennai Outer/Audit I/Audit II/Appeals I  
/Appeals II/Puducherry/Trichy/Madurai/Salem/Coimbatore/Coimbatore-  
Audit/Coimbatore-Appeals.

To

The Commissioner of Customs, Trichy/Tuticorin.

Sir/Madam,

**Sub:** Estt- Conduct of Departmental Examination for Confirmation of Direct Recruit  
Tax Assistant for the Year 2018-19-Reg.

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Please find enclosed copy of NACIN, Vadodara's letter  
F.No.VI/Estt/02(03)/NACIN/VDR/2018-19 dated 30.11.2018 on the above subject.

2. In this regard, it is requested to forward the names of the eligible candidates of your Commissionerate along with the details as required in the above said letter on or before 21.01.2019 directly to NACIN, Vadodara.
3. For the convenience of Officers, it has been decided that the Departmental Examination including the Hindi proficiency in conversation and reading will be held at respective Commissionerate Hqrs.
4. It may be please be ensured that all the instructions contained in the aforesaid letter of NACIN are adhered to in conducting the Examination.
5. After conclusion of the Examination, the sealed packet containing the Answer sheets and attendance sheets may be forwarded to NACIN, Vadodara. The results of the Hindi proficiency test may be furnished in a separate sealed cover addressed to the Additional Commissioner, O/o the Principal Chief Commissioner of GST and Central Excise, Chennai Zone.

Yours faithfully,

**Encl:** As above

  
(DR. K VENKAT RAM REDDY)  
ADDITIONAL COMMISSIONER

**Copy submitted to:**

1. The Chief Commissioner of CC(P), Trichy.

**Copy to:**

1. The Chief Accounts Officer, Pr.CCO, Chennai-for similar action.
2. The Superintendent, Computer Section, Chennai North- for display in official website.

अपर महानिदेशक का कार्यालय  
राष्ट्रीय सीमा शुल्क, अप्रत्यक्षकर एवं नार्कोटिक्स अकादमी  
सुभानपुरा, वडोदरा-३९००२३

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL  
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS

Subhanpura, Vadodara-390023

Tel/ Fax: 0265-2392140, [nacinbrd.exam@gmail.com](mailto:nacinbrd.exam@gmail.com)

Examination Notice

Sub: Conduct of Departmental Examination for Confirmation of Direct  
Recruit Tax Assistants for the Year 2018-19.

[Ref: Departmental Examination (Central Excise and Customs), Rules 2008]

NACIN, Faridabad vide their letter under F. No. II (15)39/2018-NACIN dated 02.05.2018 has communicated the Annual Calendar of Departmental Examinations for the year 2018-2019. The undersigned is directed by the Competent Authority to notify the schedule of the Departmental Examination for Confirmation of Direct Recruits Tax Assistants. The schedule of the said Examination and the important dates are given as under;

Sl. No.	Subject	Max. marks	Pass marks	Date	Time
1	Paper I : Customs Law (with books)	100	50	05.03.2019	10.00 to 13.00 Hrs
2	Paper II (A): Procedure and Local orders of the Custom House (Only for Tax Assistants in Customs dept.)	100	50	05.03.2019	14.00 to 17.00 Hrs
3	Paper II (B): Central Excise, Service Tax Valuation etc. (Only for Tax Assistants in Central Excise dept.)	100	50	05.03.2019	14.00 to 17.00 Hrs
4	Paper III: Computer application and proficiency in use of internet.	100	50	06.03.2019	10.00 to 13.00 Hrs
5	Paper IV: Economic and Commercial Geography and General Knowledge	100	50	06.03.2019	14.00 to 17.00 Hrs
6	Paper V: Administration (with books except the Central Civil Services (Conduct) Rules, 1964)	100	50	07.03.2019	10.00 to 13.00 Hrs

7	Paper VI : Hindi Written Paper-80 Marks Proficiency in Hindi Conversion and Reading-20 Marks	100	50	07.03.2019	14.00 to 16.00 Hrs
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**Note:** The syllabus in detail for each paper are enclosed as **Annexure-A**

2. The test of Hindi proficiency in conversation and reading shall be conducted by the jurisdictional Chief Commissioner's office/ Director General/ Commissionerates/ Directorates and the results of this may be declared by the concerned Chief Commissioner's office with intimation to this office.
3. **It may be noted that, this office will not declare/ communicate/ upload any separate results for Hindi conversation and reading.** All the offices where the test of Hindi proficiency in conversation and reading is conducted, they are requested to send the results directly to their respective the Cadre Controlling office. The claim for exemptions from appearing in Hindi Examination shall be governed as per the instructions issued by DOPT from time to time and the decision in this regard rests with the respective jurisdictional Commissionerates. Hence, no query in this regard may be sent to NACIN.
4. The question paper shall be both in English & Hindi (except Paper-VI- Hindi). The candidates have the option to write the answer either in English or Hindi.
5. Requisition for the question papers must reach to the Deputy Director (Exam), NACIN, Vadodara latest by **05.02.2019**. Question paper for the said exam, in password protected PDF format, shall be sent to the nominated authorized officer through e-mail on 28.02.2019. Password for opening the PDF file will be provided on 04.03.2019. The authorized officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question Papers may be sent to **E-mail id: nacinbrd.exam@gmail.com**.
6. The name, address & Official telephone/email id of Addl./Joint/Deputy/Assistant Commissioner who would be authorized to conduct the examination/to whom question papers are to be sent should also be furnished while sending requisition for the question papers.
7. This examination notice is also being posted on NACIN website. The marks obtained in the examination shall also be displayed on NACINs website.
8. **All the Chief Commissioners' offices are requested to circulate this Notification to all the Commissionerates/ Customs Houses within their**

*Handwritten mark*

jurisdiction as NACIN, Vadodara will not be communicating with any of the individual Commissionerates separately in this regard.

9. The queries regarding reservation policy, pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACIN, as these decisions rest with the respective Cadre Controlling Authority/ Jurisdictional Commissionerates. Any reference in this regard shall not be entertained by NACIN.
10. NACIN Vadodara on directions of NACIN Faridabad reserves the right to cancel the whole examination or the examination of a Candidate or that of a Centre or of a cluster of centers, if it is found that unfair means were used or allowed to be used.
11. Instructions for Examination are enclosed with this letter.

Encl: As above.

*M. Rahman*  
30.11.18

(M. Rahman)  
Additional Director

VI/Estt/02(03)/NACIN/VDR/2018-19

Dated: .11.2018

**Copy to:**

- i) All the Chief Commissioners/ Customs/ GST/ Customs (Preventive)/ Audit.
- ii) All the Directorates under CBIC.
- iii) All the Additional Director Generals, NACIN.
- iv) Webmaster for display on the CBIC/ NACIN website.

*M. Rahman*  
30.11.18

(M. Rahman)  
Additional Director

**Annexure - "A"**

**Syllabus for Departmental Examination for Direct Recruit Tax Assistant  
(Central Excise and Customs)**

(Maximum marks for each paper will be 100)

**PAPER - I (CUSTOMS LAW)**

(With books Time allowed 3 hours)

1. The Customs Act, 1962 (52 of 1962)
2. The Customs Manual (Latest Edition)
3. The Customs Tariff Act, 1975 (51 of 1975)

**PAPER II (A) Procedure and Local Orders of the Customs House**

(Only for Tax Assistants in Customs Department)

(Time Allowed 3 hours)

Office Manuals relating to-

1. Import
2. Export
3. Bond
4. Drawback
5. Cash and accounts
6. Internal Audit
7. Manifest Clearance
8. Correspondence and Records
9. Refund
10. Local supplement to the Indian Customs Manual
11. Rules and orders in force in the Custom House which are included in the Standing and the Departmental Orders and all instructions relating to the particular Custom House which are contained in the Manual of the Custom House.

**PAPER II (B) -Central Excise, Service Tax, Valuation etc.**

(Only for Tax Assistants in Central Excise Department)

(Time Allowed 3 hours)

1. The Central Excise Act, 1944 (1 of 1944)
2. CENVAT Credit Rules, 2005
3. The Central Excise Tariff Act, 1985 (5 of 1986)
4. The Central Excise Rules, 2002
5. Provisions relating to Service Tax in the Finance Act, 1994.
6. The Central Excise Valuation (Determination of price Excisable goods) Rules, 2000.

**PAPER III- Computer Application and Proficiency in use of Internet**

**1. Overview of Hardware**

**2. Windows**

- a) Logging into Windows
- b) Shutting down and use of CTRL - ALT - DEL.
- c) Windows Explorer
- d) Use of FIND OR SEARCH
- e) Using floppy disc and CD ROM

**3. MS Office (MS Word and MS Excel)**

**A. MS Word-**

- i. Creating a new document
- ii. Basic formatting including Bullets and numbering and Header and Footer.
- iii. Find and Replace.
- iv. Auto correct and spell check
- v. Saving documents
- vi. Sending documents through floppy.
- vii. Printing the documents including print preview and layout.
- viii. Table handling.
- ix. Mail Merge

**B. MS Excel including;**

- i. Introduction to Excel
- ii. Creating a simple worksheet
- iii. Basic formatting
- iv. Simple functions and calculations
- v. Saving / printing of documents
- vi. Print Preview

**C. MS Power Point-**

- i. Introduction to power point
- ii. The power point screen
- iii. The auto Content Wizard.
- iv. The slide Views-an overview
- v. Using the slide views
- vi. Customizing slide structure
- vii. Adding text to slides
- viii. Adding text to slides
- ix. Moving through presentations
- x. Inserting the deleting slides
- xi. Inserting pictures
- xii. Printing
- xiii. Running a presentation
- xiv. Introduction to internet
- xv. Surfing and searching
- xvi. E-mail

**PAPER IV- Economic and Commercial Geography and General Knowledge**  
(Without books Time allowed 3 hours)

This paper will include:-

- a. Simple questions on commercial geography
- b. A short essay or a draft on a set subject
- c. Making a précis or a passage not exceeding 400 words.

**PAPER V- Administration**

(Time allowed 3 hours)  
(With books except item No. 7)

1. Civil Service Regulations, so far as they relate to Pensions only.
2. Fundamental Rules and Supplementary Rules (Posts and Telegraphs Compilation)
  - a. Section III (Fundamental Rules) - excluding Special Leave Rules
  - b. Section IV (Supplementary Rules) - Paras I to V
  - c. Appendices - 3, 3-A, 7-A, 8, 13, 15, 18 and 18-A.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. The General Provident Fund (Central Services) Rules, 1972.
5. The General Financial Rules (Volume I, Chapters 1 to 7, 10 and 13, Volume II- Appendices 7, 8 and 17)
6. The Central Treasury Rules (Volume I, part I, Section II, Part V, Chapters II to V, IX and Part X. Volume II-Appendices 4).
7. The Central Civil Services (Conduct) Rules. 1964.

Note: The questions will be designed to test the candidates' ability to refer intelligently to the books and to apply the rules and regulations 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 bills, contingent bills, calculation of leave due, joining time etc.

**PAPER VI- Hindi**  
(Time allowed 2 hours)

The examination in Hindi will comprise the following:-

- i. Translation of a passage from English to Hindi and from Hindi to English.
- ii. Correction of sentences and giving Hindi words equivalents for English words.
- iii. Answer from Hindi passage,
- iv. Conversation
- v. Reading of petitions and documents written in manuscripts in Hindi.
- vi. Classification of Official Language Act, 1963 (19 of 1963),
- vii. Knowledge of Hindi rules and regulations.

Note: The candidates may like to study the following books.

Books	Publishers
1. Rashtraya Bhasha, Parts 1 to IV	Indian Press Ltd., Allahabad
2. Hindi Rachana, Parts 1 to III	Dakshin Bharat Hindustani Prachar Sabha, Madras
3. Hindi in thirty days	Pr. Dulary Lal Bhargava, Ganga Fine Arts Press Lucknow

existing norms of relaxation to SC/ST & OBC Candidates issued by Ministry/Board from time to time. Any query regarding reservation policy, pass marks, recruitment rules, eligibility and declaration of results etc. shall not be entertained by NACIN, Vadodara.

10. Use and carrying of Mobile phone and any such electronic gadget in the examination hall by the candidates is strictly prohibited during the time of examination.

*M. Rahman*  
30.11.18

(M. Rahman)  
Additional Director

**Copy to:**

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