



केन्द्रीय कर के प्रधान मुख्य आयुक्त का कार्यालय,
बेंगलूर अंचल, भवन राजस्व केन्द्रीय, 5400.सं.वी.पी, क्वीन्स रोड बेंगलूर, -560001
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX,
BANGALORE ZONE, P.B.NO.5400, C.R.BUILDING, QUEEN'S ROAD,
BANGALORE-560001

ई/मेल-Email: ccbz2001@yahoo.com

दूरभाष/Phone: 080-22867093

फैक्स/Fax: 080-22860354

C.No. II/12/16/17 Estt 'B' PCCO C.T. (BZ)

Dated : 05.02.2018

Sub: Departmental Examination for promotion of Ministerial Officers to the grade of Executive Assistant (STA) and Inspector of Central Tax to be held in the month of February 2018 – Communication of Venue, Syllabus and Schedule - Reg

Attention is invited to NACIN Chennai's office letter C.No. I/04/04/2017 dated 22.01.2018 on the above subject.

2. The schedule of the examination as communicated by NACIN, Chennai is as under:

EXAMINATION FOR PROMOTION TO THE GRADE OF INSPECTORS

पेपर/ Paper	विषय/Subject	अवधि/ Duration	दिनांक/Date	समय/Time
पेपर/ Paper I	Central Excise and GST (with Books)	3 Hours	20.02.2018 (Tuesday)	10.00 hrs to 13.00 hrs
पेपर/ Paper II	Customs (with Books)	3 Hours	21.02.2018 (Wednesday)	10.00 hrs to 13.00 hrs
पेपर/ Paper III	Administration (with Books)	3 Hours	20.02.2018 (Tuesday)	14.00 hrs to 17.00 hrs

3. EXAMINATION FOR PROMOTION TO THE GRADE OF EXECUTIVE ASSISTANT (SENIOR TAX ASSISTANT)

पेपर/Paper	विषय/Subject	अवधि/ Duration	दिनांक/Date	समय/Time
पेपर/ Paper I	Central Excise, GST & Customs Procedures (with Books)	3 Hours	22.02.2018 (Thursday)	10.00 hrs to 13.00 hrs
पेपर / Paper II	Computer Application (Theory & Practical)	3 Hours	22.02.2018 (Thursday)	14.00 hrs to 17.00 hrs
पेपर/ Paper III	Administration (with Books)	3 Hours	20.02.2018 (Tuesday)	14.00 hrs to 17.00 hrs

...contd...

4. In respect of the TAs working in the Bangalore, the examination of Paper – I, II and III for promotion to the grade of Inspector and Paper – I and III for promotion to the grade of Executive Assistant shall be held at Conference Hall (Ground Floor), C.R.Building, Queens' Road, Bangalore. However the examination of **Paper – II (Computer Application, Theory and Practical)** for the promotion to the grade of Executive Assistant shall be conducted by the respective Commissionerates.

5. Question paper of Paper – II for the promotion to the grade of Executive Assistant has to be collected by respective Commissionerates from Establishment 'B' section, PCCO, Central Tax, Bangalore on **21.02.2018**. Instructions regarding the conduct of Paper –II for the promotion to the grade of Executive Assistant and syllabus for the aforesaid examination are enclosed in **Annexure – II and Annexure – III.**

6. All the candidates appearing for the aforesaid departmental examination are hereby directed to carry their Departmental Identity Card while appearing for the examination.

7. Receipt of this Standing Order may please be acknowledged


एस.रविचन्दर / S. RAVICHANDER

उप आयुक्त / DEPUTY COMMISSIONER (PCCO)

Encl.: As above

सेवा में/To:

The Individuals

प्रतिलिपि/Copy to:

The Chief Commissioner of Custom, Bangalore

The Principal Commissioner of Central Tax, Bangalore West, Bangalore

The Commissioner of Central Tax Bangalore North, South, East, North West, Audit-I, Audit-II, Appeals-I and Appeals-II, Bangalore

The Commissioner of Customs, ACC & Airport / City Customs, Bangalore

The Principal Commissioner /Commissioner of Central Tax, Belgaum, Mangalore, Mysore

The Administrative Officer of Customs (Estt.), City Customs / ACC & Air Customs, Bangalore

The A.O (H)/A.O.(Estt.), Central Tax Bangalore North, South, East, West, North West, Audit-I, Audit-II, Appeals-I and Appeals-II, Bangalore`

The A.O (H), Central Tax, Belgaum Mangalore, Mysore for information and necessary action.

The Supdt. (Systems), Computer section, PCCO, Central Tax., Hqrs.,with a request to upload the said letter on the official website

ANNEXURE - II (SYLLABUS)Central Excise and GST : Paper I - Inspectors of Central Tax

1. GST Act - CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, 2002.
6. Customs Tariff Act 1975
7. CENVAT Credit Rules, 2004.
8. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000
9. Central Excise (Appeals) Rules 2001
10. CESTAT (Procedure) Rules, 1982 as amended
11. Central Excise (Appeals) Rules, 2001
12. CESTAT (Procedure) Rules, 1982 as amended.
13. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
14. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
15. Central Excise (Compounding of Offences) Rules, 2005
16. Central Excise (Settlement of Cases) Rules, 2007
17. Customs & Central Excise Settlement Commission Procedure, 2007
18. Central Excise (Advance Rulings) Rules, 2002
19. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs:Paper II - Inspector of Central Tax.Paper I - Inspectors of Customs (EOs & POs)

1. Customs Act, 1962.
2. Customs Manual (latest edition)
3. Customs Tariff Act, 1975.
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
6. India New Foreign Trade Policy, 2015 -2020.
7. ITC (HS) Classification of Export & Import Items- latest edition

Allied Acts (including Central Excise & GST)Paper - II - Inspectors of Customs (EOs & POs)

1. GST Act & Rules, 2017
2. Central Excise Act, 1944.
3. Central Excise Rules, 2002.
4. Central Excise Tariff Act, 1985.
5. CENVAT Credit Rules, 2004.
6. Customs Act and Rules & procedures, Customs Tariff Act, 1975.
7. CESTAT (Procedure) Rules, 1982 as amended.
8. Foreign Trade Policy (2015-2020)
9. Foreign Trade (Regulation) Rules, 1993
10. Foreign Trade (Exemption from Application of Rules in certain cases) Order, 1993
11. Foreign Trade (Development & Regulation) Act, 1992 - Notifications
12. Foreign Exchange Management Act, 1999 (42 of 1999)

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

3. Office 97-MS Word and MS Excel

A. MS Word including

- i) Creating a new document
- ii) Basic formatting including Bullets and numbering, Header & Footer.
- iii) Find and Replaces.
- iv) Auto Correct and Spell check.
- v) Saving documents.,
- vi) Sending documents through mail and floppy.
- vii) Printing documents including print preview and layout.
- viii) Help Menu.
- ix) Table insertion.

B. MS Excel including.

- i) Introduction to Excel.
- ii) Creating simple worksheet.
- iii) Relation between cells, use of \$ Sign.
- iv) Basic functioning.
- v) Simple functions and calculations.
- vi) Saving / Printing of documents.
- vii) Print preview.

C. Internet including:

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

Annexure III

Instructions for Examination

1. The respective Commissionerate shall authorize an officer to be the Supervisor, who will function as overall in-charge for the examination. He/She will be responsible to maintain secrecy and to conduct the examination in free and fair manner. On receipt of the sealed outer cover containing examination documents, the authorized officer shall then acknowledge the receipt of the sealed cover containing question papers. The sealed inner envelopes containing the questions papers must not be opened before 10 minutes before the time of the exam. The required no. of Xerox copies shall be done secretly under personal supervision of the Supervisor. The Supervisor is required to select one invigilator to conduct the examination smoothly and to send by hand/special messenger/speed post to Hqrs the answer sheets and the attendance sheets arrange serially according to allotted Roll nos, in sealed cover immediately after the examination.
2. The work will require the Supervisor/invigilator to make the seating arrangement for the officers who will appear at the examination. Supply of standard stationery like answer sheets and Xerox sheets to photocopy the question papers as much as required under his sole supervision with strict secrecy.
3. The invigilators and the Supervisors shall maintain confidentiality, impartiality and discipline in conduct of the examination and ensure that any unfair means does not occur in and around the examination center, which could give some extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted to do justice to all.
4. The answer sheets shall contain either in printed form or by affixing rubber stamp of the following particulars like
 - 1.) The name of the Examination
 - 2.) Roll No.
 - 3.) Name of the Center
 - 4.) Date and Time of Examination
 - 5.) Name of the Paper and Subject
 - 6.) No. of loose answer sheets used (Invigilator will also sign the loose sheet)
 - 7.) Signature of the invigilator (on verification that all the information are correctly filled by the candidates)
 - 8.) Marks obtained
 - 9.) Signature of the Examiner

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

5. It shall also be notified to the candidates either in printed form or in affixed rubber stamp in the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the invigilator/Supervisor shall render their examination as null and void.
6. NACIN shall publish and/or post on website the marks obtained by the candidates and the result as the custodian of establishment records, in consultation with the Recruitment Rules and the instructions in force, if any, granting relaxations to the SC, ST and OBC candidates by the Ministry/Board from time to time, shall be declared by the Cadre Controlling Authority or any other officer duly authorized by CCA with an intimation to this office for record.
7. Use of carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the time of examination and shall be treated as adoption of unfair means.
8. Candidates are not allowed under any circumstances to go out of the hall in the first 30 minutes even on completion/submission of the paper and only one person at a time is allowed to be out under reasonable plea after the completion of first 30 minutes during the examination period.
9. The question papers shall be in English and in Hindi. The candidates have the option to write answers in English only.
10. Practical exam of Paper-II has to be evaluated and only the score obtained has to be sent along with the Theory exam answers sheet to this office in duplicate (**Original addressed to Additional Director, Exam, NACIN Chennai and photocopy addressed to the undersigned**) after the examination in sealed cover for onward submission to the NACIN Chennai by this office.


(एस.रविचंदर / S. RAVICHANDER)
उप आयुक्त / DEPUTY COMMISSIONER (PCCO)