



केंद्रीय शुल्क के प्रधान मुख्य आयुक्त का कार्यालय,  
बेंगलूर अंचल, भवन राजस्व केन्द्रीय, 5400.सं.बी.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,  
BENGALURU-560001

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सी.सं.सं. C.NO. II/12/03/2018 Estt 'B' PCCO C.T.(BZ)

दिनांक/Dated: 17.05.2018

सेवा में/To:

The Principal Commissioner of Central Tax  
Bangalore West Commissionerates  
Bangalore.

The Commissioner of Central Tax  
Bangalore North/South/East/North West/ Appeals I/Appeals II/Audit I/Audit II  
Bangalore

The Principal Commissioner/Commissioner of Customs  
Air Customs Bangalore/Bangalore City/Appeals Bangalore/Mangalore Commissionerate

The Principal Commissioner/Commissioner of Central Tax  
Mysore / Belgaum / Mangalore / Audit Mysore / Appeals Mysore

महोदय / Sir,

Sub: Departmental Examination for the promotion of LDC / Havaldars to the  
cadre of Tax Assistants to be held in July 2018 - Reg.

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NACIN, Faridabad proposes to conduct the next Departmental Examination for promotion of  
Lower Division Clerk / Havaldars to the post of Tax Assistant on **20.07.2018**.

2. The examination will have four papers as below. The question papers for the Theoretical and  
Practical Test on Computer Proficiency shall be formulated by NACIN. The syllabus for the  
Theoretical and Practical Test on Computer Proficiency are enclosed here with this letter.

क्रम.सं SL. NO.	विषय/SUBJECT	अधिकतम अंक/ MAXIMUM MARKS	उत्तीर्ण होने के लिए वांछित अंक PASS MARKS
1.	Theoretical Test on Computer Proficiency	50	25
2.	Practical Activity Test on Computer Proficiency	50	25
3.	Data Entry Speed of 8000 depressions per hour	100	50
4.	Typewriting Test with 35 words per minute on computer	100	50

3. New Recruitment Rules has been notified for the post of Tax Assistants. As per the said  
Recruitment Rules, the eligibility criteria for appearing for the said examination has been revised.  
The-revised Recruitment Rules for the post of Tax Assistants has been circulated vide E(G)SO No.  
07/2014 dated 14.03.2014 and amendment to the said Recruitment Rules has been circulated vide  
E(G)SO No.17/2015 dated 06.10.2015. Hence, all the Lower Division Clerks who have already  
passed the departmental examination to the grade of Tax Assistant prior to 2014 are also required  
to take up the said examination.

4. Applications in the prescribed proforma are invited from Lower Division Clerks who have  
rendered 7 years of regular service in the grade failing which 7 years of combined regular service in  
the grade of Lower Division Clerk and Havaldar and who have passed 12<sup>th</sup> Class or equivalent from a  
recognized Board or University.


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5. Applications received in the prescribed proforma from Lower Division Clerks who are willing to appear for the aforesaid departmental examination may please be sent in one batch so as to reach this office latest by **25.05.2018**. **The applications received after the last viz., will not be considered. Further, if no candidates are eligible / willing to take up the said examination, a 'NIL REPORT' may be sent.**

6. The matter may be brought to the notice of all the Lower Division Clerks so that there are no grounds for any complaints that they were not informed of the same.

भवदीय/Yours faithfully,

  
(एस.रविचन्दर / STRAVICHANDER) 17/5/2018  
उप आयुक्त/DEPUTY COMMISSIONER(PCCO)

प्रतिलिपि/Copy to :

The Superintendent, PCCO, Central Tax, Computer Section, Hqrs. for necessary action please.

**PROFORMA FOR DEPARTMENTAL EXAMINATION FOR PROMOTION OF  
LDC/HAVALDAR TO THE CADRE OF TAX ASSISTANT TO BE HELD IN JULY 2018**

1	NAME OF THE CANDIDATE (IN BLOCK LETTERS)	
2	DESIGNATION	
3	DATE OF BIRTH	
4	WHETHER BELONGS TO SC/ST COMMUNITY	
5	COMMISSIONERATE/FORMATION/SECTION WHERE WORKING	
6	DATE OF APPOINTMENT TO GOVERNMENT SERVICE / LOWER DIVISION CLERK	
7	PARTICULARS OF PAPERS ALREADY PASSED WITH EO NO. AND DATE OF COMMUNICATION OF RESULTS	
8	PAPERS IN WHICH NOW APPEARING	
9	DATE OF PASSING 12TH CLASS OR EQUIVALENT FROM A RECOGNISED BOARD OR UNIVERSITY (DULY ATTESTED PHOTOCOPY OF 12TH CLASS OR EQUIVALENT MARKS CARD MAY PLEASE BE ENCLOSED ALONG WITH THE PROFORMA)	

Place :

Date :

SIGNATURE OF THE CANDIDATE

"CERTIFIED THAT THE ABOVE PARTICULARS HAVE BEEN VERIFIED WITH THE SERVICE  
BOOK AND FOUND CORRECT"

CAO / ACAO / AO

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## Course Content for Computer Proficiency Test for promotion of LDCs to the Grade of Tax Assistance

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 or SEARCH
  - e. Using floppy disk 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 & 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
  - 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
4. Proficiency in use of INTERNET and INTRANET for e-mailing