



केन्द्रीय कर 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,  
BANGALORE-560001

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सी.सं. C.NO. II/12/17/2017 Estt 'B' PCCO C.T.BZ

दिनांक/Dated : 19.12.2017

सेवा में/To:

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

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

The Principal Commissioner/Commissioner of Central Tax  
Mysore / Belgavi / Mangalore

The Principal Commissioner/Commissioner of Mangalore Customs

महोदय / Sir,

Sub: Departmental Examination for confirmation of Direct  
Recruit Tax Assistants to be held during March 2018-reg  
\*~\*~\*

NACIN, Vadodara has proposed to conduct the Departmental Examination for confirmation of Direct Recruit Tax Assistants from **05<sup>th</sup> to 07<sup>th</sup> March 2018**. For confirmation all the Direct Recruit/Sports Quota/Compassionate Tax Assistants are eligible to take up the examination.

2. Applications received from the eligible TAs in the **PRESCRIBED PROFORMA (ANNEXURE-I)** may please be sent in one batch indicating clearly the papers in which they desire to appear so as to reach this office by **15.01.2018 (Monday)**. **This may be brought to the notice of all the concerned officers and impressed upon that the applications received after the due date will not be considered.** If no willingness are received by the due date, it will be deemed that no TAs are willing to take up the examination.

3. The timetable for the aforesaid departmental examination is given below. The details of the syllabus for each paper is enclosed in **ANNEXURE-A**. The venue of the examination will be communicated in due course.

PAPER	SUBJECT	MAXIMUM MARKS	PASS MARKS	DATE	TIME
Paper I	Customs Law (with books)	100	50	05.03.2018 (Monday)	10.00 hrs. to 13.00 hrs.
Paper II (B)	Central Excise, Service Tax Valuation Etc.	100	50	05.03.2018 (Monday)	14.00 hrs. to 17.00 hrs.
Paper III	Computer application and proficiency in use of internet	100	50	06.03.2018 (Tuesday)	10.00 hrs. to 13.00 hrs.
Paper IV	Economics and Commercial Geography and General Knowledge	100	50	06.03.2018 (Tuesday)	14.00 hrs. to 17.00 hrs.

Paper V	Administration (with books except the CCS (Conduct) Rules, 1964)	100	50	07.03.2018 (Wednesday)	10.00 hrs. to 13.00 hrs.
Paper VI	Hindi (Hindi Written Paper-80 marks; Proficiency in Hindi Conversation and Reading – 20 marks)	100	50	07.03.2018 (Wednesday)	14.00 hrs. to 16.00 hrs.

4. The question papers shall be formulated by NACIN .

5. Further, such candidates who have passed 'Hindi' as one the subjects in SSLC or equivalent or higher level may seek exemption from appearing in the said paper in terms of Rule 7 (1) (4) of the Departmental Examination Rules, 2008. Such candidates who wish to seek exemption from appearing in Paper-VI (Hindi) of the said departmental examination may forward duly attested photocopy of the marks card along with their representation.


6. **The Proficiency in Hindi Conversation and Reading shall be conducted by the concerned Commissionerates. The marks awarded may be forwarded to the undersigned for onward submission of the same to the NACIN, Vadodara.**

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

8. The matter may be brought to the notice of all the Tax Assistants so that there are no grounds for any complaint that they were not informed of the same.

Receipt of this letter may please be acknowledged.

भवदीय/Yours faithfully,

  
(एस.रविचन्दर / S. RAVICHANDER) 21/12/2017  
उप आयुक्त/DEPUTY COMMISSIONER(PCCO)

संलग्न/Encl.: यथोपरि/As stated above

प्रतिलिपि/Copy to :

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

**ANNEXURE - I**

**PROFORMA FOR CONFIRMATION OF DIRECT RECRUIT TAX ASSISTANT**

1	Name (in block letters)	
2	Date of Birth	
3	Designation	
4	Formation where working Range/Division/Hqrs./Commissionerate	
5	Date of Appointment to Govt. Service	
6	Particulars of Papers already passed with Reference No. and date of communication of results	
7	Papers in which intends to appear	
8	Whether SC/ST	

Place :

Date :

**SINGNATURE OF THE CANDIDATE**

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

**CAO / A CAO / AO**

NOTE: THE REPORT SHOULD BE SENT ONLY AFTER VERIFICATION OF THE  
INFORMATION GIVEN BY THE CANDIDATES WITH REFERENCE TO THEIR  
SERVICE BOOK

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

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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**

1. RashtrayaBhasha, Parts 1 to IV
2. Hindi Rachana, Parts 1 to III  
Sabha, Madras
3. Hindi in thirty days  
Arts Press, Lucknow

**Publishers**

- Indian Press Ltd., Allahabad  
Dakshin Bharat Hindustani Prachar  
Pr. DularyLalBhargava, Ganga Fine