



भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance // राजस्व विभाग / Department of Revenue

केन्द्रीय कर के प्रधान मुख्य आयुक्त का कार्यालय, बेंगलूरु अंचल

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX, BENGALURU ZONE

पी.बी.सं.5400, सी.आर.भवन, क्वीन्स रोड, बेंगलूरु-560001

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office email :- ccbz-excise@nic.in section email :-ao.estt-pccobz@gov.in fax:- 080-22867101

सेवा में/To:

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

The Principal Commissioner/Commissioner of Customs
Airport & ACC Bengaluru/City Customs Bengaluru/ Mangaluru Customs

The Principal Commissioner/Commissioner of Central Tax
Mysuru CTax/ Mysuru Audit/ Mysuru Appeals/ Belagavi CTax /
Belagavi Audit/ Belagavi Appeals/ Mangalore CTax

Sir/Madam,

Sub: Conduct of Departmental Examination for confirmation of Direct Recruit
Executive Assistants of Central Tax, Central Excise and Customs to be held from 2nd July 2025
to 04th July, 2025– Reg

The next Departmental Examination for confirmation of Direct Recruit Executive Assistant of
Central Tax, Central Excise and Customs is scheduled to be held from 2nd July 2025 to 04th July, 2025.
The timetable and the syllabus for the aforesaid departmental examination are as follows:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Customs law and Procedures (with books)	3 hours	02.07.2025 WEDNESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper II	Goods & services tax	3 hours	02.07.2025	14.00 hrs. to 17.00 hrs.	50/100
Paper III	Computer Application and use of internet (theory and practical)	3 hours	03.07.2025 THURSDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper IV	Administration (with Book except for conduct rules)	3 hours	03.07.2025 THURSDAY	14.00 hrs. to 17.00 hrs.	50/100
Paper V	Economic and Commercial geography and general knowledge (without books)	3 hours	04.07.2025 FRIDAY	10.00 hrs. to 13.00 hrs.	50/100

Paper VI	Hindi	3 hours	04.07.2025 FRIDAY	14.00 hrs. to 17.00 hrs.	50/100
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2. Applications in the prescribed proforma (ANNEXURE-II) are invited from the Executive Assistants **(2024 Batch onwards)** Please refer to Boards Letter F.No. 34011/03/2024-Ad.IIIA dated 02.12.2024) desirous of taking the above examinations. Applications received from the willing candidates may please be sent to this office by 09.06.2025 as details of candidates have to be forwarded to NACIN Patna. The names of the willing officers may be sent immediately in one batch in the prescribed proforma indicating the papers in which they desire to appear. It may be impressed upon that the applications received after the due date will not be considered.

4. According to the Departmental Examination Rules, 2024, Rule 6(1) "All officers who are required to pass the examination shall be permitted to avail as many chances as occur within the initial two year period specified under rule 5 or any additional chance as may be granted in terms of sub-rule (2) to sub-rule (4) of this rule"

(2) The Principal Commissioner or Commissioner of Central Tax or the Principal Commissioner or Commissioner of Customs or the Narcotics Commissioner, as the case may be, (hereinafter referred to as the 'Commissioner') shall be competent to grant two additional consecutive chances immediately occurring, beyond the chances admissible during the normal period specified in rule 5, to the officers serving under him.

5. The details of the candidates have to be scrutinized by the respective Commissionerates. If any candidate is found not to have passed the confirmation exam within 2 years from the date of appointment, additional chance (1st / 2nd) is to be allowed at your end and same may be indicated in the proforma.

Request for 3rd additional chance, if any, is to be forwarded to this office for consideration by the Principal Chief Commissioner, Bangalore Zone.

6. Further, such candidates who have passed 'Hindi' as one the subjects in matriculation or equivalent or higher level may seek exemption from appearing in the said paper in terms of Rule 8(4) of the Departmental Examination Rules, 2024. As per this office letter C.No.II/12/06/2018 Estt 'B' PCCO C.T. (BZ) dated 12.02.2019, all such request received in your office may be examined at the respective Commissionerate. The exemption so granted may be communicated to this office for records.

7. Attention is invited towards the "Master Circular on Probation/Confirmation in Central Services" issued vide DoPT's O.M. No.28020/3/20 18-Estt.(C) dated 11.03.2019 (Copy attached). It may be circulated among the concerned Officers and they may be advised to take the confirmation examinations seriously and pass the same within the stipulated time frame, failing which, action, deemed fit as per above DoPT's O.M. will be initiated.

8. The matter may be brought to the notice of all the Executive Assistants so that there are no grounds for any complaint that they were not informed of the same. Instructions to conduct the said examination are enclosed herewith.

10. This issues with the approval of the competent authority.

भवदीया /Yours faithfully,

संलग्न/ Encl:- यथोपरी/ As above

(इंदिरा प्रियदर्शिनी आनंदन)

(INDIRA PRIYADARSHINI ANANDHAN)

अपर आयुक्त/ADDITIONAL COMMISSIONER

प्र. मु. आ.का.का. बेंगलुरु अंचल/PCCO, Bengaluru Zone

प्रतिलिपि/Copy to :The Supdt. (Infra & Systems), Bengaluru East., Hqrs., with a request to upload the said letter on the official website