C.No. I/04/05/2019

To
All Chief Commissioners of Customs
All Chief Commissioners of Central Excise & GST,
All Director Generals
All Additional Director Generals
All Commissioners of Customs
All Commissioners of Central Excise & GST

Sir/Madam,

Sub: Departmental Examination for promotion of Ministerial Officers to to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) to be held in the month of February, 2020-Regarding.

The Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) is proposed to be conducted from **12th to 14th February, 2020**. The Schedule of the examination and Syllabus are given in Annexure I and Annexure II, respectively.

2. **The Schedule of the examination is as under:**

A. **Examination for promotion to the grade of Inspectors of Central Tax**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Duration</th>
<th>Date</th>
<th>Time</th>
<th>Pass Mark</th>
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<tbody>
<tr>
<td>Paper I</td>
<td>Central Excise and GST</td>
<td>3 hours</td>
<td>12.02.2020</td>
<td>10.00 hrs. to 13.00 hrs.</td>
<td>65/100</td>
</tr>
<tr>
<td></td>
<td>(with Books)</td>
<td></td>
<td>(Wednesday)</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Customs (with books)</td>
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<td></td>
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<td>3 hours</td>
<td>14.02.2020</td>
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<tr>
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3. NACIN, Chennai will be sending the question papers to the Commissionerate Hqrs./Directorates. The despatch / distribution of the packets containing question papers intended for various centres of examination may be done at your end to ensure timely receipt of the question paper at the examination centre. Necessary instructions may kindly be given to the respective Jurisdictional Commissioners to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates.

4. The requirement of numbers of question papers for your office may be intimated to us in the prescribed proforma vide Annexure- II to Ms. GEETHA T.G, SUPERINTENDENT (EXAMINATIONS), NACIN, CHENNAI (TEL.NO. 044-26250426 / 09940519827 FAX NO. 044-26250155 / 26250156). This request must reach NACIN, Chennai latest by 15.12.2019.

5a. While informing the requirement, the name of the post and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. The Roll Nos. of the candidates may be assigned by prefixing the post for which they intend to appear. (eg.) INSPR/01 or EO/PO/01 etc. Any other format of assigning the Roll numbers by prefixing/suffixing the name of the Commissionerate may please be avoided.

5b. It is also requested to specifically inform whether your office requires any Hindi version of the question papers and if so, the number of question papers required may be separately given.

6. The following information may be furnished while sending requisition for the question papers.

   i) Name, Designation, Official address with telephone no. and official mail ID of Additional / Joint / Deputy/ Assistant Commissioner of the Commissionerates, who would be authorized to conduct the examination / to whom the question papers are to be sent.

   ii) Name/ designation and complete postal address of concerned Cadre Controlling Authority

7. All efforts will be made to ensure the question papers reach your Office on or before 20.01.2020. However a close watch may please be kept on receipt of the sealed packets of the question papers, intended for various examination centres under your charge and non-receipt of the question papers by the said date may be brought to the notice of the Superintendent (Examination), NACIN, Chennai on the phone number mentioned at Para 4 above, immediately.
8. The Cadre Controlling Commissioners may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and also include their requirements.

9. The syllabus for the examination is enclosed with this notice as Annexure-I.

10. This Notice is also being posted on NACIN and CBIC website.

11. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. As per DG NACIN instructions, only queries relating to process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office.

12. 'Instructions for Examination' are enclosed, which are integral part of this letter.

Encl: As above.

Yours faithfully,

(NAVNEET GOEL)
Pr. ADDITIONAL DIRECTOR GENERAL
INSTRUCTIONS FOR EXAMINATION

1. The schedule of the examination is as below:-

A. Examination for promotion to the grade of Inspectors of Central Tax

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<th>Time</th>
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2. The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof. The authorized Officer is further required to nominate a Supervisor / Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his personal supervision.

3. The examination work requires the Supervisor / Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required.

4. The answer sheets shall contain the following particulars, either in printed form or affixing rubber stamp:-

<table>
<thead>
<tr>
<th>1. Name of the examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Roll No.</td>
</tr>
<tr>
<td>3. Name of Center</td>
</tr>
<tr>
<td>4. Date &amp; time of Examination</td>
</tr>
<tr>
<td>5. Name of the Paper &amp; Subject</td>
</tr>
<tr>
<td>No.</td>
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<tr>
<td>6.</td>
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<td>7.</td>
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<tr>
<td>8.</td>
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<tr>
<td>9.</td>
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</table>

5. The candidates shall be instructed not to write his / her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.

6. The Invigilators and the Supervisors shall maintain confidentiality, impartiality and discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to same and thus be prejudicial to others. The whole exercise shall be designed and conducted in a fair and impartial manner, so as to do justice to all.

7. Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.

8. Answer Sheets of the above said examination, properly tagged / bunched, shall be sent to NACIN, Chennai immediately after the conduct of the examination, The same shall be evaluated by NACIN, Chennai.

9. Answer Sheets and the attendance sheet arranged serially according to allotted Roll No(s) need to be sent to NACIN, Chennai in a sealed cover.

11. NACIN would convey the marks obtained by the candidates only to the CCAs. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA under intimation to this office for record.

[Signature]

(NAVNEET GOEL)

Pr. ADDITIONAL DIRECTOR GENERAL
ANNEXURE - I (SYLLABUS)

Central Excise and GST : Paper 1 - Inspectors of Central Tax

2. CGST Rules, 2017 as amended
3. GST Rates
5. Central Excise Rules (Latest)
6. Central Excise Tariff Act, 1985
7. CENVAT Credit Rules (Latest)
10. CESTAT (Procedure) Rules, 1982 as amended
14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs: Paper II - Inspector of Central Tax,

Paper I - Inspectors of Customs (EOs & POs)

4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
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.
5. CENVAT Credit Rules, (Latest)
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)
15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
17. The Livestock Importation Act, 1898
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine (Regulation of Import into India) Order 2003
22. Criminal Procedure Code, 1973
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

**Administration**

<table>
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<tr>
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<td>Paper III</td>
<td>Preventive Officers &amp; Examiners of Customs</td>
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2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
7. Leave Travel Concession Rules
9. Swamy's Hand Book (latest)
ANNEXURE -II

1. Name of the Commissionerate :

2. Name of the Centre of Examination :

3. Name & Address of the officer* / who would be responsible for the conduct of exam. and to whom the question papers are to be sent :
   Tel. No*: 
   Fax No*:

4. No. of candidates taking examination at the centre - paper wise and subject wise :

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