



केन्द्रीय वस्तु और सेवा कर और केन्द्रीय उत्पाद के प्रधान आयुक्त का कार्यालय, चेन्नई - उत्तर
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GOODS
AND SERVICE TAX AND CENTRAL EXCISE, CHENNAI NORTH**
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै - 600 034
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034.

C. No. II/12/01/2017.Estt.Ch.N

Dated: 12.07.2017

To
The Deputy /Assistant Commissioners of CGST & C. Ex.
Hqrs., Office / All Divisions, Chennai North,
Chennai – 600 034.

Respected Sir / Madam,

Sub : - Estt - Holding of Central Excise Departmental Examination of Inspectors for
Confirmation from 01.08.2017 to 04.08.2017 – Reg.

Please find enclosed copy of reference F. No .II(12)01/Estt/NACEN/RTI/KNP
/2017/1072(S/L) dated 03.07.2017 on the above subject.

2. The examination will be conducted in Chennai North Head Quarters Office from
01.08.2017 to 04.08.2017. The schedule for departmental examination is as per the Annexure-I
of NACEN, Kanpur reference cited above. The candidates are requested to visit the official
website of NACEN Kanpur for further details. The candidates are also requested to comply
with instructions as per Para 9 of the NACEN reference cited above.

3. Application from Inspectors, desirous of applying for the Examination duly verified and
certified by the Divisional A.O/A.O (S.B) Hqrs. should reach this office on or before
19.07.2017. Applications received after this date will not be considered.

4. The candidate who has passed Matriculation or an equivalent or Higher Exam with
Hindi as one of the subjects or has passed first year intermediate Arts exam with Hindi as
compulsory subject or who has passed Examination such as Pravesika, Rashtra Basha,
Visharad or Praveen conducted by Dakshin Barath Hindi Prachar Sabha **may apply for
exemption from appearing in Hindi paper along with proof. Any request for exemption
received subsequently will not be entertained.**

5. A Ministerial officer promoted to the executive grade should if he has already passed
the test prescribed for the ministerial grade, pass the departmental examination in the Paper IV
“Law” and Paper V “Viva Voce within one year of his promotion to the executive grade.

6. Ministerial officers if they so desire can take the examination in Law prescribed for Inspectors before they are actually promoted to executive grade.
7. The DR Inspectors should clear the Departmental Examination within the probationary period of two years. Failure to clear the paper within the stipulated period will result in withholding of further increments beyond two years / one year respectively and confirmation in respect of DR/PR Inspectors respectively.
8. Particulars of Inspectors (whether DR / Promotee) should be indicated in the covering letter.
9. All officers who are required to pass the examination are permitted to avail as many chances may occur within the prescribed period of 2 years from the date of their appointment and within which they are required to pass the departmental examination.
10. If no application is received by **19.07.2017** it will be construed that nobody is willing to appear for the examination. A NIL report may be submitted to this office if no officer is willing to appear for the examination.
11. Candidates may make necessary arrangement for requisite books in respect of Paper with books.
12. Further, as per instructions of NACEN Kanpur, smart phone / cell phone will not be allowed inside the examination hall. Hence, possession / usage of smart phone / cell phone by any candidate may attract appropriate action as deemed fit by the Competent Authority.

Encl.: NACEN Letter & Application form.

Yours faithfully,

S. Renuka
12/07/17
(S.RENUKA)

ADMINISTRATIVE OFFICER (Estt.)

APPLICATION FORM

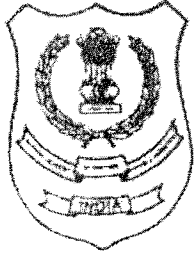
APPLICATION FOR ENROLMENT FOR THE DEPARTMENTAL EXAMINATION OF
INSPECTORS FOR CONFIRMATION, TO BE HELD IN AUGUST, 2017.

1.	Name and Designation of the candidate	:	
2.	Place of working : Division / Organisation	:	
3.	Emp.Code of the candidate	:	
4.	Category of the candidate (SC/ ST/ GEN.)	:	
5.	Papers applied for	:	
6.	Papers already passed, if any, a) Roll No. and date of passing the examination to be given. b) If the applicant is an ICT, furnish full particulars of papers already passed, if any, in the previous Commissionerate)	:	
7.	Date of appointment as Inspector (DR) If promotee, i) Date of Promotion ii) Grade from which promoted (iii) whether regular / adhoc	:	
8.	Whether the applicant has already passed / appeared / sought exemption for Paper in Hindi in the confirmation / promotion exam. (if so, please clearly mention whether already passed / appeared / sought proper exemption for the Hindi Paper and if so, the Year and month of passing / appearing the Departmental Examination / reference no. for exemption from appearing Hindi may be given)	:	Passed / Appeared Sought exemption vide
9.	No. of chances availed (Paper wise)	:	

**SIGNATURE OF THE CANDIDATE
(WITH DATE)**

Certified that the above particulars furnished by the individual are found to be correct as per the Service Book entries maintained in the division / Hqrs.Office.

SIGNATURE OF DIVISIONAL AO / AO(SB) HQRS.



राष्ट्रीय अकादमी

NATION
TAX
MARKET

सीमा शुल्क, अप्रत्यक्ष कर एवं स्वापक विभाग

क्षेत्रीय प्रशिक्षण संस्थान, कानपुर

NATIONAL ACADEMY
OF

CUSTOMS, INDIRECT TAX & NARCOTICS

Regional Training Institute, Kanpur

F.NO.II(12)01/Est/NACEN/RTI/KNP/2017/1072(S/L)

DATED 03.07.2017

To,

All Principal Chief Commissioner / Chief Commissioner of Customs/Central Tax
All Principal Director Generals / Director Generals in the Department of Customs/Central Tax
All Principal Additional Director Generals / Additional Director Generals in the Department of Customs/Central Tax
All Principal Commissioners/Commissioners of Customs /Customs (P)/Central Tax

Sir/Madam,

Subject: Holding of Central Excise Departmental Examination of Inspectors for Confirmation from 01.08.2017 to 04.08.2017 – Guidelines-Reg.

As per Ministry's letter F.No.A-34011/1/2003 AD-III.A, dated 13.08.03, NACEN has been conducting examination for different grade of the officers of the Department. The NACEN, RTI, Kanpur has been entrusted with responsibility for holding of Central Excise Departmental Examination of Inspectors for confirmation since June, 2006. The examination contains five papers of written examination and two viva-voce examination. The Schedule and Syllabus for departmental examination to be held from 01.08.2017 to 04.08.2017 are enclosed herewith as Annexure-I.

2. For conducting departmental examination, the RTI, Kanpur has started a website having address www.nacenkanpur.gov.in since January,2015. In this website, a tab for 'Examination' has been provided to deal with the work of Departmental Examination. Concerned officers of each Commissionerate are requested to **go through the above website and register their respective Commissionerate** for the purpose of departmental examination as per step-wise guidelines given at Point No.1 of Annexure-II.

3. Due to reorganization of the Commissionerates on account of GST it is requested that all the Commissionerates where candidates are available for appearing in this examination are required to register afresh on www.nacenkanpur.gov.in.

4. For electronic Communication with RTI, Kanpur, each Commissionerate is required to nominate a Nodal Officer. Therefore, it is requested that a nodal officer of the rank of ADC/JC may be nominated for the purpose. If no ADC/JC rank officer is available in the Commissionerate than these Commissionerates may appoint DC/AC as a Nodal Officer for the above said purpose.

5. The details of the nodal officer nominated for the above said examination may be updated at www.nacenkanpur.gov.in and also communicated on our **E-mail i.e. nacen.kn-up@nic.in** for the purpose of security & record.

6. The Nodal Officers will be able to amend/modify the list of candidates as well as download the question paper on the date of examination. Therefore, he may be requested to keep his **user id** and **password** confidential.

7. Further, the application form for the examination may be completed **by** 30.07.2017 for the scheduled examination.

8. It may be mentioned that further instructions regarding examination shall be available on the Dash Board of the respective Commissionerates / s in due courses will not be sent through paper communication mode.

9. While previous year question papers available on the website provide a good reference, type of questions may vary significantly from year to year. To eliminate any possibility of copying by the candidates as well as to check horizontal breadth and vertical depth of knowledge of candidates, pattern of questions likely to be asked in the examination particularly in the paper with books will require considerable preparation on part of candidate. All candidates may be informed about the change in the patterns of questions in the papers. All the candidates appearing for the examination may be asked to visit website of RTI, Kanpur regularly for latest information about the exams. Further, they may also be asked to make use of the training material available on the website in the form of e-Books and e-Exercises.

10. In case of any difficulty, Shri **R. K. Shukla, Assistant Director (Nodal Officer)**, (Mob.No.9415577955-in case of emergency) or Shri **Vinay Kumar Nigam**, Inspector (Mob.No.9935502719-in case of emergency) may be contacted on office phone number 0512-2580682 and email address [nacn.kn-up@nic.in](mailto:nacen.kn-up@nic.in).

Yours faithfully

Attachments: As above

Sd/-03.07.2017

(P. K. Katiyar)
Additional Director General

**CENTRL EXCISE DEPARTMENTAL EXAMINATION
OF INSPECTORS FOR CONFIRMATION**

EXAMINATION SCHEDULE TO BE HELD W.E.F. 01.08.2017 TO 04.08.2017

<i>PAPER</i>	<i>SUBJECT</i>	<i>DURATION</i>	<i>DATE</i>	<i>TIME</i>	<i>PASS MARKS</i>
PAPER-I	Central Excise <i>(Without Books)</i>	3 hours	01.08.2017	10.00-13.00 hrs.	50/100
PAPER-II	Customs <i>(With Books)</i>	3 hours	01.08.2017	14.00-17.00 hrs.	50/100
PAPER-III	Administration <i>(With Books)</i>	3 hours	02.08.2017	10.00-13.00 hrs.	50/100
PAPER-IV	Law <i>(With Books)</i>	3 hours	02.08.2017	14.00-17.00 hrs.	50/100
PAPER-V	Hindi	2 hours	03.08.2017	10.00-12.00 hrs.	37/75
PAPER-V	Hindi <i>(Viva-Voce)</i>		03.08.2017	14.00-18.00 hrs.	13/25
PAPER-VI	Viva-Voce		04.08.2017	During office hrs. 9.30 to 18.00 hrs	50/100

APPENDIX 'E'
[See Rule 2(1)(e)]

SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR INSPECTORS

(Maximum marks for each paper will be 100)

PAPER-I: Central Excise (Without Books)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time	-	3 hours

(Time allowed: 3 hours)

1. *The Central Excise Act, 1944 (1 of 1944).*
2. *The Central Excise Rules, 2002.*
3. *The Central Excise Tariff Act, 1985 (5 of 1986).*
4. *The CENVAT Credit Rules, 2004.*
5. *The Central Board of Excise and Customs Manual.*
6. *Board's Standing Orders, Notifications and Circulars relating to Central Excise.*

PAPER-II: CUSTOMS (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time	-	3 hours

Syllabus:

1. *The Customs Act, 1962 (52 of 1962);*
2. *The Customs Tariff Act, 1975 (51 of 1975);*
3. *Customs Rules and Procedures;*
4. *Foreign Trade Policy-2015-20;*
5. *Hand book of Export and Import Procedure;*
6. *Customs, Allied Acts and Rules made there under;*
7. *The Special Economic Zone Act, 2005 and Rules made there under.*

PAPER-III: ADMINISTRATION (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time	-	3 hours

Syllabus:

1. *The Fundamental Rules and Supplementary Rules.*
2. *The Central Civil Services (Classification, Control and Appeal) Rules 1965.*
3. *The Central Civil Services (Conduct) Rules, 1964.*
4. *The General Provident Fund (Central Services) Rules, 1972.*
5. *The General Financial Rules.*
6. *The Central Treasury Rules.*

PAPER-IV: LAW (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time	-	3 hours

Syllabus:

1. *The Constitution of India.*
2. *The Indian Penal Code (45 of 1860).*
3. *The Code of Criminal Procedure 1973(2 of 1974).*
4. *The Code of Civil Procedure, 1908 (5 of 1908).*
5. *The Indian Evidence Act, 1872(1 of 1872).*
6. *The Provisional Collection of Taxes Act. 1931(16 of 1931)*

PAPER-V: HINDI

I. HINDI (WRITTEN)

(a)	Maximum Marks	-	75
(b)	Pass Marks	-	37
(c)	Time	-	3 hours

1. *Translation of a passage from English to Hindi and from Hindi to English;*
2. *Correction of sentences and giving Hindi words equivalents for English words;*
3. *Answer from the Hindi passage;*
4. *Classification of Official Language Act, 1963(19 of 1963); and*
5. *Knowledge of Hindi rules and regulations.*

II. HINDI (VIVA-VOCE)

(a)	Maximum Marks	-	25
(b)	Pass Marks	-	13

Syllabus:

1. *Conversation;*
2. *Reading of petitions and documents written in manuscripts in Hindi;*

PAPER-VI: VIVA-VOCE

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50

Syllabus:

Question on general working of the Commissionerate, General awareness in Science, Economy and Geography etc. and General Knowledge relating to production of the excisable goods in India and excise procedure relating to Domestic Industry Exports Oriented Unit, Electronics Hardware Technological Park, and Software Technological Park etc. Knowledge of the candidates of the procedure and work, he has been handling during the period of training will be particularly tested.