



**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
REGIONAL TRAINING INSTITUTE
4th Floor, UPSIDC Building, A-1/4, Lakhanpur, Kanpur-208024**

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F.NO.II(12)07/Estt/NACEN/RTI/KNP/2016/538

DATED: 20.10.2016/21.10.2016

To,

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

Sir /Madam,

Subject: Holding of Central Excise Departmental Examination of Inspectors for Confirmation from **17.01.2017 to 20.01.2017** – **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. This examination is conducted every year in the month of June & December. The examination contains five papers of written examination and two viva-voce examination. The **Schedule and Syllabus** for departmental examination to be held **from 17.01.2017 to 20.01.2017** 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 / Directorate are requested to **go through the above website and register their respective Commissionerate / Directorate** for the purpose of departmental examination as per step-wise guidelines given at **Point No.1 of Annexure-II**.

3. The Commissionerate / Directorate already registered in **June'2015; December'2015 and June'2016**, are not required to register again since it is One Time Registration process. They may use their previously registered **user-id**.

4. For electronic Communication with RTI, Kanpur, each Commissionerate/ Directorate 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 / Directorate than these Commissionerates / Directorates 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.nacenkampur.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, **One Time process of Registration & Requisition** may be completed **by 06.01.2017** 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 / Directorates in due courses will not be sent through paper communication made.

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, the Nodal Officer** (Mob.No.9415577955-in case of emergency) or **Shri Vinay Kumar Nigam, Inspector** (Mob.No.09935502719-in case of emergency) may be contacted on office phone number 0512-2580682 and email address nacen.kn-up@nic.in.

Attachments: As above

Yours faithfully

sd/-20.10.2016

(Vikas Kumar)

Additional Director General

ANNEXURE-I**CENTRL EXCISE DEPARTMENTAL EXAMINATION
OF INSPECTORS FOR CONFIRMATION****EXAMINATION SCHEDULE TO BE HELD W.E.F. 17.01.2017 TO 20.01.2017**

<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	17.01.2017	10.00-13.00 hrs.	50/100
PAPER-II	Customs <i>(With Books)</i>	3 hours	17.01.2017	14.00-17.00 hrs.	50/100
PAPER-III	Administration <i>(With Books)</i>	3 hours	18.01.2017	10.00-13.00 hrs.	50/100
PAPER-IV	Law <i>(With Books)</i>	3 hours	18.01.2017	14.00-17.00 hrs.	50/100
PAPER-V	Hindi	2 hours	19.01.2017	10.00-12.00 hrs.	37/75
PAPER-V	Hindi <i>(Viva-Voce)</i>		19.01.2017	14.00-18.00 hrs.	13/25
PAPER-VI	Viva-Voce		20.01.2017	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.

ANNEXURE-II**GUIDLINES FOR DEPARTMENTAL EXAMINATION FOR CONFIRMATION IN THE GRADE OF INSPECTORS OF CENTRAL EXCISE**

NOTE: Every Commissionerate get registered separately to use option of sending Requisition, printing of cover page, attendance sheet (before examination), attendance sheet (after examination), marks sheet and download Papers to conduct examination.

STEPS:-

- Open Internet Explorer (Mozilla or Google Chrome)
- Type on Address Bar → www.nacenkanpur.gov.in
- You will get a **HOME PAGE** of NACEN, RTI, Kanpur

1. For One Time Registration

- Now Click on Tab 'Examination' then 'Registration'. You will get following Data (Screen).

Name of the Department*		▼
Name of the Zone*		▼
Name of the Commissionerate*		▼
Are you under Cadre Control (Y/N)*		▼
Choose Cadre Control*		▼
Address 1* (For Correspondence)		
Address 2		
Address 3		
State*		
City*		
Pin*		
<u>Details of Nodal Officer for Examination</u>		
Name*		
Designation*	<Select Designation>	▼
Mobile No.*		
E-Mail ID (Confidential)*		
Office Phone No.*	STD Code-	
Office Fax No.	STD Code-	

Mandatory*A. STEPS for Department/Zone/Commissionerate Already Found in the database.**

- Drop the field 'Name of the Department' by ▼ and select the department;
(After selection department, data will automatically filter the 'Zone' under selected department)
- Drop the field 'Name of the Zone' by ▼ and select the department;
(After selection Zone, data will automatically filter the Commissionerate under selected Zone)

- Drop the field 'Name of the Commissionerate' by ▼ and select the Commissionerate; If Commissionerate found, do the following steps. If Commissionerate not found see the point 'B.' of this instruction.
- Drop the field 'Are you under Cadre Control(Y/N)' by ▼ and select YES/NO; (If **Result** will be declared by the **Cadre Control**, Choose **YES** or will be declared by the **Commissionerate**, Choose **No**)
- Drop the field 'Choose Cadre Control' by ▼; (In which Cadre Control).
- Fill the Address1, Address2, Address3, State, City, Pin Code.

'Details of Responsible / Nodal Officer for Examination': The above Commissionerate may appoint a Nodal officer for said examination.

- Fill the Name, Designation, Mobile No., E-mail ID, office Phone No. & Office Fax No.
- Submit the above information by clicking '**SUBMIT**' button.

NOTE: After Submitting the request online, you will get user-id and password on given E-mail ID. After due verification by NACEN, RTI, Kanpur, your user-id will be activated. After activation, Nodal Officer for the said examination will be able to login [**Commissionerate Login**] (for **Departmental Examination only**) by filling username and password communicated in the given E-mail ID.

B. Registration for Commissionerate **Not Found available In Data (Screen)**

- Click on **Add New (Right hand Side):-**

Name of the Department	
Name of the Zone	
Name of the Commissionerate e.g. Mumbai-VIII [Contact (Mobile) No. is necessary for verification]	

- Fill the field 'Name of the Department';
- Fill the field 'Name of the Zone';
- Fill the field 'Name of the Commissionerate' along with contact **Mobile No.**
- Submit the above information by clicking '**SUBMIT**' button.

After receiving your request, NACEN authority will verify your request and if satisfied, NACEN will add your Commissionerate in the database and inform accordingly. Now you can apply for **One Time Registration** as per procedure elaborated above in **Point 'A' of this instruction.**

2. FOR SENDING REQUISITION

The Nodal Officer for the said examination can login after filling username and password [**'Commissionerate Login'** (for **Departmental Examination only**)]. After successful log in, you will get your **Dashboard**.

For Requisition Form:-

- Click on Tab '**Examination**'
- Click on '**Requisition**' OR
Add Requisition: Click on '**Add Requisition**' (right upper)

NOTE: If more than one Exam Centres exist, then mention each centre separately but Roll No. should be running.

Example:-

Exam. Centre-	Jorhat	Roll No.	INSP/01
	Jorhat		INSP/02
	Dhubri		INSP/03
	Agartala		INSP/04
	Shillong		INSP/05

For View / Edit /Add Requisition Form:-

- **View Requisition:** Click on 'View Requisition' (right upper)

For Print Requisition Form:-

- Click on Print Icon

NOTE: Any Amendment i.e. addition or deletion of candidates shall be available upto 06.01.2017 after that it will be blocked.

3. **Print Cover Page of Answer Book (At least one day before)**

Click on Examination → Instruction > **Print – Cover Page of Answer Book** > Download

The cover page is required to be pasted / attached on each Answer Book. If already printed on Answer books, then it may be ignored.

4. **Print Attendance Sheet BEFORE Examination (Paper-wise & Examination Centre-wise)**

Click on **Attendance** Tab

Select Paper by ▼ & Examination Centre by ▼ then click on 'Go'

Click on "Print this sheet before examination" (upper right)

(Follow these steps to get attendance sheet for each paper)

5. **Update Attendance Sheet AFTER Examination (Paper-wise after examination)**

Process - How to generate attendance sheet AFTER EXAM will be as under:-

Click on **Attendance** Tab

Select Paper by ▼ then click on 'Go'

UN-TICK by clicking for 'Absent' candidate under 'Attendance' Column

(Follow these steps to get updated printout of attendance sheet for every paper)

6. **DOWNLOAD PAPER (Examination Centre - Wise)**

(Question Paper will be made available 40 Minutes before the scheduled time of exam.
The process to download paper will be as under:-

Click on 'Download Papers' Tab

Select "Examination Centre" then click on 'Go'

Download Paper and make set as per requirement by photo copying and **keep it confidential by the responsible officer.**

7. **DOWNLOAD RESULT & COVERING LETTER**

(Examination Centre - Wise)

For Covering Letter:-

- Click on Examination > Result-Covering Letter

For Result:-

- Click on Examination
- Click on Result

Download Result (After Announcement of the result by NACEN, RTI, Kanpur)
