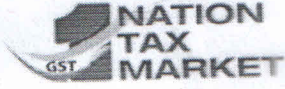


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मुख्य आयुक्त कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय वस्तु एवं सेवाकर एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
CENTRAL GOODS & SERVICE TAX & CENTRAL EXCISE (JAIPUR ZONE), JAIPUR
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-302005
(कैडर कंट्रोल यूनिट)

प्रेषित,

संयुक्त आयुक्त (का. एवं सत.),
जीएसटी एवं केन्द्रीय उत्पाद शुल्क आयुक्तालय,
जयपुर।

विषय:- माह सितम्बर, 2021 में कर सहायक के पद से कार्यकारी सहायक के पद पर पदोन्नती हेतु विभागीय परीक्षा के क्रम में।

उपरोक्त विषयान्तर्गत लेख है कि नासिन, चैन्नई द्वारा दिनांक 15.09.2021 से 17.09.2021 तक कर सहायक के पद से कार्यकारी सहायक के पद पर पदोन्नती हेतु विभागीय परीक्षा-2021 (Departmental Examination for promotion of Tax Assistant to the grade of Executive Assistant to be held in the month of September, 2021) आयोजित की जा रही है, जो कि नव केन्द्रीय राजस्व भवन, जयपुर में ली जानी है। उपरोक्त परीक्षा की समय सारीणी, सिलेबस तथा परीक्षा में बैठने वाले कर सहायक की सूची इस पत्र के साथ संलग्न है।

2. इस क्रम में आपसे अनुरोध है कि आपके अधीन कार्यरत कर सहायक को उक्त विभागीय परीक्षा में उपस्थित होने हेतु आवश्यक रूप से निर्देशित करें।

3- Further, as per the instructions of the NACIN, Chennai following is to be ensured during the examination process for maintaining the sanctity of departmental examination :

- (i) Electronic gadgets such as Mobile Phones, Tablets, I-pad etc are not allowed to be carried into examination hall by the candidates. Use of Internet to fetch answers is strictly prohibited.
- (ii) Candidates are not allowed to discuss the questions among themselves.
- (iii) Candidates are not allowed to write his/her name or any sign/symbol/signature etc in the Answer Sheet. Copying from any unauthorized sources is also not allowed.
- (iv) In case of paper (with books), only prescribed books are allowed to be carried into examination hall by the candidates.

संलग्न-उपरोक्तानुसार

-हस्ता.-

(आलोक शर्मा)

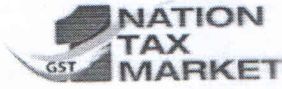
अपर आयुक्त (सी.सी.यू.)

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है -

1. प्रशासनिक अधिकारी (मु.) जीएसटी एवं के.उ.शु. आयुक्तालय, जयपुर को परीक्षा के आयोजन से संबंधित आवश्यक व्यवस्था के प्रबन्धन हेतु।
2. निजी प्रति (नियंत्रण अधिकारी के माध्यम से)/गार्ड फाईल/नोटिस बोर्ड।
3. अधीक्षक (कम्प्यूटर), जीएसटी एवं के.उ.शु. आयुक्तालय, जयपुर को विभागीय वेबसाइट पर अपलोड करने हेतु।

अपर आयुक्त (सी.सी.यू.)

आलोक शर्मा
23/08/2021



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 (कैडर कंट्रोल यूनिट)

List of Tax Assistant, who is required to be appear in the Departmental Examination for Promotion of Tax Assistant to the grade of Executive Assistant to be held from **15.09.2021 to 17.09.2021** at New Central Revenue Building, Statue Circle, Jaipur.

S. No.	Roll No.	Name of the Officer & Designation S/Sh./Ms.	Cat.	Present Place of Posting	Paper		
					I	II	III
1	EA/01	Shimona Kayath	ST	CGST, Jaipur(Hqrs)	Y	Y	Y

नोट :- अभ्यर्थी को निर्देश दिये जाते हैं कि परीक्षा समय से 30 मिनट पूर्व परीक्षा स्थल पर उपस्थित हों।

'Y' INDICATES THAT THE CANDIDATE IS REQUIRED TO APPEAR IN THE PAPER.
 '-' INDICATES THAT THE CANDIDATE IS NOT REQUIRED TO APPEAR IN THE PAPER.

EXAMINATION SCHEDULE

DEPARTMENTAL EXAMINATION FOR PROMOTION OF TAX ASSISTANT TO THE POST OF EXECUTIVE ASSISTANT

Paper	Subject	Date & Day	Time & Duration	Pass Mark
Paper-I	Central Excise, GST & Customs Procedures (With Books)	15.09.2021 (Wednesday)	10.00 to 13.00 Hrs. (3 Hours)	40/100
Paper-II	Computer Application (Theory & Practical)	16.09.2021 (Thursday)	10.00 to 13.00 Hrs. (3 Hours)	50/100
Paper-III	Administration (With Books)	17.09.2021 (Friday)	10.00 to 13.00 Hrs. (3 Hours)	40/100

ANNEXURE – I (SYLLABUS)**Syllabus for Departmental Examinations for Promotion of Tax Assistants to the Grade of Executive Assistants (EA).****Paper I Central Excise, GST and Customs Procedure**

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules, (Latest)
6. Central Excise Tariff Act, 1985.
7. CENVAT Credit Rules, (Latest)
8. Customs Act 1962 and Rules & procedures.
9. CESTAT (Procedure) Rules, 1982 as amended.
10. Central Excise (Appeals) Rules, 2001.

Paper II Computer Application (Theory & Practical)

1. **Overview of Hardware / Software**
 - a. Basics on Input devices.
 - b. Basics on output devices.
 - c. Basics of CPU.
 - d. Basics of Software.
2. **Windows including;**
 - a. Logging onto windows.
 - b. Passwords.
 - c. Shutting down and using of CTRL-ALT-DEL
 - d. Desktop including customization & Screen saver.
 - e. Task bar.
 - f. Windows explorer.
 - g. Use of FIND.
 - h. Using floppy disk and CD ROM.
3. **Office 97-MS Word, MS Excel and MS Powerpoint**
 - A. **MS Word including**
 - i) Creating a new document
 - ii) Basic formatting including Bullets and numbering, Header & Footer.
 - iii) Find and Replaces.
 - iv) Auto Correct and Spell check.
 - v) Saving documents.,
 - vi) Sending documents through mail and floppy.
 - vii) Printing documents including print preview and layout.
 - viii) Help Menu.
 - ix) Table insertion.
 - B. **MS Excel including.**
 - i) Introduction to Excel
 - ii) Creating simple worksheet.
 - iii) Relation between cells, use of \$ Sign.
 - iv) Basic functioning.
 - v) Simple functions and calculations.
 - vi) Saving / Printing of documents.
 - vii) Print preview.

- C. **MS Power Point –**
- i) Introduction to power point
 - ii) Reading simple presentation
 - iii) Using the slide views
 - iv) Inserting and deleting slides
 - v) Taking printout of slides
- D. **Internet including:**
- i) Use of Web mail including attachment and download of files.
 - ii) Browsing including searches.

Paper III Administration

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Control & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR.
9. Swamy's Hand Book 2020