



प्रधान आयुक्त कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER

सी.जी.एस.टी एवं केन्द्रीय उत्पाद शुल्क आयुक्तालय, जयपुर
CGST & CENTRAL EXCISE, JAIPUR ZONE, JAIPUR

नव केन्द्रीय राजस्व भवन, स्टैच्यु सर्किल, सी-स्कीम, जयपुर-३०२००५

NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR – 302005 (RAJ.)

EMAIL: ccu-cgst.jpr@gov.in

(कैडर कंट्रोल यूनिट)

Telefax: 0141-2385813

सेवा में,

दिनांक: 03.07.2023

अपर आयुक्त (CCO),

सी.जी.एस.टी एवं केन्द्रीय उत्पाद शुल्क (जयपुर जोन), जयपुर

अपर/संयुक्त आयुक्त (का.एवं सत.),

सी.जी.एस.टी एवं केन्द्रीय उत्पाद शुल्क, जयपुर/अलवर/उदयपुर/जोधपुर/ऑडिट-जयपुर/

ऑडिट-जोधपुर/अपील्स-जयपुर/अपील्स-जोधपुर एवं

सीमा शुल्क (निवारक) आयुक्तालय, जोधपुर (मु.-जयपुर).

अपर निदेशक,

जी.एस.टी आसूचना महानिदेशालय (जयपुर जोनल यूनिट),

C-62, सरोजनी मार्ग, सी-स्कीम, जयपुर,

अपर महानिदेशक,

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन),

अजमेर रोड, जयपुर

महोदय/महोदया,

विषय:- कर सहायक के पद पर पदोन्नति हेतु विभागीय परीक्षा (Departmental Examination for promotion to the grade of Tax Assistant for the year 2023-24) के क्रम में।

उपरोक्त विषयान्तर्गत लेख है कि नासिन, फरीदाबाद के पत्र फा.स. NACIN/II/12/5/2020-EXAM-O/o Pr DG-NACIN-FARIDABBAD-PART(1) दिनांक 14.06.2023 (प्रति संलग्न) की अनुपालना में दिनांक 14.07.2023 को कर सहायक के पद पर पदोन्नति हेतु विभागीय परीक्षा आयोजित की जा रही है। जो कि नासिन, 117, संतोष नगर, सिविल लाइम मेट्रो स्टेशन के पास, अजमेर रोड, जयपुर- 302006 में ली जानी है। उपरोक्त परीक्षा की समय सारणी तथा परीक्षा में बैठने वाले अभ्यर्थियों की सूची संलग्न है।

2. आपसे आग्रह है कि आपके कार्यालय के क्षेत्राधिकार में कार्यरत कर्मचारियों को उक्त विभागीय परीक्षा में उपस्थित होने हेतु आवश्यक रूप से निर्देशित करें।

संलग्न: उपरोक्तानुसार

Signed by भवदीय,
Sumit Kumar Yadav

Date: 03-07-2023 15:27:18

(सुमित कुमार यादव)
आयुक्त (सी.सी.यू.)

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है -

1. प्रशासनिक अधिकारी राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन), अजमेर रोड, जयपुर को परीक्षार्थियों के बैठने एवं कम्प्यूटर परीक्षा हेतु कम्प्यूटर एवं प्रिंटर की सुविधा से संबंधित आवश्यक व्यवस्था के प्रबन्धन हेतु।
2. निजी प्रति (नियंत्रण अधिकारी के माध्यम से)/गार्ड फाईल/नोटिस बोर्ड।
3. अधीक्षक (कम्प्यूटर), सी.जी.एस.टी. आयुक्तालय, जयपुर को विभागीय वेबसाईट पर अपलोड करने हेतु।

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OFFICE OF THE PRINCIPAL COMMISSIONER

सी.जी.एस.टी एवं केन्द्रीय उत्पाद शुल्क आयुक्तालय, जयपुर

CGST & CENTRAL EXCISE, JAIPUR ZONE, JAIPUR

नव केन्द्रीय राजस्व भवन, स्टैच्यु सर्किल, सी-स्कीम, जयपुर-३०२००५

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**DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANTS
IN CBIC FOR THE YEAR 2023-24 TO BE HELD ON 14.07.2023 AT NACIN, JAIPUR.**

LIST OF THE ELIGIBLE CANDIDATES

Sr. No.	Name of Offier Sh./Shri/Ms.	Roll. No.	Cat.	Present Place of Posting (Commissione rate/ Directorate)	List of Papers in which to be appear		
					(I)	(II)	Typing Speed Test
					Theoretical Test on Computer Proficiency	Practical Test on Computer Proficiency	
1	Sh. Radhey Shyam Yadav, LDC	CGST JAIPUR/TA/01	-	CGST, ALWAR	Y	Y	Y
2	Sh. Heera Lal, Head Havaldar	CGST JAIPUR/TA/02	SC	CGST, JAIPUR	Y	Y	Y
3	Sh. Amar Singh, Head Havaldar	CGST JAIPUR/TA/03	SC	CGST(Audit), JAIPUR	Y	Y	Y
4	Sh. Raju Lal Khinchi, Head Havaldar	CGST JAIPUR/TA/04	SC	CCO , JAIPUR	Y	Y	Y
5	Sh. Laxman Kholiya, Head Havaldar	CGST JAIPUR/TA/05	SC	CGST, JAIPUR	Y	Y	Y
6	Sh. Rohitash Yadav, Head Havaldar	CGST JAIPUR/TA/06	-	CUSTOMS	Y	Y	Y
7	Sh. Ghasi Ram, Head Havaldar	CGST JAIPUR/TA/07	-	CGST, ALWAR	Y	Y	Y
8	Sh. Durg Singh, Head Havaldar	CGST JAIPUR/TA/08	-	CUSTOMS	Y	Y	Y
9	Sh. Ram Pratap, Head Havaldar	CGST JAIPUR/TA/09	-	CGST, ALWAR	Y	Y	Y
10	Sh. Hanuman Sahai, Head Havaldar	CGST JAIPUR/TA/10	SC	CUSTOMS	Y	Y	Y
11	Sh. Manoj Kumar Sharma, Head Havaldar	CGST JAIPUR/TA/11	-	CUSTOMS	Y	Y	Y
12	Sh. Mahesh Kumar Sharma, Head Havaldar	CGST JAIPUR/TA/12	-	CGST, JAIPUR	Y	Y	Y
13	Sh. Abdul Aziz,	CGST JAIPUR/	-	CUSTOMS	Y	Y	Y

	Head Havaldar	TA/13					
14	Sh. Nanu Singh, Head Havaldar	CGST JAIPUR/ TA/14	-	CCO, JAIPUR	Y	Y	Y
15	Sh. Jagdish Prasad Meena, Head Havaldar	CGST JAIPUR/ TA/15	ST	CUSTOMS	Y	Y	Y
16	Sh. Rajesh Kumawat, Head Havaldar	CGST JAIPUR/ TA/16	-	CUSTOMS	Y	Y	Y
17	Sh. Wali Mohammad, Head Havaldar	CGST JAIPUR/ TA/17	-	CGST, JAIPUR	Y	Y	Y
18	Sh. Deepak Kumar Rajoria, Head Havaldar	CGST JAIPUR/ TA/18	SC	CUSTOMS	Y	Y	Y
19	Sh. Kishan Lal Meena, Head Havaldar	CGST JAIPUR/ TA/19	ST	NACIN, JAIPUR	Y	Y	Y
20	Sh. Ramji Lal Meena, Head Havaldar	CGST JAIPUR/ TA/20	ST	CUSTOMS	Y	Y	Y
21	Sh. Girdhari Lal Saini, Head Havaldar	CGST JAIPUR/ TA/21	-	CUSTOMS	Y	Y	Y
22	Sh. Kanhiya Lal Rebari, Head Havaldar	CGST JAIPUR/ TA/22	-	CGST(Appe als), JAIPUR	Y	Y	Y
23	Sh. Madan Mohan Sain, Head Havaldar	CGST JAIPUR/ TA/23	-	CCO, JAIPUR	Y	Y	Y
24	Sh. Omprakash Verma, Head Havaldar	CGST JAIPUR/ TA/24	SC	CGST, JAIPUR	Y	Y	Y
25	Sh. Ramkumar Meena, Head Havaldar	CGST JAIPUR/ TA/25	ST	CUSTOMS	Y	Y	Y
26	Sh. Gulab Chand Meena, Head Havaldar	CGST JAIPUR/ TA/26	ST	CGST, JAIPUR	Y	Y	Y
27	Sh. Vijay Kumar, Head Havaldar	CGST JAIPUR/ TA/27	SC	CCO, JAIPUR	Y	Y	Y
28	Sh. Gopal Naidu, Head Havaldar	CGST JAIPUR/ TA/28	OBC	CUSTOMS	Y	Y	Y
29	Sh. Ghasi Lal Saini, Head Havaldar	CGST JAIPUR/ TA/29	OBC	CGST, JAIPUR	Y	Y	Y
30	Sh. Vinod Kumar Sharma, Head Havaldar	CGST JAIPUR/ TA/30	-	CUSTOMS	Y	Y	Y
31	Sh. Om Prakash Sain, Head Havaldar	CGST JAIPUR/ TA/31	OBC	CGST, ALWAR	Y	Y	Y
32	Sh. Jagdish Prasad, Head Havaldar	CGST JAIPUR/ TA/32	-	CGST, ALWAR	Y	Y	Y
33	Sh. Bhagwan Lal	CGST JAIPUR/	OBC	CGST,	Y	Y	Y

	ACHARYA, Head Havaladar	CGST JAIPUR/TA/33		UDAIPUR			
34	Sh. Ashu Singh, Head Havaladar	CGST JAIPUR/TA/34	-	CGST, JODHPUR	Y	Y	Y
35	Sh. Shankar Singh Rajawat, Head Havaladar	CGST JAIPUR/TA/35	-	CUSTOMS	Y	Y	Y
36	Sh. Manoj Kumar Verma, Head Havaladar	CGST JAIPUR/TA/36	OBC	CUSTOMS	Y	Y	Y
37	Sh. Ummed Singh Bhati, Head Havaladar	CGST JAIPUR/TA/37	-	CGST, JODHPUR	Y	Y	Y
38	Smt. Kalpa, Head Havaladar	CGST JAIPUR/TA/38	OBC	CGST, ALWAR	Y	Y	Y
39	Sh. Suraj Mal Meena, Head Havaladar	CGST JAIPUR/TA/39	ST	DGGL, JAIPUR	Y	Y	Y
40	Sh. Harinarayan Meena, Head Havaladar	CGST JAIPUR/TA/40	ST	CGST, JAIPUR	Y	Y	Y
41	Sh. Vijay Singh Sisodiya, Head Havaladar	CGST JAIPUR/TA/41	-	CGST, UDAIPUR	Y	Y	Y
42	Sh. V. S. Dhakad, Head Havaladar	CGST JAIPUR/TA/42	OBC	CGST, ALWAR	Y	Y	Y
43	Sh. Savarmal Bunkar, Head Havaladar	CGST JAIPUR/TA/43	SC	CGST, ALWAR	Y	Y	Y
44	Smt. Pramila Awasthi, Head Havaladar	CGST JAIPUR/TA/44	-	CGST, JODHPUR	Y	Y	Y
45	Sh. Satya Prakash Devra, Head Havaladar	CGST JAIPUR/TA/45	SC	CGST, JODHPUR	Y	Y	Y

“Y” INDICATES THE CANDIDATE(S) IS REQUIRED TO APPEAR IN THE PAPER

“-” INDICATES THE CANDIDATE(S) NOT REQUIRED TO APPEAR IN THE PAPER

EXAMINATION SCHEDULE

PAPER	SUBJECT	DURATION	DATE	TIME
PAPER I	Theoretical Test on Computer Proficiency	1 hours	14.07.2023	11:00 to 12:00 hrs
PAPER II	Practical Test on Computer Proficiency	30 Minutes	14.07.2023	14:00 to 14:30 hrs
	Typing Speed Test (Passing criteria 8000 key depression per hour).	15 Minutes	14.07.2023	15:00 to 15:15 hrs

नोट : सभी अभ्यर्थी को निर्देश दिए जाते हैं कि परीक्षा स्थल पर निर्धारित समय से 30 मिनट पूर्व उपस्थित हों।



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी
भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
नासिन कॉम्प्लेक्स, सेक्टर-29, फरीदाबाद-121008
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
NACIN Complex, Sector-29, Faridabad-121008
ई-मेल/E-mail : dg.nacen-cbec@nic.in
फोन / Telephone : 0129-2504652-54
फैक्स/Fax : 0129-2504632



F. No. NACIN/II/12/5/2020-EXAM-O/o Pr DG-NACIN-FARIDABAD-Part(1)

Date: 09.06.2023

Examination Notice

Departmental Examination for promotion to the grade of Tax Assistants in CBIC and Directorates under CBIC for the year 2023-24

1. The Departmental Examination for promotion to the grade of Tax Assistants in CBIC and Directorates under CBIC for the year 2023-24 is scheduled to be held on 14.07.2023.
2. The examination will have two papers as mentioned below:

S. No.	Paper	Subject	Max Marks	Pass Marks	Date & Time of Paper
1	Paper-I	Theoretical Test on Computer Proficiency	50	25	14.07.2023 11:00 – 12:00 hrs.
2	Paper-II	Practical Test on Computer Proficiency	50	25	14.07.2023 14:00 – 14:30 hrs.

3. The question paper shall be both in English and Hindi. The candidates have the option to write the answer either in English or in Hindi.
4. As per the latest recruitment rules for the post of Tax Assistants (i.e. Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes and Customs, Directorates, Tax Assistant, Group 'C' Post, Recruitment Rules, 2022 dated 14.07.2022 and Central Board of Indirect Taxes and Customs, Tax Assistant (Group C post) Recruitment Rules, 2022. dated 20.10.2022), the candidates shall possess the following qualification and experience namely, Data Entry Speed of 8000 key depression per hour for data entry work and passed in Departmental Qualifying Examination to be held after three-week training. The qualification and the experience of the candidates viz. Data Entry Speed and three-week training shall be ascertained by the respective CCA's and any clarification other than conduct of the examination shall not be entertained by NACIN, Faridabad.
5. Requisition for the question papers along with Name, gov email id, mobile number of Authorized officers etc as per Annexure-A (enclosed with this notice) must reach the Deputy

Director or Additional Assistant Director (Exam), NACIN, Faridabad latest by 07.07.2023 through email. Any requisition for question papers after this period shall not be entertained. Question paper for the said exam, in password protected PDF format, shall be sent to the nominated authorized officer through e-mail only on 13.07.2023 who shall acknowledge the receipt of the same to NACIN, Faridabad by return email. Password for opening the PDF file will be provided on 14.07.2023, one hour before the start of the exam. The authorized officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question papers can be sent on e-mail id: nacin.exam@icegate.gov.in.

6. Such requisitions from the Commissionerates/Directorates shall be forwarded to NACIN, only through their respective Cadre Controlling Authority (CCA). The marks obtained in the examination shall only be forwarded to the CCAs after the examination.

7. Information regarding the Cadre Controlling Authority, name and contact of authorized officer etc may be provided in the format enclosed as Annexure 'A' to this notice.

8. The syllabus for both Paper-I and Paper-II are same and is enclosed as Annexure 'B'.

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

10. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. Any reference on the question of eligibility shall not be entertained by NACIN.

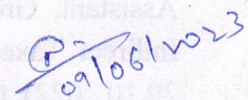
11. NACIN, Faridabad reserves the right to cancel the whole of examination or the examination of a candidate or that of a center or of a cluster of centers, if it is found that unfair means were used or allowed to be used or any partiality or injustice is done to anybody in the examination.

12. "Instructions for Examination" are enclosed, which are integral part of this Examination Notice.

13. This issues with the approval of Additional Director General (Exam.), NACIN, Faridabad.

14. Hindi version will follow.

Encl: As above


Deputy Director (Exam)
NACIN Faridabad

Copy to:

1. All Principal Chief Commissioners/ Chief Commissioners of Customs
2. All Principal Chief Commissioners/ Chief Commissioners of Customs (Preventive)
3. All Principal Chief Commissioners / Chief Commissioners of Central Excise & CGST
4. Director General, NACIN, Faridabad/Principal Additional Director Generals/ Additional Director Generals NACIN ZTI/RTIs
5. All Principal Commissioners / Commissioners of Customs- including Audit
6. All Principal Commissioners/ Commissioners (Appeal), Customs
7. All Principal Commissioners / Commissioners of Central Excise & CGST- including Audit
8. All Principal Commissioners/ Commissioners (Appeal), Central Excise & CGST
9. All Principal Director Generals/Director General/ Principal Additional Director Generals /Addl. Director General under CBIC.
10. The Chief Departmental Representative, CESTAT, New Delhi.
11. The Commissioner of LTU (All)
12. The Chief Chemist, CRCL, New Delhi
13. Webmaster for uploading on the websites of NACIN and CBIC

Instructions for Examination

1. The examination will have two (2) papers as mentioned below: -

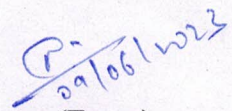
Sl. No.	Paper	Subject	Max. Marks	Pass Marks	Date & Time of Paper
1.	Paper-I	Theoretical Test on Computer Proficiency	50	25	14.07.2023 11:00 – 12:00 hrs.
2.	Paper-II	Practical Test on Computer Proficiency	50	25	14.07.2023 14:00 – 14:30 hrs.

2. 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 “Name of the Station” and “Post” for which they intend to appear e.g. DELHI CUSTOMS/TA/01. Any other format of assigning the Roll numbers may kindly be avoided.
3. The Pr. Commissioners/Commissioners/Pr.ADG/ADG of the Commissionerate/Directorates 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 the 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.
4. Candidates working on Deputation / Loan basis who are eligible and willing to appear for the examination, shall be nominated from their Parent Commissionerate. The Cadre Controlling Principal Commissioner/Commissioner/Pr.ADG/ADG may be requested to inform the eligible officers, who are on deputation with other Directorates / Organizations and also include their requirements while forwarding the nominations. Such nominations may be sent along with “No Objection Certificate” from the Cadre Control Authority in case the candidate has represented to take up the exam in his current place of posting.
5. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates who will appear in the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under the supervision of the Authorized Officer with strict secrecy. The Supervisory officers/ Invigilator of the examination centers also have the right to cancel the examination of a candidate or the whole of center under their jurisdiction, in case of use of unfair means.

6. The answer sheets shall contain the following particulars, either in printed form or by affixing rubber stamp: -
- 1) Name of the Examination
 - 2) Roll No.
 - 3) Name of Center
 - 4) Date & Time of Examination
 - 5) Name of the Paper & Subject
 - 6) No. of loose answer sheets used (The Supervisor/ Invigilator will sign the loose sheets and also assign page numbers).
 - 7) Signature of the Supervisor/ Invigilator (on verification that all the details are correctly filled in by the candidates)
 - 8) Marks obtained and
 - 9) Signature of the Supervisor/ Invigilator.
7. It shall also be notified to the candidates either in printed form or by affixing rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.
- The examination of any candidate shall be cancelled if that candidate writes 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.
8. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted so as to do justice to all. NACIN reserves the right to cancel the whole examination or that of an individual candidate or of a center or in a group of centers, if use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators, if required.
9. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of the examination shall not be entertained by NACIN. Any correspondence, on the process/conduct of examination may be made to Sh. Neeraj Meena, Deputy Director (Exam.) (Mob 8800157527) or Shri Prabhat Kumar, Additional Assistant Director (Exam) (Mob- 9958520646), NACIN, Sector-29, Faridabad-121008 or at email id: nacin.exam@icegate.gov.in.
10. 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.
11. Candidates are not allowed under any circumstances to go out of the hall in the first thirty minutes even on completion/submission of the paper and only one person at a

time is allowed to be go out of the examination hall under reasonable plea after the completion of first 30 minutes, during the examination period.

12. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English.
13. Answer Sheets of Paper-I (Theoretical Test on Computer Proficiency), properly tagged / bunched, shall be sent to NACIN, Faridabad immediately after the examination. The same shall be evaluated by NACIN.
14. Answer Sheets of Paper-II (Practical Test on Computer Proficiency) shall be evaluated by the Directorates/Commissionerate itself and the scores, along with the evaluated answer sheets, shall be sent to NACIN, Faridabad.
15. Answer sheets and the attendance sheet, arranged serially according to allotted Roll No(s). shall be sent in a sealed cover.
16. NACIN would convey the marks obtained by the candidates only to the CCA, only to the email as provided in Annexure-A. 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 & OBC candidates, as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA with intimation to this office for record.
17. This issues with the approval of Additional Director General (Exam), NACIN, Faridabad.


Deputy Director (Exam)
NACIN Faridabad

Annexure 'A'

ANNEXURE A - PROFORMA FOR NOMINATION

1. Name of the Commissionerate/ Directorate:

2. Name of the Cadre Controlling Zone:

3. Name of the Centre of Examination:

4. Official mail ID of the formation:

(Any correspondence w. r. t. departmental examinations shall be sent from the Mail ID mentioned here)

5. Name & Official Address of the nominated Authorised

Officer who would be responsible for the conduct of exam and to whom the question papers in PDF format has to be forwarded through personal gov.in mail ID, the question papers in PDF format is to be sent:

Tel.No. :

Fax No.:

Gov.in Mail ID:

WhatsApp Mobile No.:

6. Details of the candidates appearing for the examination at the centre :

Departmental Examination for promotion to the grade of Tax Assistants in CBIC and Directorates under CBIC for the year 2023-24				
S. No.	Name of the candidate	Designation	Roll No. assigned	Papers in which appearing

Annexure 'B'

Course Content for Computer Proficiency Test for promotion to the grade of Tax Assistants

- 1. Overview of Hardware
- 2. Windows
 - a. Logging onto windows
 - b. Shutting down and use of CTRL-ALT-DEL
 - c. Windows Explorer
 - d. Use of FIND and SEARCH
 - e. Using floppy disk and CD ROM / Pen drive

3. MS Office (MS Word and MS Excel)

A. MS Word

- a. Creating a new document
- b. Basic formatting including Bullets and numbering and Header and Footer
- c. FIND and REPLACE
- d. Auto Correct and Spell Check
- e. Saving documents
- f. Sending documents through floppy/ Pen drive
- g. Printing the documents including print preview and layout
- h. Table handling

B. MS Excel including:

- a. Introduction to Excel
- b. Creating a simple worksheet
- c. Basic formatting
- d. Simple functions and calculations
- e. Saving/ Printing of documents
- f. Print preview

4. Proficiency in use of INTERNET and INTRANET for e-mailing.