

मुख्य आयुक्त कार्यालय
OFFICE OF THE CHIEF COMMISSIONER

वस्तु एवं सेवा कर एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
GOODS & SERVICES TAX & CENTRAL EXCISE (JAIPUR ZONE), JAIPUR
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-302005

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(कैंडर कंटोल यन्त्र)

Telefax: 0141-2385813

फा.सं. II-12(05)सीसीयू/जेजेड/2019 | 866

दिनांक: 08.08.2019

प्रेषित,

अपर/संयुक्त आयुक्त (का. एवं सत.),
जीएसटी एवं के.उ.शु. आयुक्तालय, जयपुर/उदयपुर/
अंकेक्षण जयपुर/ सीमा शुल्क, जयपुर।

उप/सहायक आयुक्त,

जीएसटी एवं के.उ.शु./सीमा शुल्क संभाग.....

महोदय,

विषय:- माह सितम्बर, 2019 में कर सहायक से कार्यकारी सहायक के पद पर पदोन्नती हेतु विभागीय परीक्षा के क्रम में (Departmental Examination for promotion of Tax Assistant to the grade of Executive Assistant to be held in the month of September, 2019)

उपरोक्त विषयान्तर्गत लेख है कि नासिन, चैन्नई द्वारा दिनांक 16.09.2019 से 19.09.2019 तक कर सहायक के पद से कार्यकारी सहायक के पद पर पदोन्नती हेतु विभागीय परीक्षा, 2019 (Departmental Examination for promotion of Tax Assistant to the grade of Executive Assistant, 2019) आयोजित की जा रही है, जो कि नव केन्द्रीय राजस्व भवन, जयपुर में ली जानी है। उपरोक्त परीक्षा की समय सारणी तथा परीक्षा में बैठने वाले कर सहायकों की सूची इस पत्र के साथ संलग्न है।

2. इस क्रम में आपसे अनुरोध है कि आपके अधीन कार्यरत कर सहायकों 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:

- Electronic gadgets such as Mobile Phones, Tablets, I-pad etc are not allowed to be carried into examination hall by the candidates.
- Candidates are not allowed to discuss the questions among themselves.
- Writing of names/signature/any mark indicating Identity of candidate is not allowed in the answer sheet of the candidate, this may lead to the cancellation of the examination of the candidate.

संलग्न- उपरोक्तानुसार

भवदीय,

- हं -

(विकास कुमार जेफ)

अपर आयुक्त (सी.सी.यू.)

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है -

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

19.8.2019

(विकास कुमार जेफ)

अपर आयुक्त (सी.सी.यू.)



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List of the Tax Assistants who are required to appear in the Departmental examination for promotion of Tax Assistant to the grade of Executive Assistant to be held from **16.09.2019 to 18.09.2019** at New Central Revenue Building, Statue Circle, Jaipur.

S. No.	Roll No.	Name of the Officer & Designation S/Sh.	Cat.	Present Place of Posting	Paper		
					I	II	III
1	EA/01	Awadhash Upadhyay	UR	GST Division, Kota	Y	Y	Y
2	EA/02	Pradeep Bhuria	OBC	Audit (H), Jaipur	Y	Y	Y
3	EA/03	Muthuresh Sharma	UR	GST Jaipur (H)	Y	Y	Y
4	EA/04	Shanta Prakash Tailor	UR	Audit (H), Jaipur	Y	Y	Y
5	EA/05	Bhagwan Sahai	SC	GST Jaipur (H)	Y	Y	Y
6	EA/06	Ashok Kumar Saiwal	UR	Customs (H), Jaipur	Y	Y	Y
7	EA/07	Lokendra Kumar	UR	GST Division-D, Jaipur	Y	Y	Y
8	EA/08	Man Singh Gurjar	OBC	GST Jaipur (H)	Y	Y	Y
9	EA/09	Gulab Singh Chauhan	OBC	GST Division-C, Jaipur	Y	Y	Y
10	EA/10	Amar Singh	OBC	Customs (H), Jaipur	Y	Y	Y
11	EA/11	Pawan Kumar Dogra	UR	Customs (H), Jaipur	Y	Y	Y
12	EA/12	Ramesh Chand Soni	OBC	Customs (H), Jaipur	Y	Y	Y
13	EA/13	Yashpal	UR	Audit (H), Jaipur	Y	Y	Y
14	EA/14	Ramesh Sharma	UR	Audit (H), Jaipur	Y	Y	Y
15	EA/15	Manish Verma	SC	CCO (JZ), Jaipur	Y	Y	Y
16	EA/16	Gajanand Sharma	UR	GST Jaipur (H)	Y	Y	Y

नोट:- सभी अभ्यर्थियों 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 ASSISTANTS (TA) TO THE POST OF EXECUTIVE ASSISTANTS (EA):

Paper	Subject	Date & Day	Time & Duration	Pass Mark
Paper-I	Central Excise, GST & Customs Procedures (With Books)	16.09.2019 (Monday)	10.00 to 13.00 Hrs. (3 Hours)	40/100
Paper-II	Computer Application (Theory & Practical)	17.09.2019 (Tuesday)	10.00 to 13.00 Hrs. (3 Hours)	50/100
Paper-III	Administration (With Books)	18.09.2019 (Wednesday)	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 S 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 2018

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 - v) Saving documents.,
 - vi) Sending documents through mail and floppy.
 - vii) Printing documents including print preview and layout.
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 - B. **MS Excel including.**
 - i) Introduction to Excel
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