

I/1735217/2024

	<p>प्रधानआयुक्त सीमाशुल्क (सामान्य) काकार्यालय  <b>OFFICE OF THE PRINCIPAL COMMISSIONER          OF CUSTOMS (GENERAL)</b>          कार्मिक एवं स्थापना अनुभाग, नवीन सीमा शुल्क भवन, बलार्ड          एस्टेट, मुंबई 400001-  <b>P&amp;E Section, New Custom House, Ballard          Estate, Mumbai- 400 001</b>  <b>(Tel: 022 - 2275 7738), Email id: p.estt-          mum-cus-zone1@gov.in</b></p>	
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07-02-2024

**CIRCULAR NO - 14 /2024**

**Subject:-Departmental Examination for promotion of Tax Assistant (TA) to the grade of Executive Assistants (EA) of Central Taxes & Customs to be held in the month of March, 2024-reg.**

As intimated by the Pr. Additional Director General, NACIN, Chennai vide letter F. No. NACIN/II/12/2/2024-Exam-O/o Pr. ADG-NACIN-ZC-Chennai, the Departmental Examination for promotion of Tax Assistant to the grade of Executive Assistant of Central Taxes & Customs to be held in the month of March, 2024 and the details schedule is as under:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper-I	Central Excise, GST and Customs (with books)	3 hours	11.03.2024 (Monday)	10.00 hrs to 13.00 hrs	40/100
Paper-II	Computer Applications (Theory & Practical)	3 hours	12.03.2024 (Tuesday)	10.00 hrs to 13.00 hrs	50/100
Paper-III	Administration (with books)	3 hours	13.03.2024 (Wednesday)	10.00 hrs to 13.00 hrs	40/100

Ministerial Officer to appear for the examinations as per the eligibility conditions is as under:-

- Examination for promotion to the grade of Executive Assistants
  - (I). **Tax Assistant with two years of regular service and must have successfully cleared the confirmation examination prescribed in the grade of TA.**
2. All the candidates are required to arrange for their own books for the ensuing examination.
  3. The application should reach the P&E Department not later than

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**09.02.2024** in the prescribed proforma (**Annexure 'A'**) ***by hand only.***

Application received after **09.02.2024** will not be entertained under any circumstances. Incomplete details may result in rejection of the application/form (Annexure 'A') without any further intimation to the officer.

4. Candidates are requested to inform whether Hindi version of question papers is required or otherwise.
5. Further, All the head of department are requested to bring this circular to the notice of all the concerned officers working under them, including those on leave, on deputation with other Directorate/ Organizations, so as the willingness of the candidates reaches in time to enable this department to conduct the examinations effectively.

**Note: - 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.**

ASSISTANT COMMISSIONER  
P&E Section, NCH  
Mumbai -01

Encl: Annexure-A.

**Copy to:**

1. The Pr. Chief/Chief Commissioner of Customs, Mumbai Customs, Zone-I, II & III
2. The Pr. Commissioner/Commissioner of Customs (General/Import-I,II/Export and Audit), Zone - I, II & III
3. All Additional/Joint Commissioner of Customs, Zone - I, Zone-II, Zone-III
4. Ministerial table, P&E Section.
5. The EDI Section (for uploading the same please).
6. Office Copy.



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**ANNEXURE-'A'**

**(Departmental Examination for promotion of Tax Assistant (TA) to Executive Assistants (EA) to be held in March, 2024)**

01 Name of the Candidate :  
\_\_\_\_\_

02 Designation :  
\_\_\_\_\_

03 Date of appointment to the :  
\_\_\_\_\_  
present grade.

04 Paper(s) for which :  
\_\_\_\_\_  
appearing

05 Paper(s) in which passed during :  
\_\_\_\_\_  
last departmental examination  
**(if passed, copy of such order be enclosed)**

06 Whether belonging to :  
\_\_\_\_\_  
SC/ST (If yes, enclose copy)

07 Present posting :  
\_\_\_\_\_

08 Date of Birth :  
\_\_\_\_\_

09 Contact No. :  
\_\_\_\_\_

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**UNDERTAKING**

I, ..... hereby declare that the particulars given above are true and in case any of the above said information is found to be incorrect, I shall be disqualified from the examination.

Date :  
candidate

Signature of the

**"CERTIFIED THAT THE ABOVE PARTICULARS HAVE BEEN VERIFIED WITH  
THE SERVICE BOOK AND FOUND CORRECT"**

**CAO/ACAO/AO**

Note: The report should be sent only after verification of the information given by the candidates with reference to their service book.

*(In case of married women candidate, she may state her married name also, if changed after appointment in the department)*