

Annexure-A

Syllabus for Departmental Examination for Confirmation of Multi-tasking Staff of Central Tax, Central Excise, and Customs

PAPER-I BASIC ENGLISH (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	<ol style="list-style-type: none">1. Basics of English Language, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage and writing ability.2. Comprehension of simple passages, filling the blanks by selecting the appropriate words, finding out correctly / wrongly spelt words from a list finding out error in sentences, correcting the tenses etc.
PAPER-II GENERAL OFFICE PROCEDURE (Objective type) (Time allowed: 1 hour) (Max marks: 50)	<ol style="list-style-type: none">1. Knowledge and hierarchy and structure of CBIC, Sections in the Commissionerate's / Directorates, designations, manner and etiquettes while on duty.2. Integrity and Ethics, basic aspects of citizen charter of CBIC, Conduct Rules, Leave Rules, Record maintenance, NPS.3. E-office - CRU related work.4. Swachhata in offices, Optimization of electricity and water consumption.5. Types of office machines & equipment and their usage; handling of office equipment and machines, photocopying, fax, scanning, elementary aspects of computer operations.
PAPER-III HINDI (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	Basic Office Terminology in Hindi (CBIC), comprehension, day to day conversation topics, Standard Notes on day-to-day usage of Hindi in official notes (English to Hindi and vice versa), correction of spellings, fill in the blanks etc.