



OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)
NEW CUSTOM HOUSE, BALLARD ESTATE,
MUMBAI – 400 001.

F. No. S/5- 262/2017Estt. P & E

Date : 26/12/2017

CIRCULAR NO- 34 /2017

Subject:-Departmental examination for promotion of Ministerial Officers to the grade of Executive Assistant and Inspectors of Central Excise, Inspectors of Customs (EOs & POs) to be held in the Month of February – 2018 – reg.

The departmental examination for promotion from Ministerial Officer to the grade of Executive Assistant, Preventive Officers and Examiners of Customs is scheduled to be held as per the programmed mentioned below :-

Examination for promotion to the grade of Inspectors of Customs (EOs & POs):

Paper	Subject
Paper-I	Customs (With Books)
Paper-II	Allied Acts (including Central Excise Act & Rules) (With Books)
Paper-III	Administration (With Books)

Examination for promotion to the grade of Executive Assistants:

Paper	Subject
Paper-I	Central Excise Service Tax & Customs Procedures (with Books)
Paper-II	Computer Application (Theory & Practical)
Paper-III	Administration (With Books)

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

(a). Examination for promotion to the grade of Inspectors of Customs (EOs & POs):

- (1). All Executive Assistant and Steno Grade II (re-designated as Steno-I)
- (2). Tax Assistants and Stenographers Grade II (erstwhile Steno-III) who have successfully completed the period of probation and cleared the confirmation exam in the grade.

(b). Examination for promotion to the grade of Executive Assistants:

- (1). Tax Assistant with Two Years regular service and who have successfully cleared confirmation examination prescribed for the grade of TA.

All the candidates are required to arrange for their own books for the ensuing examination. The application should reach the P & E Department **not later than 31.12.2017** in the prescribed proforma (Annexure 'A'). Candidates are requested to inform whether Hindi version of question papers is required or otherwise.

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:- Mobile phones or any other electronic device are not allowed during the examination. Any infringements of these instructions shall entail disciplinary action.

*Recd

26/12/17*

(G.Manigandasamy)
Deputy Commissioner of Customs
P & E, NCH, Mumbai-I

Encl:- As above.

Copy to:

1. The Chief Commissioner of Customs Mumbai Zone I, II & III
2. The Commissioner of Customs (General/Import/Export), Zone – I
3. The Addl. Commissioner of Customs (Admn.) Zone – I, II & III
4. The EDI Section (for uploading the same)

ANNEXURE 'A'

- 01 Name of the Candidate : _____
- 02 Date of Birth : _____
- 03 Designation : _____
- 04 Date of appointment to the :
the present grade. _____
- 05 Paper(s) for which :
appearing _____
- 06 Paper(s) in which passed :
during last departmental
examination (if passed,
copy of such order be
enclosed) _____
- 07 Whether belonging to :
SC/ST _____
- 08 Present posting : _____

Date :

Signature of the candidate

Contact No. :

**"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)*

F.No S/5- /2017 Estt.