


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

F. No. II/(12)/59/2023 and E-O/o PR Commr-Cus-Gen-Zone-I Date: /07/2023

CIRCULAR NO-61/2023

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 September, 2023-reg.

As intimated by the Pr. Additional Director General, NACIN, Chennai vide letter F. No. NACIN/II/12/4/2023-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 September, 2023 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	11.09.2023 (Monday)	10.00 hrs to 13.00 hrs	40/100
Paper-II	Computer Applications (Theory & Practical)	3 hours	12.09.2023 (Tuesday)	10.00 hrs to 13.00 hrs	50/100
Paper-III	Administration (with books)	3 hours	13.09.2023 (Wednesday)	10.00 hrs to 13.00 hrs	40/100

1. 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 for 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 **31.07.2023** in the prescribed proforma (**Annexure 'A'**) by hand or e-mail on mcuspe7737@gmail.com. Application received after **31.07.2023** 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.

I/1318998/2023

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.

Signed by

Harish Ramakrishna Rao

(Harish R. Rao)

Date: 27-07-2023 18:13:43
Assistant Commissioner of Customs,
P&E Section, NCH
Mumbai -01

Encl: Annexure-A & Syllabus.

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. Notice Board at **CHS Section and P&E Section**, NCH, Mumbai.
7. Office Copy.

I/1318998/2023

ANNEXURE-'A'

(Departmental Examination for promotion of Tax Assistant (TA) to Executive Assistants (EA) to be held in September, 2023)

- 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. : _____

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 :

Signature of the candidate

“CERTIFIED THAT THE ABOVE PARTICULARS HAVE BEEN VERIFIED WITH THE SERVICE BOOK AND FOUND CORRECT”

CAO/ACAO/AO

I/1318998/2023

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)