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|  <p>आयुक्त सीमाशुल्क (सामान्य) का कार्यालय OFFICE OF THE 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>आजादी का अमृत महोत्सव</p> |
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I/3809253/2026

Date: As e-signed

CIRCULAR No. 05/2026 P&E (Min.)

Subject: Departmental Promotion Examination of Tax Assistants to the grade of Executive Assistant scheduled to be held from 11.03.2026 to 13.03.2026- reg.

As intimated by the Assistant Director, NACIN, Cochin vide Examination Notice F.N. NACIN/II/12/9/2025-ADMN dated 27.01.2026 the Departmental Promotion Examination of Tax Assistants to the grade of Executive Assistant scheduled to be held from 11.03.2026 to 13.03.2026.

Detailed schedule is as under:

| Paper | Subject | Duration | Date | Time (in hrs) | Pass Mark |
|-----------|---|----------|------------|----------------|-----------|
| Paper-I | Customs Law and Procedures (With Books) | 3 Hours | 11.03.2026 | 10:00 to 13:00 | 50/100 |
| Paper-II | Goods & Services Tax Law and Procedures (With Books) | 3 Hours | 11.03.2026 | 14:00 to 17:00 | 50/100 |
| Paper-III | Computer Application and Use of Internet (Theory & Practical) | 3 Hours | 12.03.2026 | 10:00 to 13:00 | 50/100 |
| Paper-IV | Administration (With Books except for conduct Rules) | 3 Hours | 12.03.2026 | 14:00 to 17:00 | 50/100 |
| Paper-V | Economic and Commercial Geography and General Knowledge (Without Books) | 3 Hours | 13.03.2026 | 10:00 to 13:00 | 50/100 |
| Paper-VI | Hindi | 3 Hours | 13.03.2026 | 14:00 to 17:00 | 50/100 |

2. Eligibility criteria to appear in the above said examination as per Para 5(4) Departmental Examination Rules, 2024 is as under-

*“Only those officers who have completed **at least 50% of the qualifying service** for promotion to any higher grade as prescribed in the relevant recruitment rules shall be eligible to appear in the departmental promotion examination. i.e. **50% of the qualifying service for promotion from TA to EA is 5 Years** as per Recruitment Rules of EA dated 28.09.2015”*

3. In Paper-III (Computer Application and Use of Internet) (Theory and Practical),

equal marks and time shall be allocated to Theory (Part-A) and Practical (Part-B). Candidates are required to score a minimum of 50% marks in theory and practical separately.

4. In case of papers (with books), only prescribed books shall be allowed to be carried into examination hall by the candidates. Candidates are advised to arrange books at their own.
5. The application must be submitted in the P&E Section, 2nd floor, **not later than 06.02.2026 in the prescribed proforma (Annexure 'C') by hand only**. Application received after 06.02.2026 will not be entertained under any circumstances. Incomplete details may result in rejection of the application/form (Annexure 'C') without any further intimation to the officer.
6. Candidates are directed to refer Departmental Examination Rules (DER), 2024 dated 18.12.2024 and Board's Clarification letters dated 13.02.2025 & 16.05.2025 for detailed syllabus of the question papers carefully, as mentioned above. Candidates should check their previous result if any, and apply for this departmental examination accordingly. If the candidate has already passed any of the paper(s) as per DER, 2008, he need not pass the same paper again simply because of changing in sequences of the papers. No representation after the submission of wrong/incorrect willingness form will be entertained.
7. As per DER, 2024, **candidate who has passed his matriculation or an equivalent or higher examination with Hindi as one of the subject, may be exempted from passing the examination in Hindi**. The candidate who wish to avail exemption in Hindi Paper should clearly mention in his/her willingness form and submit duly self-attested photocopy of marksheet along with Annexure-C.
8. Candidates are directed to submit their willingness form only after certification of the information from their Service Book by the respective AO/ACAO/CAO. No representation regarding rectification in DOB/DOJ etc. after the submission of wrong/incorrect willingness form will be entertained.
9. 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.

This issues with the approval of the Commissioner of Customs (Gen), NCH.

Assistant Commissioner of Customs,
P&E Section, NCH
Mumbai -01

Encl: Annexure-C (Willingness form)

Copy to:

1. The Pr. Chief/Chief Commissioner of Customs, Mumbai Customs, Zone-I, II & III
2. EDI Section (for uploading the same please).

3. Office Copy.