
	<p>प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय  <b>OFFICE OF THE PRINCIPAL COMMISSIONER  OF CUSTOMS (GENERAL)</b>  कार्मिक एवं स्थापना अनुभाग, नवीन सीमा शुल्क  भवन, बलार्ड एस्टेट, मुंबई 400001-  P&amp;E Section, New Custom House, Ballard Estate,  Mumbai- 400 001  (Tel: 022 - 2275 7738), Email id: p.estt-mum-cus-  zone1@gov.in</p>	 <b>आज़ादी का  अमृत महोत्सव</b>
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F.N. II/(12)/37/2023/ P& E/NCH

05-05-2025

**CIRCULAR No.26/2025**

**Subject: Departmental Examination for promotion of Lower Divisional Clerks (LDC)/Head Havaladar to Tax Assistant of Central Taxes & Customs to be held in the month of May, 2025-reg.**

As intimated by the Assistant Director, NACIN, Faridabad vide email/letter F. No. NACIN/II/12/5/2024-Exam-O/o Pr. DG-NACIN-Faridabad-Part I, the Departmental Examination for promotion of Lower Divisional Clerks (LDC)/Head Havaladar to Tax Assistant of Central Taxes & Customs to be held on **23rd May, 2025**.

Detailed schedule is as under:

Paper	Subject	Max. Marks	Pass marks	Time
Paper-I	Theoretical Test on Computer Proficiency	50	25	23.05.2025 (11.00 hrs to 12.00 hrs) (Time allowed-1 hr)
Paper-II	Practical Test on Computer proficiency	50	25	23.05.2025 (14.00 hrs to 14.30 hrs) (Time allowed- 30 Minutes)
Paper-III	Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer	Qualifying	Qualifying	The Paper-III i.e. Typing Speed shall be ascertained by the respective CCA's

2. Lower Divisional Clerks (LDC)/Head Havaladar to appear for the said examination as per the eligibility conditions is as under:-

"Lower Division Clerks in level-2 (Rs.19900-63200) in the pay matrix and Head Havaladar in level-2 (Rs.19900-63200) in the Pay Matrix who have rendered Four years of regular service in the grade failing which, -

- 50% of eleven years of combined service in Grade of Lower Division Clerk and Multi-Tasking Staff, or;
- 50% of eleven years of combined service in the Grade of Head Havaladar, Havaladar and Multi- Tasking Staff, or;
- 50% of eleven years of combined service in the Grade of Lower Division Clerk, Havaladar and Multi-Tasking Staff.

shall be taken into consideration and shall possess the following qualification and experience, namely: -  
Data Entry Speed of 8000 key depression per hour for data entry work and passed in Departmental Qualifying Examination to be held after a three-week training..”

3. The Question paper shall be in both English and Hindi. Candidates have the option to write the answer either in English or in Hindi. The Examination will start at 11:00 hrs.
4. The application should be reached in the P&E Section, 2<sup>nd</sup> floor, not later than **07.05.2025** in the prescribed proforma (**Annexure ‘A’**) **by hand only**. Application received after **07.05.2025** 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.
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  
Pramod Anand Mendon  
Date: 05-05-2025 12:14:24

PRAMOD ANAND MENDON  
Deputy Commissioner of Customs,  
P&E Section, NCH  
Mumbai -01

Encl: Annexure-B (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. The EDI Section (for uploading the same please).
5. Office Copy.

### **Annexure 'B'**

#### **Course Content for Computer Proficiency Test for promotion to the grade of Tax Assistants**

<b>Course Content for Computer Proficiency Test for Promotion to the Grade of Tax Assistants</b>				
<b>Paper</b>	<b>Type of Test</b>	<b>Time Allowed</b>	<b>Max Marks</b>	<b>Content</b>
<b>Paper-I</b>	Theoretical Test on Computer Proficiency	1 hour	50	<b>1. Overview of Hardware</b>
				<b>2. Windows</b>
				a)- Logging onto Windows
				b)- Shutting down and use of CTRL-ALT-DEL
				c)- Windows Explorer
				d)- Use of FIND and SEARCH
				e)- Using floppy disk and CD ROM / Pen drive
<b>Paper-II</b>	Practical Test on Computer Proficiency	30 minutes	50	<b>3. MS Office (MS Word and MS Excel)</b>
				<b>A. MS Word</b>
				a) Creating a new document
				b) Basic formatting including bullets and numbering and Header and Footer
				c) FIND and REPLACE
				d) Auto Correct and Spell Check
				e) Saving documents
				f) Sending documents through floppy / Pen drive
				g) Printing the documents including print preview and
				h) Table handling
				<b>B. MS Excel including</b>



				a) Introduction to Excel
				b) Creating a simple worksheet
				c) Basic formatting
				d) Simple functions and calculations
				e) Saving / Printing of documents
				f) Print preview
				<b>4. Proficiency in use of INTERNET and INTRANET for e-mailing.</b>
Paper-III (Typing Test)	Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer.	Qualifying	Qualifying	The Typing Speed shall be ascertained by the respective CCA's/Directorates.

**ANNEXURE- 'C'**

**(Departmental Examination for promotion of Lower Divisional Clerks (LDC)/Head Havaladar to Tax Assistant scheduled to be held in the 23<sup>rd</sup> May, 2025)**

- 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/CAAO/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)*