



कार्यालय मुख्य आयुक्त
Office of the Chief Commissioner
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
CGST & Central Excise (Jaipur Zone), Jaipur

सेवा में,

अपर आयुक्त (CCO),
सी.जी.एस.टी एवं केन्द्रीय उत्पाद शुल्क (जयपुर जोन), जयपुर
अपर/संयुक्त आयुक्त (का.एवं सत.),
सी.जी.एस.टी एवं केन्द्रीय उत्पाद शुल्क, जयपुर/अलवर/उदयपुर/जोधपुर/ऑडिट-जयपुर/
ऑडिट-जोधपुर/अपील्स-जयपुर/अपील्स-जोधपुर एवं
सीमा शुल्क (निवारक) आयुक्तालय, जोधपुर (मु.-जयपुर).
अपर निदेशक,
जी.एस.टी आसूचना महानिदेशालय (जयपुर जोनल यूनिट),
C-62, सरोजनी मार्ग, सी-स्कीम, जयपुर,
अपर महानिदेशक,
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन),
अजमेर रोड, जयपुर |

महोदय/महोदया,

विषय:- कर सहायक के पद पर पदोन्नति हेतु विभागीय परीक्षा (Departmental Examination for promotion to the grade of Tax Assistant for the year 2024-25) के क्रम में।

उपरोक्त विषयान्तर्गत लेख है कि नासिन, पालसमुद्रम के पत्र फा.स. NACIN/TRNG/419/2024-ADG-II-O/o Pr DG-NACIN-FARIDABBAD-TA दिनांक 11.06.2024 (प्रति संलग्न) की अनुपालना में दिनांक 12.07.2024 को कर सहायक के पद पर पदोन्नति हेतु विभागीय परीक्षा आयोजित की जा रही है। जो कि **नासिन, 117, संतोष नगर, सिविल लाइम मेट्रो स्टेशन के पास, अजमेर रोड, जयपुर-302006** में ली जानी है। उपरोक्त परीक्षा की समय सारणी, पाठ्यक्रम तथा परीक्षा में बैठने वाले अभ्यर्थियों की सूची संलग्न है।

2. आपसे आग्रह है कि आपके कार्यालय के क्षेत्राधिकार में कार्यरत कर्मचारियों को उक्त विभागीय परीक्षा में उपस्थित होने हेतु आवश्यक रूप से निर्देशित करें।

भवदीया,

संलग्न: उपरोक्तानुसार

(बबनीत तुली)
अपर आयुक्त

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है -

1. प्रशासनिक अधिकारी राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन), अजमेर रोड, जयपुर को परीक्षार्थियों के बैठने एवं कम्प्यूटर परीक्षा हेतु कम्प्यूटर एवं प्रिंटर की सुविधा से संबंधित आवश्यक व्यवस्था के प्रबन्धन हेतु।

2. प्रशासनिक अधिकारी (मु.), केन्द्रीय जीएसटी एवं के.उ.शु. आयुक्तालय, जयपुर को प्रेषित कर लेख है कि उक्त परीक्षा के सम्बन्ध में नासिन, जयपुर के साथ अन्य आवश्यक व्यवस्था का प्रबन्ध सुनिश्चित करें।
3. निजी प्रति (नियंत्रण अधिकारी के माध्यम से)/गार्ड फाईल/नोटिस बोर्ड।
4. वेब मास्टर, सी.जी.एस.टी. आयुक्तालय, जयपुर को विभागीय वेबसाईट पर अपलोड करने हेतु।
5. महासचिव ग्रुप 'C' अधिकारी संघ जयपुर।



कार्यालय मुख्य आयुक्त
Office of the Chief Commissioner
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
CGST & Central Excise (Jaipur Zone), Jaipur

**DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE GRADE OF TAX ASSISTANTS
IN CBIC FOR THE YEAR 2024-25 TO BE HELD ON 12.07.2024 AT NACIN, JAIPUR.**

LIST OF THE ELIGIBLE CANDIDATES

Sr. No.	Name of Officer Sh./Shri/Ms.	Roll. No.	Cat.	Present Place of Posting (Commissioner rate/Directorate)	List of Papers in which to be appear		
					(I)	(II)	Typing Speed Test
1	Sh. Radhey Shyam Yadav, LDC	CGST JAIPUR/TA/01	-	CGST, ALWAR	-	-	Y
2	Sh. Heera Lal, Head Havaladar	CGST JAIPUR/TA/02	SC	CUSTOMS, JAIPUR	Y	Y	Y
3	Sh. Amar Singh, Head Havaladar	CGST JAIPUR/TA/03	SC	CGST(Audit), JAIPUR	Y	Y	Y
4	Sh. Laxman Kholiya, Head Havaladar	CGST JAIPUR/TA/04	SC	CUSTOMS JAIPUR	Y	Y	Y
5	Sh. Rohitashva Yadav, Head Havaladar	CGST JAIPUR/TA/05	-	CUSTOMS (SGNR)	-	-	Y
6	Sh. Ghasi Ram, Head Havaladar	CGST JAIPUR/TA/06	-	CGST, ALWAR	-	Y	Y
7	Sh. Durg Singh, Head Havaladar	CGST JAIPUR/TA/07	-	CUSTOMS	-	-	Y
8	Sh. Ram Pratap, Head Havaladar	CGST JAIPUR/TA/08	-	CGST, ALWAR	-	Y	Y
9	Sh. Hanuman Sahai, Head Havaladar	CGST JAIPUR/TA/09	SC	CUSTOMS	-	Y	Y
10	Sh. Manoj Kumar Sharma, Head Havaladar	CGST JAIPUR/TA/10	-	CCO JAIPUR	-	Y	Y
11	Sh. Mahesh Kumar Sharma, Head Havaladar	CGST JAIPUR/TA/11	-	CUSTOMS JAIPUR	Y	Y	Y

12	Sh. Abdul Aziz, Head Havaladar	CGST JAIPUR/TA/12	-	CGST JAIPUR	Y	Y	Y
13	Sh. Nanu Singh, Head Havaladar	CGST JAIPUR/TA/13	-	CCO, JAIPUR	-	Y	Y
14	Sh. Jagdish Prasad Meena, Head Havaladar	CGST JAIPUR/TA/14	ST	CUSTOMS	Y	Y	Y
15	Sh. Rajesh Kumawat, Head Havaladar	CGST JAIPUR/TA/15	-	CUSTOMS	-	Y	Y
16	Sh. Wali Mohammad, Head Havaladar	CGST JAIPUR/TA/16	-	CUSTOMS JAIPUR	Y	Y	Y
17	Sh. Deepak Kumar Rajoria, Head Havaladar	CGST JAIPUR/TA/17	SC	CUSTOMS	-	-	Y
18	Sh. Kishan Lal Meena, Head Havaladar	CGST JAIPUR/TA/18	ST	CUSTOMS JAIPUR	-	-	Y
19	Sh. Ramji Lal Meena, Head Havaladar	CGST JAIPUR/TA/19	ST	CGST JAIPUR	Y	Y	Y
20	Sh. Girdhari Lal Saini, Head Havaladar	CGST JAIPUR/TA/20	-	CUSTOMS	Y	Y	Y
21	Sh. Kanhiya Lal Rebari, Head Havaladar	CGST JAIPUR/TA/21	-	CGST(Appeals) , JAIPUR	Y	Y	Y
22	Sh. Madan Mohan Sain, Head Havaladar	CGST JAIPUR/TA/22	-	CGST JAIPUR	-	-	Y
23	Sh. Omprakash Verma, Head Havaladar	CGST JAIPUR/TA/23	SC	CGST, JAIPUR	Y	-	Y
24	Sh. Ramkumar Meena, Head Havaladar	CGST JAIPUR/TA/24	ST	CUSTOMS	-	-	Y
25	Sh. Gulab Chand Meena, Head Havaladar	CGST JAIPUR/TA/25	ST	CGST, JAIPUR	-	-	Y
26	Sh. Vijay Kumar, Head Havaladar	CGST JAIPUR/TA/26	SC	CCO, JAIPUR	-	-	Y
27	Sh. Gopal Naidu, Head Havaladar	CGST JAIPUR/TA/27	OBC	CUSTOMS	-	-	Y
28	Sh. Ghasi Lal Saini, Head Havaladar	CGST JAIPUR/TA/28	OBC	CGST, JAIPUR	Y	-	Y
29	Sh.Vinod Kumar Sharma, Head Havaladar	CGST JAIPUR/TA/29	-	CUSTOMS	-	-	Y

30	Sh. Om Prakash Sain, Head Havaladar	CGST JAIPUR/TA/30	OBC	CCO JAIPUR (to work in CGS, Alwar at Behror)	-	-	Y
31	Sh. Jagdish Prasad, Head Havaladar	CGST JAIPUR/TA/31	-	CGST, JODHPUR	Y	Y	Y
32	Sh. Bhagwan Lal Acharya, Head Havaladar	CGST JAIPUR/TA/32	OBC	CGST, UDAIPUR	-	Y	Y
33	Sh. Ashu Singh, Head Havaladar	CGST JAIPUR/TA/33	-	CGST, JODHPUR	-	Y	Y
34	Sh. Shankar Singh Rajawat, Head Havaladar	CGST JAIPUR/TA/34	-	CUSTOMS	-	-	Y
35	Sh. Manoj Kumar Verma, Head Havaladar	CGST JAIPUR/TA/35	OBC	CUSTOMS	-	-	Y
36	Sh. Ummed Singh Bhati, Head Havaladar	CGST JAIPUR/TA/36	-	CGST, JODHPUR	-	-	Y
37	Smt. Kalpa, Head Havaladar	CGST JAIPUR/TA/37	OBC	CUSTOMS	-	-	Y
38	Sh. Suraj Mal Meena, Head Havaladar	CGST JAIPUR/TA/38	ST	DGGI, JAIPUR (on loan basis from CGST JAIPUR)	Y	-	Y
39	Sh. Harinarayan Meena, Head Havaladar	CGST JAIPUR/TA/39	ST	CUSTOMS JAIPUR	-	-	Y
40	Sh. Vijay Singh Sisodiya, Head Havaladar	CGST JAIPUR/TA/40	-	CGST, UDAIPUR	Y	Y	Y
41	Sh. V. S. Dhakad, Head Havaladar	CGST JAIPUR/TA/41	OBC	CGST, ALWAR	Y	-	Y
42	Sh. Savarmal Bunkar, Head Havaladar	CGST JAIPUR/TA/42	SC	CGST JAIPUR	-	-	Y
43	Smt. Pramila Awasthi, Head Havaladar	CGST JAIPUR/TA/43	-	CGST, JODHPUR	-	-	Y
44	Sh. Satya Prakash Devra, Head Havaladar	CGST JAIPUR/TA/44	SC	CGST, JODHPUR	-	Y	Y

45	Sh. Ravindra Singh, Head Hawaldar	CGST JAIPUR/TA/45	SC	CGST, ALWAR	-	Y	Y
46	Sh. Sansar Meena, Head Hawaldar	CGST JAIPUR/TA/46	ST	CGST, ALWAR	-	Y	Y

“Y” INDICATES THE CANDIDATE(S) IS REQUIRED TO APPEAR IN THE PAPER

“-” INDICATES THE CANDIDATE(S) NOT REQUIRED TO APPEAR IN THE PAPER

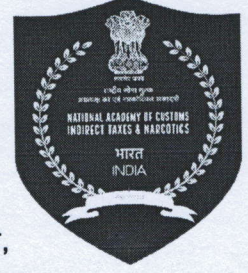
EXAMINATION SCHEDULE

PAPER	SUBJECT	DURATION	DATE	TIME
PAPER I	Theoretical Test on Computer Proficiency	1 hours	12.07.2024	11:00 to 12:00 hrs
PAPER II	Practical Test on Computer Proficiency	30 Minutes	12.07.2024	14:00 to 14:30 hrs
	Typing Speed Test (Passing criteria 8000 key depression per hour).	15 Minutes	12.07.2024	15:00 to 15:15 hrs

नोट : सभी अभ्यर्थी को निर्देश दिए जाते हैं कि परीक्षा स्थल पर निर्धारित समय से 30 मिनट पूर्व उपस्थित हों।



भारत सरकार Government of India
वित्त मंत्रालय Ministry of Finance
राजस्व विभाग Department of Revenue
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
Central Board of Indirect Taxes & Customs



राष्ट्रीय सीमाशुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,
National Academy of Customs, Indirect Taxes & Narcotics,
पालसमुद्रम, एन एच - 44, गोरंटला मंडल, श्री सत्य साई जिला, आंध्र प्रदेश-515241
Palasamudram, Nh-44, Gorantla Mandal, Sri Sathya Sai Dist, Andhra Pradesh – 515241
E-mail: exam-nacinpsm@gov.in

File No: NACIN/TRNG/419/2024-ADG II-O/o Pr DG-NACIN-FARIDAB-TA

Dated: 11-06-2024

To

The Cader Control Authorities, CGST

Mumbai GST Zone/Delhi GST Zone/Pune GST Zone/Chennai GST Zone/Hyderabad GST Zone/Bengaluru GST Zone/Ahmedabad GST Zone/Bhopal GST Zone/Vadodara GST Zone/Meerut GST Zone/Jaipur GST Zone/Lucknow GST Zone/Kolkata GST Zone/Vishakapatnam GST Zone/Ranchi GST Zone/Thiruvananthapuram GST Zone/Bhubaneswar GST Zone/Panchkula GST Zone/Guwahati GST Zone Nagpur Zone/Chandigarh Zone

The Cader Control Authorities, Customs

Ahmedabad Zone/Bengaluru/Chennai/Delhi/Delhi Prev/Kolkata/Mumbai-I/Mumbai-II/Mumbai-III/Patna Prev/Trichy Prev

The Director General

DG Analytics and Risk Management (DGARM)/DG, Anti-Profiteering/DG Audit/DG Export Promotion/DG GST Intelligence/DG GST/DG HRD (HRM)/DG HRD (I&W, EMC)/DG Performance Management/DG Revenue Intelligence/DG Systems & Data Management/DG Taxpayer Services/DG Valuation/DG Vigilance/Directorate of International Customs/Directorate of Legal Affairs/Directorate of Logistics/Directorate of Central Revenues Control Laboratories.

Sir/Madam

Sub: Departmental Examination for Promotion to the grade of TAX Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-2025 - Regarding.

Please find enclosed the Examinations Notice and the Instructions for Conduct of Departmental Examination for Promotion to the grade of TAX Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-2025 for needful and timely action before the DPC is conducted.

Encl: As above

Yours Faithfully,

Assistant Director (Exam)
NACIN, Palasamudram



भारत सरकार Government of India

वित्त मंत्रालय Ministry of Finance

राजस्व विभाग Department of Revenue

केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड

Central Board of Indirect Taxes & Customs

राष्ट्रीय सीमाशुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,

National Academy of Customs, Indirect Taxes & Narcotics,

पालसमुद्रम, एन एच - 44, गोरंटला मंडल, श्री सत्य साईं जिला, आंध्र प्रदेश-515241

Palasamudram, Nh-44, Gorantla Mandal, Sri Sathya Sai Dist, Andhra Pradesh - 515241

ई-मेल/E-mail: exam-nacinpsm@gov.in



दिनांक Date: e-assigned

सेवा में To,

परीक्षा सूचना Examination Notice

वर्ष 2024-25 के लिए जीएसटी/सीमाशुल्क क्षेत्र और CBIC के तहत निदेशालयों में कर सहायकों के ग्रेड में पदोन्नति के लिए विभागीय परीक्षा

Departmental Examination for promotion to the grade of Tax Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-25

1. The Departmental Examination for promotion to the grade of Tax Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-25 is scheduled to be held on 12.07.2024.
2. The examination will have two papers as mentioned below:

S. No.	Paper	Subject	Max. Marks	Pass Marks	Date & Time of Paper
1.	Paper-I	Theoretical Test on Computer Proficiency	50	25	12.07.2024 11:00 – 12:00 hrs.
2.	Paper-II	Practical Test on Computer Proficiency	50	25	12.07.2024 14:00 – 14:30 hrs.

3. The question paper shall be both in English and Hindi. The candidates have the option to answer either in English or in Hindi.

4. As per the latest recruitment rules for the post of Tax Assistants (i.e. Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes and Customs, Directorates, Tax Assistant, Group 'C' Post, Recruitment Rules, 2022 dated 14.07.2022 and Central Board of Indirect Taxes and Customs, Tax Assistant (Group C post) Recruitment Rules,

2022. dated 20.10.2022), the candidates shall possess the following qualifications and experience namely, a Data Entry Speed of 8000 key depression per hour for data entry work and pass in Departmental Qualifying Examination to be held after three-week training. The qualification and the experience of the candidates viz. Data Entry Speed and three-week training shall be ascertained by the respective CCA's and any clarification other than the conduct of the examination shall not be entertained by NACIN, Palasamudram.

5. Requisition for the question papers along with Name, gov email ID, mobile number of Authorized officers, etc. as per Annexure-A (enclosed with this notice) must reach the Assistant Director (Exam), NACIN, Palasamudram by 05.07.2024 only through email. Any requisition for question papers after this period shall not be entertained. Question paper for the said exam, in password-protected PDF format, shall be sent to the nominated authorized officer through e-mail only on **10.07.2024** who shall acknowledge the receipt of the same to NACIN, Palasamudram by return email. Password for opening the PDF file will be provided on **12.07.2024, one hour before the start of the exam.** The authorized officer shall ensure that the examination is conducted fairly and transparently. Requisition for question papers can be sent to e-mail id: exam-nacinpsm@gov.in with a copy to nacin.exam@icegate.gov.in.

6. Such requisitions from the Commissionerates/Directorates shall be forwarded to NACIN, only through their respective Cadre Controlling Authority (CCA). The marks obtained in the examination shall only be forwarded to the CCAs after the examination.

7. Information regarding the Cadre Controlling Authority, name and contact of authorized officer, etc. may be provided in the format enclosed as Annexure 'A' to this notice.

8. The syllabus for both Paper-I and Paper-II is the same and is enclosed as Annexure B'.

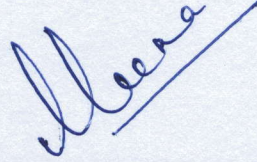
9. This Notice is also being posted on NACIN and CBIC website.

10. The eligibility of the candidates shall be decided by the Cadre Controlling Authority. Any reference to the question of eligibility shall not be entertained by NACIN.

11. NACIN, Palasamudram reserves the right to cancel the whole examination or the examination of a candidate or that of a center or a cluster of centers, if it is found that unfair means were used or allowed to be used or any partiality or injustice is done to anybody in the examination.

12. 'Instructions for Examination' are enclosed, which are integral parts of this Examination Notice.

13. This issue with the approval of the Additional Director General (Exam.), NACIN, Palasamudram.



सहायक निदेशक Assistant Director (परीक्षा Exam)
नासिन, पालसमुद्रम NACIN Palasamudram

संलग्नक/Enclosures: - यथोपरि/As above

प्रतिलिपि Copy to:

1. All Principal Chief Commissioners / Chief Commissioners of Customs
2. All Principal Chief Commissioners / Chief Commissioners of Customs (Preventive)
3. All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,
4. All Principal Director Generals / Director Generals/Principal Additional Director Generals/ Additional Director Generals NACIN ZTI/RTIs
5. All Principal Commissioners / Commissioners of Customs
6. All Principal Commissioners / Commissioners of Central Excise & GST
7. All Principal Director Generals/Director General/ Principal Additional Director Generals /Addl. Director General/ Director under CBIC.
8. The Chief Departmental Representative, CESTAT, New Delhi.
9. The Commissioner of CGST & Central Excise (All) – including Audit.
10. The Commissioner of Customs (All)
11. The Commissioner of LTU (All)
12. The Chief Chemist, CRCL, New Delhi
13. Webmaster for uploading on the websites of NACIN and CBIC

अनुलग्नक ए Annexure 'A'

अनुलग्नक ए नामांकन के लिए प्रपत्र ANNEXURE A

- PROFORMA FOR NOMINATION

1. Name of the Commissionerate/ Directorate:
2. Name of the Cadre Controlling Zone:
3. Name of the Centre of Examination:
4. Official mail ID of the formation (Any correspondence w. r. t. departmental examinations shall be sent from the Mail ID mentioned here):
5. Name & Official Address of the nominated Authorized Officer who would be responsible for the conduct of the exam and to whom the question papers in PDF format have to be forwarded through personal gov. in mail ID, the question papers in PDF format are to be sent:

Tel No.:

Fax No.:

Gov.in Mail ID:

WhatsApp Mobile No.:

6. Details of the candidates appearing for the examination at the centre:

Departmental Examination for promotion to the grade of Tax Assistants in GST/Customs Zones and Directorates under CBIC for the year 2024-25				
S. No.	Name of the candidate	Designation	Roll No. assigned	Papers in which appearing

Annexure 'B'

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

1. Overview of Hardware
2. Windows
 - 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
3. MS Office (MS Word and MS Excel)
 - A. MS Word
 - a. Creating a new document
 - b. Basic formatting including Bullets and numbering and Header and Footer
 - c. FIND and REPLACE
 - d. AutoCorrect and Spell Check
 - e. Saving documents
 - f. Sending documents through floppy/ Pen drive
 - g. Printing the documents including print preview and layout
 - h. Table handling
 - B. MS Excel including:
 - 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
4. Proficiency in the use of the INTERNET and INTRANET for e-mailing.

परीक्षा के लिए निर्देश Instructions for Examination

1. The examination will have two (2) papers as mentioned below: -

Sl. No.	Paper	Subject	Max. Marks	Pass Marks	Date & Time of Paper
1.	Paper-I	Theoretical Test on Computer Proficiency	50	25	12.07.2024 11:00 - 12:00 hrs.
2.	Paper-II	Practical Test on Computer Proficiency	50	25	12.07.2024 14:00 - 14:30 hrs.

2. While informing the requirement, the name of the post and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. The Roll Nos. of the candidates may be assigned by prefixing the "Name of the Station" and "Post" for which they intend to appear e.g. DELHI CUSTOMS/TA/01. Any other format of assigning the Roll numbers may kindly be avoided.

3. The Pr. ADG/ Pr. Commissioner/ADG/ Commissioner of the Commissionerates/Directorates where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge for the conduct of the examination and he /she shall be responsible for the conduction of the examination in a free and fair manner and maintain secrecy thereof. The Authorized Officer is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his supervision in person.

4. Candidates working on a Deputation / Loan basis who are eligible and willing to appear for the examination, shall be nominated from their Parent Commissionerate. The Cadre Controlling Principal Commissioner / Commissioner may be requested to inform the eligible officers, who are on deputation with other Directorates / Organizations and also include their requirements while forwarding the nominations. Such nominations may be sent along with a "No Objection Certificate" from the Cadre Control Authority in case the candidate has represented to take up the exam in his current place of posting.

5. The examination work requires the Supervisor/Invigilator to:

- allot Roll Numbers to the candidates;
- make the seating arrangements for the candidates who will appear in the examination;
- supply standard stationery like answer sheets and;
- photocopy the question papers as much as required under the supervision of the Authorized Officer with strict secrecy.

The Supervisory officers/Invigilators of the examination centers also have the right to cancel the examination of a candidate or the whole of the center under their jurisdiction, in case of the use of unfair means.

6. The answer sheets shall contain the following particulars, either in printed form or by affixing a rubber stamp: -

- 1) Name of the Examination
- 2) Roll No.
- 3) Name of Center
- 4) Date & Time of Examination
- 5) Name of the Paper & Subject
- 6) No. of loose answer sheets used (The Supervisor/ Invigilator will sign the loose sheets and also assign page numbers).
- 7) Signature of the Supervisor/ Invigilator (on verification that all the details are correctly filled in by the candidates)
- 8) Marks obtained and
- 9) Signature of the Supervisor/ Invigilator.

7. It shall also be notified to the candidates either in printed form or by affixing a rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.

The examination of any candidate shall be canceled if that candidate writes his/her name or uses any sign/symbol/signature etc. in the answer sheets that may hint at the identification of the candidates in any way.

8. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted so as to do justice to all. NACIN reserves the right to cancel the whole examination or that of an individual candidate or a center or in a group of centers if the use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators if required.

9. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than the conduct of the examination shall not be entertained by NACIN. Any correspondence, on the process/conduct of the examination, may be made to Shri B. Sudhir Acharya, Assistant Director (Exam) (Mob 9243783447) or Shri Gaurav Kumar Pandey, Additional Assistant Director (Exam) (Mob-8986297088), NACIN, Palasamudram- 515241 or at email id: exam-nacinpsm@gov.in.

10. Use and carrying of Mobile phones and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of the examination.

11. Candidates are not allowed under any circumstances to go out of the exam hall in the first 30 minutes even on completion/submission of the paper and only one person at a time is allowed to go out of the examination hall under reasonable plea after the completion of the first 30 minutes, during the examination period.

12. The question papers shall be in both English and Hindi. The candidates have the option to write the answers either in Hindi or English.

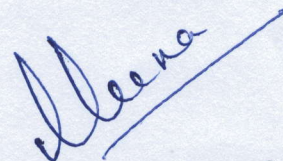
13. Answer Sheets of Paper-I (Theoretical Test on Computer Proficiency), properly tagged/bunched, shall be sent to NACIN, Palasamudram immediately after the examination. The same shall be evaluated by NACIN.

14. Answer Sheets of Paper-II (Practical Test on Computer Proficiency) shall be evaluated by the Directorates/Commissionerate itself and the scores, along with the evaluated answer sheets, shall be sent to NACIN, Palasamudram.

15. Answer sheets and the attendance sheet, arranged serially according to allotted Roll No(s). shall be sent in a sealed cover.

16. NACIN would convey the marks obtained by the candidates only to the CCA, only to the email as provided in Annexure-A. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry/Board from time to time, granting relaxations to the SC, ST & OBC candidates, as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA with intimation to this office for record.

17. This issue with the approval of the Additional Director General (Exam), NACIN, Palasamudram.



सहायक निदेशक Assistant Director (परीक्षा Exam)
नासिन, पालसमुद्रम NACIN Palasamudram