



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

सेवा में,

अपर/संयुक्त आयुक्त (का.एवं सत.),
जीएसटी एवं के.उ.शु. आयुक्तालय,
जयपुर/अलवर/जोधपुर/उदयपुर/अंकेक्षण जयपुर/अंकेक्षण जोधपुर/
अपील्स जयपुर/अपील्स जोधपुर/सीमा शुल्क जोधपुर (मु. जयपुर)।

सहायक आयुक्त, सी.सी.ओ.

सहायक निदेशक
नासीन जयपुर/डी. जी. जी. आई. जयपुर/गुरुग्राम/
डी.जी.एच.आर.डी. नई दिल्ली।

महोदय/महोदया,

विषय:- माह जुलाई, 2025 में निरीक्षक (केन्द्रीय कर) के पद पर पदोन्नती हेतु आयोजित विभागीय परीक्षा के क्रम में (Departmental Examination for promotion to the grade of Inspectors of Central Taxes to be held in the month of July, 2025)

उपरोक्त विषयान्तर्गत लेख है कि नासिन, चैन्नई द्वारा दिनांक 28.07.2025 से 30.07.2025 तक निरीक्षक (केन्द्रीय कर) के पद पर पदोन्नती हेतु विभागीय परीक्षा आयोजित की जा रही है, जो कि राष्ट्रीय सीमा शुल्क अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी, (नासिन) क्षेत्रीय परिसर, जयपुर (117, संतोष नगर, सिविल लाईन्स मेट्रो स्टेशन के पास, अजमेर रोड़, जयपुर-302006) में ली जानी है। उपरोक्त परीक्षा की समय सारणी, परीक्षा अधिसूचना मय दिशा निर्देश, सिलेबस तथा परीक्षा में बैठने वाले अधिकारियों की सूची संलग्न है।

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

2. विभागीय परीक्षा (केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क) नियम, 2024 के पैरा 8 (छूट) के टिप्पण (4), (5) व (6) के अनुसार उपरोक्त परीक्षा में सम्मिलित होने वाला यदि कोई अभ्यर्थी परीक्षा के प्रश्न पत्र संख्या-V (हिन्दी) में उपस्थित होने से छूट चाहता है, तो उनका प्रधान आयुक्त, मुख्य आयुक्त कार्यालय, केन्द्रीय वस्तु एवं सेवाकर, जयपुर जोन, जयपुर को सम्बोधित प्रार्थना पत्र उनकी जिस परीक्षा के आधार पर वे छूट चाहते हैं

उस परीक्षा की अंकतालिका / प्रमाण पत्र मय की स्वयं प्रमाणित प्रति के साथ इस कार्यालय को अग्रेषित किया जाना चाहिये।

संलग्न – उपरोक्तानुसार

भवदीय,

(राजेन्द्र कुमार महावर)
सहायक आयुक्त

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है –

1. सहायक निदेशक, राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन), क्षेत्रीय परिसर, जयपुर को परीक्षा से संबंधित आवश्यक व्यवस्था के प्रबन्ध 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 एवं पेपर VI हेतु 88 कंप्यूटर मय प्रिंटर एवं इन्टरनेट का प्रबन्ध भी सुनिश्चित करें।
3. वेबमास्टर, केन्द्रीय जीएसटी एवं के.उ.शु. आयुक्तालय, जयपुर को विभागीय वेबसाईट पर अपलोड करने हेतु।
4. निजी प्रति (नियंत्रण अधिकारी के माध्यम से) / गार्ड फाईल/ नोटिस बोर्ड ।



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List of the Officers required to be appeared in the Departmental Examination for Promotion to the grade of Inspectors of Central Taxes to be held from 28.07.2025 to 30.07.2025 at NACIN, ZTI, Jaipur.

S. No.	Roll No.	Name of the Officer & Designation	Cat.	Presently working in Commissionerate/ Directorate	Paper					
					I	II	III	IV	V	V I
1	INSP/01	Ved Prakash, EA	OBC	CGST JODHPUR	-	-	-	Y	Y	Y
2	INSP/02	Sunita Saini, EA	OBC	CGST JAIPUR	-	-	-	Y	Y	Y
3	INSP/03	Arvind Sain, EA	OBC	CGST JODHPUR	-	-	-	Y	Y	Y
4	INSP/04	Varun Yadav, EA	OBC	AUDIT JAIPUR	-	-	-	Y	Y	Y
5	INSP/05	Rohit Priyadarshi, EA	OBC	CUSTOMS	-	-	-	Y	Y	Y
6	INSP/06	Anil Birle, EA	OBC	CGST JAIPUR (ON DEPUTATION TO DGGI BHOPAL)	-	-	-	Y	Y	Y
7	INSP/07	Chanchal Sharma, EA	UR	CGST JODHPUR	-	-	-	Y	Y	Y
8	INSP/08	Bhumika Gautam, EA	UR	CUSTOMS (ON LOAN BASIS TO DGHRD FROM FROM CUSTOMS)	-	-	-	Y	Y	Y
9	INSP/09	Puspendra Singh, EA	OBC	CUSTOMS	-	-	-	Y	Y	Y
10	INSP/10	Om Prakash Dudi, EA	OBC	CGST JODHPUR	-	-	-	Y	Y	Y
11	INSP/11	Koshal Kumar Rohilla, EA	OBC	CGST ALWAR	-	-	-	Y	Y	Y
12	INSP/12	Maneesh Kumar, EA	SC	CGST JAIPUR	-	-	-	Y	Y	Y
13	INSP/13	Rishi Raj Pabari, EA	ST	CCO	-	-	-	Y	Y	Y
14	INSP/14	Santosh Kumar Meena, EA	ST	CCO	-	-	-	Y	Y	Y
15	INSP/15	Man Mohan Sharma, EA	OBC	CGST JAIPUR	-	-	-	Y	Y	Y
16	INSP/16	Smt. Raj Kala, EA	SC	AUDIT JODHPUR	-	-	-	Y	Y	Y
17	INSP/17	Pranav Sharma, EA	UR	CUSTOMS	-	-	-	Y	Y	Y

18	INSP/18	Rakesh Kumar Sharma, EA	UR	CGST ALWAR	-	-	-	Y	Y	Y
19	INSP/19	Kaptan Singh, EA	UR	CGST UDAIPUR	-	-	-	Y	Y	Y
20	INSP/20	Kripa Shankar Singhwal, EA	UR	CCO	-	-	-	Y	Y	Y
21	INSP/21	Akhil Sheoran, EA	UR	AUDIT JAIPUR	-	-	-	Y	Y	Y
22	INSP/22	Yogesh Sharma, EA	UR	CUSTOMS	-	-	-	Y	Y	Y
23	INSP/23	Kuldeep Singh Rajpurohit, EA	UR	CGST JODHPUR	-	-	-	Y	Y	Y
24	INSP/24	Anant Kumar Garg, EA	UR	CCO	-	-	-	Y	Y	Y
25	INSP/25	Nitesh Kumar Tiwari, EA	UR	AUDIT JAIPUR	-	-	-	Y	Y	Y
26	INSP/26	Pardeep Kumar, EA	UR	CCO	-	-	-	Y	Y	Y
27	INSP/27	Abhinav Sharma, EA	UR	CGST ALWAR	-	-	-	Y	Y	Y
28	INSP/28	Amandeep Gaur, EA	UR	CGST ALWAR (ON LOAN BASIS TO DGGI GURUGRAM)	-	-	-	Y	Y	Y
29	INSP/29	Nepal, EA	UR	CGST ALWAR	-	-	-	Y	Y	Y
30	INSP/30	Arun Singh, EA	OBC	CGST JAIPUR	-	-	-	Y	Y	Y
31	INSP/31	Anil Kumar Sahu, EA	OBC	CUSTOMS	-	-	-	Y	Y	Y
32	INSP/32	Sunil Khileri, EA	OBC	CGST JODHPUR	-	-	-	Y	Y	Y
33	INSP/33	Amit Kumar Soni, EA	OBC	CGST JAIPUR	-	-	-	Y	Y	Y
34	INSP/34	Sanjay Kumar Jangid, EA	OBC	CGST ALWAR	-	-	-	Y	Y	Y
35	INSP/35	Rohitashwa Kumar Yadav, EA	OBC	CGST JAIPUR	-	-	-	Y	Y	Y
36	INSP/36	Pradeep Bhuria, EA	OBC	CUSTOMS	-	-	-	Y	Y	Y
37	INSP/37	Arman, EA	OBC	CGST ALWAR	-	-	-	Y	Y	Y
38	INSP/38	Deepak Mahala, EA	OBC	CCO	-	-	-	Y	Y	Y
39	INSP/39	Pradeep Kumar, B.A.	OBC	CGST ALWAR	-	-	-	Y	Y	Y
40	INSP/40	Narendra Kumar, EA	SC	CGST ALWAR	-	-	-	Y	Y	Y
41	INSP/41	Dhananand Tukaram Chanchalkar, EA	SC	AUDIT JODHPUR	-	-	-	Y	Y	Y
42	INSP/42	Phool Singh Mahawar, EA	SC	CUSTOMS	-	-	-	Y	Y	Y
43	INSP/43	Pankaj Meena, EA	ST	CGST UDAIPUR	-	-	-	Y	Y	Y
44	INSP/44	Laxmi Narayan Meena, EA	ST	CGST JAIPUR	-	-	-	Y	Y	Y
45	INSP/45	Kushal Dubey, EA	UR	CGST UDAIPUR	-	-	-	Y	Y	Y
46	INSP/46	Smt. Rajrani Sharma, EA	UR	CGST JAIPUR	-	-	-	Y	Y	Y
47	INSP/47	Vishwas Morya, EA	SC	CGST JAIPUR	-	-	-	Y	Y	Y
48	INSP/48	Neeraj Kumar Agrawal, EA	UR	CGST UDAIPUR	-	-	-	Y	Y	Y

49	INSP/49	Amit Verma, EA	SC	CUSTOMS	-	-	-	Y	Y	Y
50	INSP/50	Subhash Banshiwal, EA	SC	CGST JAIPUR	-	-	-	Y	Y	Y
51	INSP/51	Dilip Kumar, EA	SC	CGST JODHPUR	-	-	-	Y	Y	Y
52	INSP/52	Mahesh Kumar Chaudhary, EA	OBC	CGST JAIPUR	-	-	-	Y	Y	Y
53	INSP/53	Ms. Chhoti Bai Meena, EA	ST	CGST ALWAR	-	-	-	Y	Y	Y
54	INSP/54	Ashok Kumar Saiwal, EA	UR	CGST JODHPUR	-	-	-	Y	Y	Y
55	INSP/55	Lokendra Kumar, EA	UR	CUSTOMS	-	-	-	Y	Y	Y
56	INSP/56	Man Singh Gurjar EA	OBC	AUDIT JAIPUR	-	-	-	Y	Y	Y
57	INSP/57	Gulab Singh Chauhan, EA	OBC	AUDIT JAIPUR	-	-	-	Y	Y	Y
58	INSP/58	Pawan Kumar Dogra, EA	UR	CGST JAIPUR	-	-	-	Y	Y	Y
59	INSP/59	Ramesh Chand Soni, EA	OBC	CGST JAIPUR	-	-	-	Y	Y	Y
60	INSP/60	Yashpal, EA	UR	CGST JAIPUR	-	-	-	Y	Y	Y
61	INSP/61	Ramesh Sharma, EA	UR	CGST JAIPUR	-	-	-	Y	Y	Y
62	INSP/62	Manish Verma, EA	SC	CGST JAIPUR (NACIN)	-	-	-	Y	Y	Y
63	INSP/63	Ram Kishan Meena, EA	ST	CUSTOMS	-	-	-	Y	Y	Y
64	INSP/64	Varun Dev America, TA	SC	CGST UDAIPUR	-	-	-	Y	Y	Y
65	INSP/65	Kapil Kumar, TA	UR	AUDIT JAIPUR	-	-	-	Y	Y	Y
66	INSP/66	Gajanand Sharma, TA	UR	CUSTOMS	-	-	-	Y	Y	Y
67	INSP/67	Jitendra Kr. Goyal, TA	UR	CUSTOMS	-	-	-	Y	Y	Y
68	INSP/68	Swati Khandelwal, TA	UR	AUDIT JODHPUR	-	-	-	Y	Y	Y
69	INSP/69	Kalyan Singh Rathore, TA	UR	CUSTOMS	-	-	-	Y	Y	Y
70	INSP/70	Manoj Kumar, TA	UR	CUSTOMS	-	-	-	Y	Y	Y
71	INSP/71	Gourav Mathur, TA	UR	CGST JAIPUR	-	-	-	Y	Y	Y
72	INSP/72	Gaurav Sharma, TA	UR	CCO	-	-	-	Y	Y	Y
73	INSP/73	Sheela Vaishnav, TA	UR	CUSTOMS	-	-	-	Y	Y	Y
74	INSP/74	Deepak Puraila, TA	UR	CGST ALWAR	-	-	-	Y	Y	Y
75	INSP/75	Anil Kumawat, TA	OBC	CGST JODHPUR	-	-	-	Y	Y	Y
76	INSP/76	Deepak Dadheech, TA	UR	CGST JAIPUR (ON LOAN BASIS TO DGGI)	-	-	-	Y	Y	Y
77	INSP/77	Avinash Kumar Sharma, Steno Grade-I	UR	CGST JAIPUR	-	-	-	Y	Y	Y
78	INSP/78	Dharm Raj Meena, Steno Grade-I	ST	CGST JAIPUR	-	-	-	Y	Y	Y
79	INSP/79	Mahendar Kumar, Steno Grade-I	OBC	CCO	-	-	-	Y	Y	Y

80	INSP/80	Mahesh Darji, Steno Grade-I	OBC	CGST JODHPUR	-	-	-	Y	Y	Y
81	INSP/81	Dharm Pal, Steno Grade-I	OBC	CUSTOMS	-	-	-	Y	Y	Y
82	INSP/82	Susheel Kumar, Steno Grade-I	UR	CGST JAIPUR	-	-	-	Y	Y	Y
83	INSP/83	Amit Kumar Jasoriya, Steno Grade-I	UR	CGST ALWAR	-	-	-	Y	Y	Y
84	INSP/84	Bhupendra Mahla, Steno Grade-I	OBC	AUDIT JAIPUR	-	-	-	Y	Y	Y
85	INSP/85	Jagmeet Singh, Steno Grade-I	UR	CGST JODHPUR	-	-	-	Y	Y	Y
86	INSP/86	Rajesh Kumar, Steno Grade-II	OBC	AUDIT JODHPUR	-	-	-	Y	Y	Y
87	INSP/87	Mukesh Kumar, Steno Grade-II	UR	CGST UDAIPUR	-	-	-	Y	Y	Y
88	INSP/88	Tulsiram, Steno Grade-II	OBC	AUDIT JAIPUR	-	-	-	Y	Y	Y

नोट:- सभी अभ्यर्थियों को निर्देश दिये जाते हैं कि परीक्षा समय से 30 मिनट पूर्व परीक्षा स्थल पर उपस्थित हों।

‘Y’ INDICATES THAT THE CANDIDATE IS REQUIRED TO APPEAR IN THE PAPER.

‘-’ INDICATES THAT THE CANDIDATE IS NOT REQUIRED TO APPEAR IN THE PAPER.

EXAMINATION SCHEDULE

DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE GRADE OF INSPECTOR OF CENTRAL TAX

Paper	Subject	Date & Day	Time & Duration	Pass Mark
Paper-I	Central Excise & GST (With Books)	28.07.2025 (Monday)	10.00 to 13.00 Hrs. (3 Hours)	50/100
Paper-II	Customs (With Books)	28.07.2025 (Monday)	14.00 to 17.00 Hrs. (3 Hours)	50/100
Paper-III	Administration (With Books Except Conduct Rules)	29.02.2022 (Tuesday)	10.00 to 13.00 Hrs. (3 Hours)	50/100
Paper-IV	Law (With Books)	29.07.2025 (Tuesday)	14.00 to 17.00 Hrs. (3 Hours)	50/100
Paper-V	Hindi	30.07.2025 (Wednesday)	10.00 to 13.00 Hrs. (3 Hours)	50/100
Paper-VI	Computer Application and Use of Internet (Theory)	30.07.2025 (Wednesday)	14.00 to 15.30 Hrs. (1 & 1/2 Hours)	25/50
	Computer Application and Use of Internet (Practical)	30.07.2025 (Wednesday)	15.30 to 17.00 Hrs. (1 & 1/2 Hours)	25/50

CONFIRMATION EXAMINATION OF DIRECT RECRUIT EXAMINER / PREVENTIVE OFFICER OF CUSTOMS AND PROMOTION EXAMINATION OF EXECUTIVE ASSISTANT AND STENOGRAPHER GRADE-I OF CUSTOMS TO THE GRADE OF PREVENTIVE OFFICER / EXAMINER OF CUSTOMS AND PROMOTION EXAMINATION OF WOMEN SEARCHER OF CUSTOMS TO THE GRADE OF PREVENTIVE OFFICER OF CUSTOMS	
PAPER-I CUSTOMS AND ALLIED LAW (WITH BOOKS) (Time allowed: 3 hour) (Max marks: 100)	<ol style="list-style-type: none"> 1. Customs Act, 1962 and the rules and regulations made thereunder. 2. Customs Tariff Act, 1975 and all other Acts for the time being in force imposing duties of Customs on goods imported into or exported out of India. 3. Section 5 of Integrated Goods and Services Tax Act, 2017. 4. Provisional Collection of Taxes Act, 1931 (16 of 1931). 5. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974). 6. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985). 7. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988). 8. Imposing cess on various commodities. 9. CBIC's Customs Manual (Latest Edition). 10. The Indian Customs Electronic Data Interchange System Handbook for Customs Officers. 11. Overview of WCO and WTO, International Customs Conventions, Protocols and Agreements- HS Convention, ATA Convention, Convention on International Trade in Endangered Species of Wild Fauna and Flora, Convention on Containers Movements, Basel Convention, Cartagena Protocol, Montreal Protocol, Rotterdam Convention, Chemical Weapons Convention, Trade Facilitation Agreement.

	<p>12. Intellectual Property Rights, trade-related aspects of Intellectual Property Rights and Counterfeit Piracy.</p> <p>13. Indian Stamp Act, 1899 (II of 1899), Section 2 (5) and Schedule I, Articles 15, 19, 24, 26 and 34.</p> <p>14. Important provisions of the following laws, rules and regulations to the extent they relate to import and export procedures / requirements and working of customs officers:</p> <p>a) Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.</p> <p>b) Livestock Importation Act, 1898 and Livestock Importation (Amendment) Act, 2001.</p> <p>c) Food Safety and Standards Act, 2006.</p> <p>d) Drugs and Cosmetics Act, 1940 and Drugs and Cosmetic Rules, 1945.</p> <p>e) Plant Quarantine (Regulation of Import into India) Order, 2003.</p> <p>f) The Arms Act, 1959 (54 of 1959).</p> <p>g) Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 and Environment (Protection) Act, 1986.</p>
<p>PAPER-II</p> <p>LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Foreign Trade (Development and Regulation) Act, 1992.</p> <p>2. Bharatiya Sakshya Adhinyam, 2023.</p> <p>3. Central Civil Services (Conduct) Rules, 1964.</p> <p>4. Central Civil Services (Leave) Rules, 1972.</p> <p>5. Central Civil Services (Classification, Control and Appeal) Rules, 1965.</p> <p>6. Relevant portions of the Bharatiya Nagarik Suraksha Sanhita, 2023 and the Code of Civil Procedure. 1908.</p> <p>7. Prevention of Money Laundering Act, 2002 (15 of 2003).</p> <p>8. Foreign Exchange Management Act, 1999.</p> <p>9. Foreign Exchange Management (Export of Goods and Services) Regulations, 2015.</p> <p>10. Foreign Trade Policy.</p>

	<p>11. Export Promotion Schemes under the Foreign Trade policy.</p> <p>12. Handbook of Export and Import Procedures.</p> <p>13. Special Economic Zones Act, 2005.</p>
<p>PAPER-III</p> <p>LOCAL ORDERS OF THE CUSTOMS HOUSE (WITHOUT BOOKS)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Board Circulars and Instructions.</p> <p>2. Public Notices.</p> <p>3. Local Supplement to the Customs Manual.</p> <p>4. Rules and orders in force in the local Customs House which are included in the Standing Orders and the Departmental orders and all instructions relating to the particular Customs House which are contained in the manual of the Customs House.</p>
<p>PAPER-IV</p> <p>COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Mercantile Law- only general knowledge will be required.</p> <p>2. Commercial Practice- only general knowledge will be required.</p> <p>3. Elementary Banking and Accountancy.</p> <p>4. Geography: Geography of the world; knowledge of the situation of countries with their principal sea ports, trade routes and articles of commerce. Particular knowledge will be required of the physical and commercial geography of India.</p> <p>5. General Knowledge: The candidates are expected to be able to write a precis and answer questions involving the use of common English phraseology with some knowledge of current affairs.</p>
<p>PAPER-V</p> <p>HINDI</p> <p>(Time allowed: 3 hours)</p> <p>(Max marks: 100)</p>	<p>1. Translation of a passage from English to Hindi and from Hindi to English.</p> <p>2. Correction of Sentences and giving Hindi words equivalents for English words.</p> <p>3. Answer from the Hindi Passage.</p> <p>4. Comprehension of petitions and documents written in manuscripts in Hindi.</p> <p>5. Official Language Act, 1963 (19 of 1963)</p> <p>6. Official Language Rules, 1976.</p>
<p>PAPER-VI</p>	<p>1. OVERVIEW OF HARDWARE AND SOFTWARE</p> <p>a) Basics of input devices</p> <p>b) Basics on output devices</p>

<p>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>c) Basics of CPU d) Basics of software</p> <p>2. WINDOWS INCLUDING:</p> <ol style="list-style-type: none"> 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices <p>3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT</p> <p>A. MS WORD INCLUDING:</p> <ol style="list-style-type: none"> 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode 5) Saving documents 6) Sending documents through mail and external drives 7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger <p>B. MS EXCEL INCLUDING:</p> <ol style="list-style-type: none"> 1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview <p>C. MS POWERPOINT:</p> <ol style="list-style-type: none"> 1) Introduction of PowerPoint
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	<ol style="list-style-type: none"> 2) The power point screen 3) The auto content wizard 4) The slide views-an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation <p>D. INTERNET INCLUDING:</p> <ol style="list-style-type: none"> 1) Use of webmail including attachment and download of files 2) Browsing including searches.
<p>CONFIRMATION EXAMINATION OF DIRECT RECRUIT INSPECTOR OF CENTRAL TAX & CENTRAI EXCISE AND PROMOTION EXAMINATION OF EXECUTIVE ASSISTANT, STENOGRAPHER GRADE-I, WOMEN SEARCHER AND DRAFTSMAN OF CENTRAL TAX & CENTRAL EXCISE</p>	
<p>PAPER-I</p> <p>CENTRAL EXCISE AND GOODS AND SERVICES TAX (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Central Excise Act, 1944 (1 of 1944). 2. Central Excise Rules, 2002. 3. Central Excise Tariff Act, 1985 (5 of 1986), 4. Provisional Collection of Taxes Act, 1931 (16 of 1931). 5. CENVAT Credit Rules, 2004. 6. Board's Standing Orders, Notifications and Circulars relating to Central Excise. 7. Central Goods and Services Tax Act, 2017. 8. Integrated Goods and Services Tax Act, 2017. 9. State Goods and Services Tax Acts, 2017. 10. Union Territory Goods and Services Tax Act, 2017. 11. Goods and Services Tax (Compensation to States) Act, 2017. 12. Central Goods and Services Tax Rules, 2017. 13. Integrated Goods and Services Tax Rules, 2017. 14. All State Goods and Services Tax Rules, 2017.

	<p>15. Constitution (One Hundred and First Amendment) Act, 2016.</p> <p>16. Notifications, Circulars and Orders relating to GST issued from time to time.</p> <p>17. Finance Act, 1994.</p> <p>18. Service Tax Rules 1994.</p> <p>19. Place of Provision of Services Rules, 2012.</p>
<p>PAPER-II</p> <p>CUSTOMS (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Customs Act, 1962 (52 of 1962).</p> <p>2. Customs Tariff Act, 1975 (51 of 1975).</p> <p>3. Customs Rules and Procedures.</p> <p>4. Foreign Trade Policy.</p> <p>5. Handbook of export and import procedures.</p> <p>6. Customs Allied Acts and Rules made thereunder.</p> <p>7. Special Economic Zone Act, 2005 and rules made thereunder.</p> <p>8. Export Promotion Schemes under the Foreign Trade Policy of India.</p> <p>9. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).</p> <p>10. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).</p>
<p>PAPER-III</p> <p>ADMINISTRATION (WITH BOOK, EXCEPT CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Fundamental Rules and Supplementary Rules.</p> <p>2. Central Civil Services (Classification, Control and Appeal) Rules, 1965</p> <p>3. Central Civil Services (Conduct) Rules, 1964.</p> <p>4. Central Civil Services (Leave) Rules, 1972.</p> <p>5. General Provident Fund (Central Services) Rules, 1972.</p> <p>6. General Financial Rules, 2017.</p> <p>Note: The questions will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical cases. For this purpose, the paper will contain questions on the practical aspect of the work, for example, preparation of pay or travelling allowance bill, contingent bill, calculation of leave due, joining time etc.</p>

<p>PAPER-IV</p> <p>LAW (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Constitution of India. 2. Bharatiya Nyaya Sanhita, 2023. 3. Bharatiya Nagarik Suraksha Sanhita, 2023. 4. Bharatiya Sakshya Adhinyam, 2023. 5. Code of Civil Procedure, 1908 (5 of 1908).
<p>PAPER- V HINDI (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Translation of a passage from English to Hindi and from Hindi to English. 2. Correction of sentences and giving Hindi words equivalents for English words. 3. Answer from the Hindi passage. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Official Language Act, 1963 (19 of 1963). 6. Official Language Rules, 1976.
<p>PAPER-VI</p> <p>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. OVERVIEW OF HARDWARE AND SOFTWARE <ol style="list-style-type: none"> a) Basics of input devices b) Basics on output devices c) Basics of CPU d) Basics of software 2. WINDOWS INCLUDING: <ol style="list-style-type: none"> 1) Logging into Windows 2) Use of Passwords 3) Shutting down and using of CTRL – ALT – DEL 4) Desktop including customization and screen saver 5) Taskbar 6) Windows Explorer 7) Use of Find or Search 8) Using various external storage devices 3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT <ol style="list-style-type: none"> A. MS WORD INCLUDING: <ol style="list-style-type: none"> 1) Creating a new document 2) Basic formatting including bullets and numbering, Header & Footer 3) Find and Replace 4) Auto correct, spell check and corrections in track changes mode

	<p>5) Saving documents 6) Sending documents through mail and external drives 7) Printing documents including print preview and layout 8) Help menu 9) Table insertion 10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <p>1) Introduction to Excel 2) Creating simple worksheet 3) Relation between cells, use of \$ sign 4) Basic functioning 5) Simple functions and calculations 6) Saving / printing of documents 7) Print preview</p> <p>C. MS POWERPOINT:</p> <p>1) Introduction of PowerPoint 2) The power point screen 3) The auto content wizard 4) The slide views-an overview 5) Using the slide views 6) Customizing slide structure 7) Adding text to slides 8) Moving through presentations 9) Inserting and deleting slides 10) Inserting pictures 11) Printing 12) Running a presentation</p> <p>D. INTERNET INCLUDING:</p> <p>1) Use of webmail including attachment and download of files 2) Browsing including searches.</p>
CONFIRMATION EXAMINATION OF DIRECT RECRUIT INSPECTOR OF CENTRAL BUREAU OF NARCOTICS	
<p>PAPER-I</p> <p>INTERNATIONAL AND NATIONAL LAWS ON</p>	<p>1. The Narcotic Drugs and Psychotropic Substances Act, 1985. 2. The Narcotic Drugs and Psychotropic Substances Rules, 1985 (61 of 1985).</p>



भारत सरकार GOVERNMENT OF INDIA
 वित्त मंत्रालय MINISTRY OF FINANCE
 राजस्व विभाग DEPARTMENT OF REVENUE
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
 Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
 Phone No:26250157 / 26250159. Fax No: 26250156 / 26250155
 e-mail: nacin.chennai@gov.in



Date: 25-06-2025

To
 All Principal Chief Commissioners/ Chief Commissioners of Customs
 All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST
 All Principal Director Generals / Director Generals
 All Principal Additional Director Generals/Additional Director Generals
 All Principal Commissioners / Commissioners of Customs
 All Principal Commissioners / Commissioners of Central Excise & GST

Sir/Madam,

Sub: Departmental Examination for Promotion to the grade of Inspector (Central Excise, Preventive Officer and Examiner) – July 2025 – Reg.

The Departmental Promotion Examination for promotion to the grade of Inspector (Central Excise, Preventive Officer and Examiner) is proposed to be conducted from **28th to 30th July 2025** as per the timelines given below.

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	10.07.2025*
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	BY MAIL ON 22.07.2025
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 28th JULY 2025	BY MAIL – 25.07.2025 A.N.
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 29th JULY 2025	BY MAIL – 28.07.2025 A.N.
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 30th JULY 2025	BY MAIL – 29.07.2025 A.N.

***NOMINATIONS RECEIVED AFTER 10.07.2025 WOULD NOT BE CONSIDERED.**

2. The Schedule for the examination is as under:

A. Examination for promotion to the grade of Inspectors of Central Tax:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	CENTRAL EXCISE AND GOODS AND SERVICE TAX (WITH BOOKS)	3 hours	28.7.2025 MONDAY	10.00 hrs. to 13.00hrs.	50/100
Paper II	CUSTOMS (WITH BOOKS)	3 hours	28.7.2025 MONDAY	14.00 hrs. to 17.00 hrs.	50/100
Paper III	ADMINISTRATION (WITH BOOK EXCEPT CONDUCT RULES)	3 hours	29.7.2025 TUESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper IV	LAW (WITH BOOKS)	3 hours	29.7.2025 TUESDAY	14.00 hrs. to 17.00hrs.	50/100
Paper V	HINDI	3 hours	30.7.2025 WEDNESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper VI	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)	3 hours	30.7.2025 WEDNESDAY	14.00 hrs. to 17.00hrs.	50/100

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

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	CUSTOMS AND ALLIED LAW (WITH BOOKS)	3 hours	28.7.2025 MONDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper II	LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR CONDUCT RULES)	3 hours	28.7.2025 MONDAY	14.00 hrs. to 17.00hrs.	50/100
Paper III	LOCAL ORDERS OF THE CUSTOMS HOUSE (WITHOUT BOOKS)	3 hours	29.7.2025 TUESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper IV	COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)	3 hours	29.7.2025 TUESDAY	14.00 hrs. to 17.00hrs.	50/100
Paper V	HINDI	3 hours	30.7.2025 WEDNESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper VI	COMPUTER APPLICATION AND USE OF INTERNET	3 hours	30.7.2025	14.00 hrs. to 17.00hrs.	50/100

VI	(THEORY AND PRACTICAL)	WEDNESDAY	17.00hrs.
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For detailed syllabus, please refer to the Departmental Examination (Central Tax, Central Excise, Customs, and Narcotics) Rules, 2024, dated 18.12.2024 (pages 68 to 75) {Copy enclosed}

3 . Necessary instructions may be given to the concerned to make arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. The Cadre Controlling Authority (CCA) concerned, shall conduct the Paper – VI Computer Applications and Use of Internet - 009 as per the guidelines below:

- i. The theory examination in Computer Application will be conducted from 14.00 hrs. to 15.30 hrs. on 30.07.2025. The practical examination is for one and half hour duration i.e., from 15.30 hrs. to 17.00 hrs. on the same date i.e., 30.07.2025 immediately after the completion of theory examination.
 - ii. Out of the maximum marks of 100, the practical examination carries 50 marks. Candidates are required to score a minimum of 25 marks in theory and practicals separately.
 - iii. The Practical examination may be conducted at the respective Commissionerates / Directorates on the basis of the question paper issued from this office under the supervision of the "Nodal Officer (authorized officer)" i.e., Joint Commissioner/ Additional Commissioner/ Dy. Commissioner/ Assistant Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level to provide enough computers, printers etc. for smooth conduct of the practical test.
 - iv. After the completion of the Computer examination, the evaluation of the Practical Examination paper has to be carried out at the Commissionerate itself by the officer/s designated for the same by the respective Commissionerate and the marks awarded shall be intimated to this office by e-mail in Mail ID : nacinchn-deptexam@gov.in on the very next working day. The answer sheets pertaining to the Computer Theory Paper along with evaluated sheets shall be sent to NACIN, Chennai along with the examination answer sheets of other five subjects.
4. Each Commissionerate shall appoint a Gazetted Officers as **Examination Coordinator**, who shall be **not below the rank of an Assistant Commissioner** and an **Invigilator**. . Necessary instructions may kindly be given to the Examination Coordinator to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. Examination Coordinator nominated in each Commissionerate shall ensure that the examination is conducted in a fair and transparent manner. **Detailed instructions** on the conduct of examination are given at **Annexure-II**. "Instructions for Examination" are enclosed, which is an integral part of this notification.
5. Nominations and request for question papers in the proforma prescribed at **Annexure-III** ((in Excel as well as PDF) **shall be forwarded to NACIN ZTI Chennai** email ID: **nacinchn-deptexam@gov.in, only through their respective Cadre Controlling Authority (CCA)**. **This request must reach NACIN, Chennai latest by 10.07.2025. Nominations not received in the mail ID mentioned / received after the due date would not be entertained.**
6. **Candidates working on 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 are requested to include such eligible officers, who are on deputation with other Directorates / Organizations, if any, while forwarding the nominations. **Such nominations may be sent along with "No Objection Certificate" from the Cadre Control Authority in case the candidate has represented to take up the exam in the Commissionerate located at his/her place of posting.**
7. After the receipt of nominations, the nominated candidates would be assigned a Unique Roll No. by NACIN, Chennai and the same would be communicated to the formations to the Official Mail ID / to the mail ID mentioned in Annexure-III on **22.07.2025**. **In case, the nominations have been sent and there is non-receipt of correspondence on the said date regarding Roll Nos. assigned, the same may be brought to the immediate notice of NACIN, Chennai to enable this Academy to take necessary action.**
8. The question papers for the examination would be sent in **password protected PDF format** to

the Examination Coordinator through e-mail, **on the previous day** of the respective examination. **Password** for opening the PDF will be communicated to the authorized officer mail ID and over phone, **30 minutes before** the commencement of the respective examination.

9. Eligibility of the candidates shall be decided in line with the Eligible Officers as mentioned in the Cadre-wise Examination Details of Appendix A of the DER, 2024. Further, Board vide letter dated 16.05.2025 has clarified that Tax Assistants and Stenographer Grade-II (who joined before the commencement of Recruitment Rules 2016 of Inspectors in CBIC) are permitted to appear in the promotion exam for the post of Inspector. **Eligible officers as per DER, 2024 and above said Board's Clarification, fulfilling half of the qualifying service as mentioned in Recruitment Rules shall be nominated for the examination.** Eligibility shall be verified and certified by the respective Cadre Controlling Authorities (CCAS). NACIN, ZTI Chennai shall be responsible only for the conduct of the examination, and no queries/clarifications related to eligibility or qualification shall entertained by NACIN under any circumstances.

10. **NACIN would convey the marks obtained by the candidates only to the CCAs .** 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 and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA under intimation to this office for record.

11. A close watch may please be kept on the **TIMELINE CHART given in the first page of this notification.** In case of any issues, in respect of various examination centres under your charge, the same may be brought to the immediate notice of **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250138 / 9444219289 or SMT. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI, Contact No. 044-26250139 / 9841971488** so that action needed can be taken immediately .

12. NACIN ZTI, Chennai on directions of NACIN Palasamundram reserves the right to cancel the whole examination or the examination of a Candidate or that of a Centre or of a cluster of centers, if it is found that unfair means were used or allowed to be used.

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

Yours faithfully,

**MOHD YOUSAF P K
ADDITIONAL DIRECTOR GENERAL**

Encl:

1. Departmental Examination Rules, 2024 Gazette Notification dated 18.12.2024
2. Recruitment Rules, 2016 – Gazette Notification dated 26.12.2016
3. Annexure – I – Instructions for Examinations
4. Annexure – II – Proforma for Nominations
5. Annexure – III – Proforma for the first three pages of the Answer booklet with sample
6. Annexure -IV – Proforma for the proceedings while sealing the answer booklets

ANNEXURE-I INSTRUCTIONS FOR EXAMINATION

1. INSTRUCTIONS FOR THE CCA's / COMMISSIONERATES

1.1 The Pr. Commissioner / Commissioner shall nominate a Gazetted Officer as **EXAMINATION COORDINATOR not below the grade of Assistant Commissioner**, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof.

1.2 The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority (CCA) and any clarification other than conducting the examination shall not be entertained by this office. Any correspondence on the process / conduct of examination may be made with **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250138 / 9444219289** or **SMT. D. SUGANYA, ADDITIONAL ASSISTANT DIRECTOR (EXAMINATIONS), NACIN, CHENNAI Contact No. 044-26250139 / 9841971488**.

1.3 The **Timeline Chart given in the first page of the Notification** shall be referred and strictly adhered to ensure smooth conduct of examination.

2. INSTRUCTIONS FOR THE EXAMINATION COORDINATOR

2.1 **The candidates shall be assigned Roll No. at the formation level.** The same shall be mentioned in Annexure-III while furnishing the details about the nominated candidates. A **Unique Roll No. would be assigned by NACIN, Chennai to the nominated candidates and the same would be communicated on 22.07.2025** to the official mail ID as mentioned in Annexure-III. The same may be informed to the nominated candidates.

2.2 The answer booklets shall be serially numbered and shall contain **not less than ten (10) sheets (ruled / unruled)** in the full scape legal size paper in **Portrait mode only (not in landscape mode)**. The proforma for the first three pages of the Answer Booklet are given in Annexure IV.

2.3 The soft copy of the Annexure IV format is attached as pdf document along with this notification. **The Annexure IV format sent along shall be printed out as it is and be attached with the answer booklet. No other format of Annexure IV shall be used.** Each page of the answer booklet should contain space to mention Roll No. assigned by NACIN Chennai and Page No.

2.4 The question paper would be sent to the Examination Coordinator's gov mail ID on the said dates as mentioned in the **TIMELINE CHART**. The Examination Coordinator shall acknowledge the receipt of question papers to NACIN, Chennai in the mail ID **nacinchn-deptexam@gov.in**.

2.5 The question paper received shall be downloaded and handed over to the invigilator.

2.6 The examination work requires an Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangements for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. The Head of the office / Examination Coordinator is required to nominate an Invigilator to conduct the exam smoothly and if needed the required number of photocopies of question papers shall be done secretly under his/her personal supervision. To evaluate the Computer Practical Paper at the formation level, an officer who has computer knowledge may be nominated as Evaluator.

2.7 On receipt of the answer booklets of each paper (One / Two / Three depending on the nominations sent) from the Invigilator, the same are to be sealed properly and kept in a locked cupboard till the completion of all the papers. After completion of all the papers, the sealed envelopes are to be placed in a single bigger cloth envelope and sealed properly. The sealed bigger envelope containing the three smaller sealed envelopes of the answer papers, may be addressed to Assistant Director (Examinations) and sent to NACIN, Chennai immediately. The same shall be evaluated by NACIN, Chennai.

2.8 **While sealing the answer booklet covers, detailed proceedings during sealing of answer booklets shall be drawn at the examination centre and shall be jointly signed by the Examination Coordinator and the Invigilator. The instructions for the sealing of Answer Booklets and the Proforma for the proceedings while sealing the answer booklets is enclosed as Annexure-V with this notification.**

3. INSTRUCTIONS FOR THE INVIGILATOR / EXAMINATION COORDINATOR

3.1 The Invigilator / Examination Coordinator should check the details written by the candidate on the First page of the Annexure IV and fill the Third Page of the Annexure IV. The invigilator has to ensure that the candidates write the Roll Nos assigned by NACIN Chennai in the first page of the Annexure IV and on all the pages of the answer booklet. On verification of all the details, the invigilator and the Examination Coordinator should sign in first page and third page of Annexure IV. The Invigilator / Examination Coordinator need not affix name / Commissionerate stamp in any of the written pages of the answer booklet and is required to only sign in each page of the answer booklet.

3.2 The Invigilator shall maintain confidentiality, impartiality and discipline in conducting the examination and ensure that no unfair means or cheating happens in and around the examination centre which can give some extra advantage to somebody and thus prejudicial to others. The whole exercise shall be designed and conducted to do justice to the deserving only.

3.3 The Invigilator shall instruct the candidates not to write his / her name or use any sign / symbol etc. in the answer sheets which may hint the identification of the candidates in any way. They shall also be instructed that any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside the examination hall or any behaviour of the candidates that may be considered to be cheating by the Invigilator / NACIN, shall render their examination as null and void.

3.4 Using/carrying of mobile phone or any such electronic gadgets in or around the examination hall by the candidates should be strictly prohibited during the conduct of examination.

3.5 The Invigilator shall not allow the candidates under any circumstances to go out of the hall in the first thirty minutes even on completion/ submission of the paper and only one person at a time may be allowed to go out under reasonable plea after the first 30 minutes during the examination period.

3.6 On completion of each day's examination, the invigilator should ensure that the answer booklets shall contain Page No. and Roll No., and that Annexure IV is duly filled. The answer booklets are then arranged serially according to the Roll No(s) and handed over to the Examination Coordinator.

3.7 The answer booklets are then sealed and kept safely in a locked cupboard by the Examination Coordinator till the completion of all the papers for further despatch to NACIN, Chennai.

ANNEXURE –II

PROFORMA FOR NOMINATION AND REQUEST FOR SUPPLY OF QUESTION PAPER

1. Name of the Commissionerate/ Directorate :

2. Name & mail ID of the Cadre Controlling Zone (CCA) :

3. Name of the Centre of Examination :

4. Official mail ID of the formation :

(Any correspondence related to departmental Examination shall be sent from the Mail ID mentioned only)

5. Office Phone No. :

6. Name & Official mail ID of the Examination Coordinator

who would be responsible for the conduct of exam and

to whose 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. :

7. Details of the candidates taking examination at the centre - paper wise and subject wise (**in excel format**) :

A. Examination for promotion to the grade of Inspectors of Central Tax:

P a p e r	Subject	No. of c a n d i d a t e s	Candidate's details				Roll No. Assigned to the candidate at the formation level
			N a m e	D e s i g n a t i o n	D o b	Whether Eligibility criteria met as stipulated in Para 9 of the Notification ? (Y/N)	
P a	CENTRAL EXCISE AND GOODS AND						

Paper I	SERVICE TAX (WITH BOOKS)							
Paper II	CUSTOMS (WITH BOOKS)							
Paper II	ADMINISTRATION (WITH BOOK EXCEPT CONDUCT RULES)							
Paper I V	LAW (WITH BOOKS)							
Paper V	HINDI							
Paper V	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)							

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

Paper	Subject	No. of candidates	Candidate's details					Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB (dd/mm/yy)	Whether Eligibility criteria met as stipulated in Para 9 of the Notification ? (Y/N)	Date of Completion of at least half of the eligible service in the grade as prescribed in the relevant recruitment rules	
Paper I	CUSTOMS AND ALLIED LAW (WITH BOOKS)							
Paper II	LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR CONDUCT RULES)							
Paper III	LOCAL ORDERS OF THE CUSTOMS HOUSE (WITHOUT BOOKS)							
Paper IV	COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)							

Paper V	HINDI							
Paper VI	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)							

8. No. of question papers required :

It is requested that sufficient number of question papers may kindly be sent to this commissionerate.

Signature of the Examination Coordinator

Name:

Designation:

-

-

-

ANNEXURE-III

PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET

FIRST PAGE OF THE ANSWER BOOKLET

Name of the Examination	
Name of the Commissionerate	
Name of the Cadre Controlling Authority	
Name of the Exam Centre along with office seal	
Roll No. allotted by NACIN, Chennai	
Date & time of Examination	
Name of the Paper / Subject	
No. of pages written	
a) No. of Blank pages	
b) Page numbers of blank pages	
No. of additional sheets used	
Signature of the Candidate	
Declaration by the Invigilator & the Examination Coordinator:	
We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
Signature of the Invigilator with name and designation	

Signature of the Examination Coordinator with name and designation

P.T.O

SECOND PAGE OF THE ANSWER BOOKLET

(Overleaf of First Page)

READ THE INSTRUCTIONS CAREFULLY

1. Candidates should fill in all the details on the first page of the Annexure IV. Name of the candidate **should not be written** in any page of the answer booklet.
2. Candidate should write only the Roll No. assigned by NACIN, Chennai mandatorily on the first page of the answer booklet and on all pages of the answer booklet.
3. The Invigilator and the Examination Coordinator **should check the details filled in by the candidates in the first page of the Answer Booklet and sign along with Name and Designation** in the space provided on the first and third page of the Answer booklet. **Third page of the Answer Booklet should be filled in by the Invigilator** after verifying the details filled in by the candidates in the first page of the Answer Booklet.
4. The Invigilator **should only sign along with date** in all the pages of the answer booklet and in the additional sheets used by the candidates and **not to affix** the name and designation stamp in any of the written pages.
5. Commissionerate's seal **should be affixed** only on the first page of the answer booklet in the space provided.
6. Candidates **should write the Question Nos.** correctly. Marks would not be awarded if the question number is wrongly mentioned.
7. Candidates should write Page No. on all the pages and mention the total No. of pages written and total No. of blank pages along with the page numbers in the space provided on the first page of the answer booklet.
8. Candidates **should not indulge in unfair means** during the examination.
9. Use of Mobile phones or any electronic medium during the examination

is **strictly prohibited**.

10. Writing of answers to the questions using AI tools is strictly prohibited and would lead to disqualification of the answer sheet.

**THIRD PAGE OF THE ANSWER BOOKLET
(TO BE FILLED IN BY THE INVIGILATOR)**



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
Phone No:26250157 / 26250159. Fax No: 26250156 / 26250155
e-mail: nacin.chennai@gov.in



Name of the Examination	
Roll No. allotted by NACIN, Chennai	
Date & Time of Examination	
Name of the Paper / Subject	
No. of pages written	
a) No. of Blank pages b) Page numbers of blank pages	
No. of Additional sheets used	
Declaration by the Invigilator & the Examination Coordinator: We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
Signature of the Invigilator with name & designation	
Signature of the Examination Coordinator with name and designation	
(FOR OFFICE USE ONLY)	
SIGNATURE OF THE EVALUATOR WITH NAME STAMP	

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SAMPLE FOR ANNEXURE III

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ANNEXURE-III

PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET

FIRST PAGE OF THE ANSWER BOOKLET

Name of the Examination	Promotion Examination for promotion to the grade of Inspector (Central Excise, Preventive Officer and Examiner) - April 2025
Name of the Commissionerate	XXXXXXXXXX
Name of the Cadre Controlling Authority	XXXXXXXXXXXXXXXXXXXX
Name of the Exam Centre along with office seal	XXXXXXXXXX
Roll No. allotted by NACIN, Chennai	XXXXXX
Date & time of Examination	22.01.2025 & 10:00 AM – 01:00 PM
Name of the Paper / Subject	Paper I – Central Excise & GST
No. of pages written	10 (1-10)
a) No. of Blank pages	07
b) Page numbers of blank pages	11-17
No. of additional sheets used	0
Signature of the Candidate	
Declaration by the Invigilator & the Examination Coordinator: We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
Signature of the Invigilator with name and designation	
Signature of the Examination Coordinator with name and designation	

**THIRD PAGE OF THE ANSWER BOOKLET
(TO BE FILLED IN BY THE INVIGILATOR)**

1. Name of the Examination:
2. Name of the Commissionerate:
3. Name of the Cadre Controlling Authority:
4. Name of the Exam Centre:
5. Name of the Paper/Subject:
6. Date & Time of Exam:
7. Number of candidates a) Present:
b) Absent :
8. Number of answer booklets collected and sealed:
9. Date and Time of sealing:

Details of Answer Booklets sealed:

S.No	Name of the Candidate	Roll No assigned by NACIN Chennai	No of written Pages (Along with the range of written pages)	No of Blank Pages (Along with the range of blank pages)	No of additional sheets used

Declaration:

We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.

Signature of the Invigilator
(Along with the name & designation)

Signature of the Examination Coordinator
(Along with the name & designation)

INSTRUCTIONS FOR SEALING OF ANSWER BOOKLETS

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- At the end of the exam, the Invigilator verifies that all the details are correctly filled in by the candidates in the first page of the Annexure IV and fills the third page of the Annexure IV.
- Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure IV.
- The invigilator collects all the answer booklets from the candidates and counts the number of answer booklets against the attendance register.
- The collected answer booklets are then serially arranged and handed over to the Examination Coordinator.
- The answer booklets are then placed in pre-labelled and numbered envelopes and the envelopes are sealed in the presence of the

Examination Coordinator and the invigilator.

- The sealing process is documented, with signatures from the Examination Coordinator and the Invigilator to confirm the count and integrity of the sealing process.
- The signed proceedings report should be kept in the envelope along with the Answer Booklets and the Attendance Sheet.
- The sealed envelopes containing the answer booklets, Attendance Sheet and the Proceedings report are then kept safely in a locked cupboard till the completion of all the papers.
- After completing all the papers, the sealed envelopes should be kept in a big envelope along with the covering letter and sealed in the presence of the Examination Coordinator and the invigilator.