



**National Academy of Customs, Indirect Taxes & Narcotics,
Western Region, Post office Lane, Bhandup (E), Mumbai – 400042**

Email: nacenmum@nic.in

CONFIDENTIAL/TIME BOUND

F.No.VI-Estt(7)1/2022/NACIN ZC-Mum | 95 to 106 Dated, 20th June, 2022

To,

All Principal Chief Commissioners/Chief Commissioners of Customs and CGST
(Cadre Controlling authorities of Customs Examiners and Preventive Officers)

Madam/ Sir,

**Sub:- Departmental Examination for Confirmation of Examiners/
Preventive Officers from 03.08.2022 to 05.08.2022 – reg.**

In terms of Ministry's letter F.No. A-34011/1/2003 AD-III.A dated 13.08.2003 read with the Annual Calendar for Departmental Examination finalized by NACIN HQ for FY 2022-23, issued vide letter F.No. NACIN/II/12/3/2020-EXAM-O/o Pr.DG-NACIN-FARIDABAD dated 17.02.2022 (copy enclosed), NACIN Zonal Campus, Mumbai will set the question papers and undertake evaluation thereof for the **Departmental Examination for Confirmation of Examiners and Preventive Officers from 03.08.2022 to 05.08.2022**, in accordance with the Departmental Examination (Central Excise and Customs) Rules,2008 dated 20.12.2008. The Schedule of the examination and the syllabus are as per **Annexure I & II** (copies enclosed) to this letter.

2. In this regard, it is requested to give appropriate directions to Pr. Commissioner/ Commissioner (Cadre Control of Examiners/ Preventive Officers) or other authorities, as may be applicable, regarding the following:-

i) To ensure satisfaction of the eligibility criteria of the candidates and to inform all eligible officers including those attached/ posted/ deputed with other formations (including

Directorates, Ministry etc, if any) and to ensure the conduct of examination for all eligible officers.

ii) To make arrangements for overall supervision and invigilation of the examination or the schedule dates as per letter D.O.F. No.I(15)3/2005-NACEN dated 17.10.2005 (copy enclosed).

iii) To ensure the nomination of a senior officer, preferably of a rank of at least a Joint Commissioner, from each Commissionerate or other formations (including Directorates, Ministry etc, if any) which will be required to hold the said examination for each CCA charge. On requisition being made, NACIN Zonal Campus, Mumbai will send question papers for Examiners and Preventive Officers to (individual) official email id of such nominated officer of the examination center only.

For the said purpose,

- The name, address and (general) official email id of CCA office,
- The name and address and (general) official email id of each Commissionerate or other formations (including Directorates, Ministry etc if any) which will be required to hold the said examination for each CCA charge,
- The name, designation, address, (individual) official gov.in mail id and mobile number of the nominated Nodal Officer for conducting examination at each such formation (with one alternative officer's official email id and mobile number for each such formation, as fall-back option), and
- Requisition for the question papers for specific cadre from each such formation/ Nodal Officer, as may be required (ie whether for Examiners or/ and Preventive Officers Paper-wise/ Subject-wise),

may be sent in the prescribed proforma vide **Annexure-III** (copy enclosed) only through official e-mail on nacenmum@nic.in with copies marked to jyoti.agrawal81@gov.in and benhurhs.g149301@gov.in positively by 15.07.2022.

3. Question paper/s for the said exam in the password protected PDF Format, shall be sent to the Nodal Officer one day before the commencement of examination i.e. on 02.08.2022 on their (individual) official gov.in mail ID through official e-mail only. The said e-mail needs to be

acknowledged and reply sent to NACIN, ZC, Mumbai on the same date. Password for opening the PDF File will be provided 40 minutes before the scheduled time of exam on the registered mobile number of the Nodal Officer only (through SMS).

A Test mail would be sent to the Nodal Officer's gov.in mail ID on 28.07.2022. The Nodal Officers shall send an acknowledgement in reply mail.

In case of any unforeseen circumstances where official gov.in mail ID and mobile number of the nominated Nodal Officer is not working, alternative official email ID and alternative mobile number provided to NACIN ZC, Mumbai would be used. The Nodal Officer shall take adequate number of print-outs of question paper/s and ensure that the examination is conducted in a fair and transparent manner.

4. The notice is also being posted on CBIC and NACIN websites www.cbic.gov.in and www.nacin.gov.in.

5. Cadre Controlling Authorities are the best judges of the promotional aspect of their staff or reservation policy, as per Recruitment Rules or any other Rules & Regulations issued by the Ministry or the Board. Determination of eligibility to appear in the examination and declaration of results is also the prerogative of the respective Cadre Controlling Authority. No references or queries on these matters may be forwarded to NACIN, Mumbai.

6. NACIN, Mumbai, on directions of NACIN, Faridabad, 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.

7. In case of any difficulty Smt. Jyoti Agrawal (mobile no. 9619838447) Additional Director, NACIN, Zonal campus, Post Office Lane, Bhandup (East), Mumbai-400042 can be contacted at her office phone no. 022-25666771 and official email id jyoti.agrawal81@gov.in If not

contactable, the fall back contact detail of Shri Benhur Solomon, Superintendent (Tel.no.022-21675744) email id benhurhs.g149301@gov.in can be used.

8. This letter applies only to Offices of Principal Chief Commissioners/ Chief Commissioners and authorities under CBIC who are Cadre Controlling Authorities of Customs Examiners and Preventive Officers. Kindly ignore if not applicable.

9. Receipt of this communication may please be acknowledged by return e-mail by Cadre Controlling Authorities of Customs Examiners and Preventive Officers.

Yours faithfully,



(Ashish Varma)

Pr. Additional Director General

Encl:- As above.



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
नासिन कॉम्प्लेक्स, सेक्टर-29, फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
NACIN Complex, Sector-29, Faridabad-121008

ई-मेल/E-mail : dg.nacen-cbec@nic.in

फोन / Telephone : 0129-2504652-54

फैक्स/Fax : 0129-2504632



Date: 17/2/2022

Annual Calendar of Departmental Examinations for the year 2022-23

S. No	Name of Examination	Name of NACIN	Frequency	Schedule Date
1	Departmental Examination of Inspectors of Central Tax for confirmation	NACIN-Zonal Campus, Kanpur	Twice a year	2,3,4,5 August, 2022 (Tuesday, Wednesday, Thursday, Friday). 6,7,8,9 February, 2023 (Monday, Tuesday, Wednesday, Thursday)
2	Promotion of LDC to Tax Assistant in the Customs & Central Tax Department.	NACIN-Faridabad	Once a year	15 July, 2022 (Friday)
3	District Opium Officer in the Narcotics Department.	NACIN-Faridabad	On demand	6,7,8,9 & 10 June, 2022 (Monday, Tuesday, Wednesday, Thursday, Friday)
4	a) Promotion of Group 'C' (Havaldar/ MTS) to cadre of LDC in Customs and Central Tax Department	NACIN-Faridabad	Once a year	2 December, 2022 (Friday)
	b) Promotion of Group 'C' (Group 'C' staff in the grade pay of Rs.1800/- / MTS) to the cadre of LDC in CBN			
5	Departmental examination for Appraiser/ Examiner/ Preventive Officer for confirmation.	NACIN-Zonal Campus, Mumbai	Twice a year	3, 4 & 5 August, 2022 (Wednesday, Thursday, Friday). 1, 2, & 3 February, 2023 (Wednesday, Thursday, Friday)

6	<p>a) Promotion of Executive Assistants/ Stenographer Grade-I/ Officials (Women Searcher or Draftsman or Tax Assistant or Stenographer Grade-II) to the Grade of Inspectors of Central Tax,</p> <p>b) Promotion of Executive Assistants/ Stenographer Grade-I/ Officials (Women Searcher or Tax Assistant or Stenographer Grade-II) to the Grade of Preventive Officers and</p> <p>c) Promotion of Executive Assistants/ Stenographer Grade-I/ Officials (Tax Assistant or Stenographer Grade-II) to the Grade of Examiners of Customs under CBIC.</p>	NACIN-Zonal Campus, Chennai	Twice a year	a.	<p>3, 4 & 5 August, 2022 (Wednesday, Thursday, Friday).</p> <p>8, 9 & 10 February, 2023 (Wednesday, Thursday, Friday).</p>
7	Promotion of TAs to Executive Assistants in Customs and Central Tax Department	NACIN-Zonal Campus, Chennai	Twice a year	a.	<p>14,15 & 16, September, 2022 (Wednesday, Thursday, Friday)</p> <p>1,2,& 3 March, 2023 (Wednesday, Thursday, Friday)</p>
8	Confirmation Examination of Direct Recruited T.A.	NACIN-RTI Vadodara	Once a year	a.	<p>1, 2 & 3 March, 2023 (Wednesday, Thursday, Friday)</p>
9	Confirmation Examination for Staff Car Driver and Havaladar	NACIN-RTI Vadodara	On demand		<p>On demand to NACIN-RTI, Vadodara. Date to be decided by the Pr. ADG/ADG, NACIN-RTI, Vadodara</p>

1. Annual Calendar of Departmental Examinations is circulated with the approval of Principal Director General, NACIN, Faridabad for information and necessary action.
2. Respective NACIN, Zonal Campuses may propose changes in specified dates of examinations only on reasonable grounds subject to the approval of Principal DG, NACIN, Faridabad. However, while proposing change of examination dates, Gazetted & Restricted Holidays should be taken into consideration.
3. Cadre Controlling Authorities are the best judges of the promotional aspect of their staff or reservation policy, as per the Recruitment Rules or any other Rules & Regulations issued by the Ministry or the Board. They may approach NACIN, Faridabad for any fresh examination to be conducted, due to any exigency. Determination of eligibility to appear in the examination and declaration of result is also the prerogative of the respective Cadre Controlling Authority.

4. Any query on the process of conducting the examination may be referred to NACIN.

Surabhi
17/2/2022
(Dr. Surabhi Pandey)
Joint Director (Exam),
NACIN, Faridabad

Copy to:

1. The Principal Additional Director General/Additional Director General/In-Charge NACIN-Zonal Campus at Kanpur/ Patna/ Mumbai/ Chennai/ Kolkata/ Vadodara/ Shillong/ New Delhi/ Hyderabad/ Bengaluru/ Vishakapatnam/ Bhopal/ Cochin/ Jaipur/ Chandigarh/ Bhubaneshwar/ RTI Raipur/ RTI Ranchi for information and necessary action.
2. Notice Board.
3. NACIN/CBIC website.

ANNEXURE – I

Departmental Examination for confirmation of Examiners

AUGUST, 2022

Sr.No.	Paper	Subject	Date	Time	Marks	Passing Marks
1	PAPER- I	Customs Law (without Books)	03.08.2022	10.00 hrs to 13.00 hrs	100	50
2	PAPER- II	Customs & Allied Law (with Books)	03.08.2022	15.00 hrs to 18.00 hrs	100	50
3	PAPER- III	Law Allied to Customs & Service Regulations (with Books except CCS (Conduct Rules)	04.08.2022	10.00 hrs to 13.00 hrs	100	50
4	PAPER- IV	Local Orders of the Custom House (without Books)	04.08.2022	15.00 hrs to 18.00 hrs	100	50
5	PAPER- V	Commercial Practice, Mercantile Law, Economic & Commercial Geography and General Knowledge (without Books)	05.08.2022	10.00 hrs to 13.00 hrs	100	50
6	PAPER- VI	Hindi	05.08.2022	15.00 hrs to 18.00 hrs	100	50

Departmental Examination for confirmation of Preventive Officers

AUGUST,2022

Sr.No.	Paper	Subject	Date	Time	Marks	Passing Marks
1	PAPER- I	Customs Law (without Books)	03.08.2022	10.00 hrs to 13.00 hrs	100	50
2	PAPER- II	Customs & Allied Law (with Books)	03.08.2022	15.00 hrs to 18.00 hrs	100	50
3	PAPER- III	Law Allied to Customs & Service Regulations (with Books except CCS (Conduct Rules)	04.08.2022	10.00 hrs to 13.00 hrs	100	50
4	PAPER- IV	Local Orders of the Custom House (without Books)	04.08.2022	15.00 hrs to 18.00 hrs	100	50
5	PAPER- V	Commercial Practice, Mercantile Law, Economic & Commercial Geography and General Knowledge (without Books)	05.08.2022	10.00 hrs to 13.00 hrs	100	50
6	PAPER- VI	Hindi	05.08.2022	15.00 hrs to 17.00 hrs	100	50

ANNEXURE - II**SYLLABUS FOR APRAISERS, EXAMINERS & PREVENTIVE OFFICERS****PAPER - I - CUSTOMS LAW (WITHOUT BOOKS)**

1. The Customs Act, 1962
2. The Customs Manual (Latest edition)
3. The Central Appraising Manual (For Appraisers/Examiners) and Preventive Service Manual (For Preventive Officers)
4. The Customs Tariff Act, 1975.
5. The Indian Customs Electronic Data Inter-change System Handbook for Customs officers.

PAPER-II - CUSTOMS & ALLIED LAW (WITH BOOKS)

1. The Customs Act, 1962 and the rules and regulations made there under.
2. The 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. The Customs Tariff Guide, Public and Departmental issues.
4. The Special Economic Zones Act, 2005
5. Export Incentive Schemes Export oriented units, duty exemption entitlement certificate, duty entitlement pass book, Export promotion capital goods, duty free replenishment certificate, etc.
6. The Provisional Collection of Taxes Act, 1931 (16 of 1931)
7. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (53 of 1974).
8. Narcotics Drugs and Psychotropic Substances Act, 1985(61 of 1985)
9. Prevention of Illicit Traffic in Narcotics Drugs and Psychotropic Substances Act, 1988 (46 of 1988)
10. Imposing Cess on various Commodities.
11. International Customs Conventions and Protocol, Convention on International

Trade in Endangered species of Wild fauna and flora, Convention on containers Movements, hazardous wastes, Montreal protocol.

12. Intellectual Property Rights, Trade Related Aspects of Intellectual Property Rights and Counterfeit Piracy.

13. The Indian Stamp Act, 1899 (II of 1899), Section 2(5) and Schedule I, Articles 15,19,24,26 and 34.

14. The Arms Act, 1959 (54 of 1959).

**PAPER-III - LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS
(WITH BOOKS EXCEPT GOVERNMENT SERVANT'S CONDUCT
RULES)**

1. The Foreign Trade (Development and Regulation) Act, 1922.

2. The Indian Evidence Act, 1872.

3. The Central Civil Services (conduct) Rules, 1964.

4. The Central Civil Services (leave) Rules, 1972.

5. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.

6. Relevant portions of the Code of Criminal procedure, 1973 and the Code of Civil procedure, 1908.

7. The Prevention of Money Laundering Act, 2002 (15 of 2003).

8. The Foreign Exchange Management Act, 1999.

PAPER - IV LOCAL ORDERS OF THE CUSTOM HOUSE (WITHOUT BOOKS)

1. Board's Circulars and Instructions.

2. Public Notices.

3. Local Supplement to the Customs Manual.

4. Rules and orders in force in the local custom house which are included in the Standing and the Departmental Orders and all instructions relating to the particular Customs House which are contained in the Manuals of the Customs House.

PAPER -V - COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)

1. Mercantile Law- Only general knowledge will be required.
2. Commercial practice- Only general knowledge will be required.
3. Elementary Banking and Accountancy.
4. Geography- Geography of the world; knowledge of the situation of countries with their principal sea port trade routes and articles of commerce and their overseas possessions. Particular knowledge will be required of the physical and commercial geography of India.
5. General Knowledge - The Candidates will be expected to be able to write a precis and answer questions involving the use of common English phraseology with some knowledge of current affairs.

PAPER - VI - HINDI

The examination in Hindi will comprise the following.

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. Conversation.
5. Reading of petitions and documents written in manuscripts in Hindi.
6. Classification of Official Language Act, 1963 (19 of 1963) and
7. Knowledge of Hindi rules and regulations.

Note : The candidates are advised to study the following books.

<u>Books</u>	<u>Publisher</u>
1. Rashtriya Bhasha parts I to IV	Indian Press Ltd, Allahabad.
2. Hindi Rachana Parts I to III	Dakshin Bharat Hindustani Parchar Sabha Madras.
3. Hindi in thirty days	Pt. Dulary Lal Bhargava, Ganga Fine Arts Press, Lucknow.

PAPER - VII VIVA VOICE

THE CANDIDATES WILL BE EXAMINED ORALLY TO TEST THEIR GENERAL FITNESS FOR SERVICE BY A BOARD OF EXAMINERS WITH THE COMMISSIONER AS CHAIRMAN AND TWO OFFICERS NOT LOWER IN RANK THAN ASSISTANT COMMISSIONERS AS MEMBERS.

ANNEXURE – III

Send the details in the Excel (.xlsx) Format only through official e-mail on nacenmum@nic.in with copies marked to jyoti.agrawal81@gov.in and benhurhs.g149301@gov.in

(All fields are mandatory)

Details of Cadre Control Authority of Customs Examiners and Preventive Officers (FOR SENDING RESULTS AFTER EVALUATION OF ANSWER SHEETS)

Address of the office of the Cadre Controlling Authority	
Official email address of the office of the above CCA	
Office Phone no. of the above CCA	
Number of examination centers under the above CCA	
Pr. CCO/CCO under which the above CCA falls	

Details of Nodal Officer (and Alternative Officer details) of each Examination Center under the above CCA (FOR SENDING QUESTION PAPERS)

Address of the Examination center	Name, designation, official email id, Mobile No. and landline number of Nodal Officer of the concerned Examination center	Name, designation, official email id, Mobile No. and landline number of Nodal Officer of the Alternative Officer of the concerned Examination center	Designation and address of HOD level officer under which the concerned examination center will fall
-----------------------------------	---	--	---

(Kindly add rows as may be required)

No. of Question papers for different cadres required at different examination centers (as above)

(All fields are mandatory)

Address of the Examination Center	Designation	No of Papers required for each cadre at each examination center					
		P-I	P-II	P-III	P-IV	P-V	P-VI
	Examiners						
	Preventive Officers						

(Kindly add rows as may be required)

राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
नासेन कॉम्प्लेक्स, सेक्टर-29
फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS
NACEN Complex, Sector-29
Faridabad-121008

फोन / Telephone : 95129-2504649
फैक्स / Fax : 95129-2504632

SHASHI MINZ
ADDL. DIRECTOR GENERAL

Most Important

D.O.F.No.I(15)3/2005-NACEN

AD (Admin)
24-19-05
8511 / 4536
19/1/05
(8511)

Dated : *17/1/05*
27/1/05

Dear *Sri Verma,*

Subject:- Conduct of various Departmental Examinations-regarding.

With reference to Ministry's letter F.No.A34011/1/2003-AD-III. A dated 13.8.03 (copy enclosed), all the examinations are to be conducted by NACEN after March, 2005 and the DGICCE is to assist until such time NACEN is able to carry out the work independently. Accordingly, all the work relating to examinations is being distributed among NACEN (H.Q.) & RTIs as per Annexure 'A' enclosed herewith.

- ①
- ②
- ③

2. The task of conducting examinations would involve setting up of the question papers and evaluation thereof in strict confidence by NACEN(H.Q.) and R.T.Is. concerned. A suitable timetable for conducting the assigned examinations may please be drawn up immediately as per schedule under intimation to this office.

3. The work relating to overall supervision and invigilation shall be the responsibility of the respective Chief Commissioners/D.Gs/Directors concerned.

With *regards,*

Yours sincerely,
Sh. 5/x/21
(SHASHI MINZ)
Addl. Director General

Encl:- as above

Sh.A.P. Verma,
Addl. Director General,
NACEN,
Mumbai.

9
2/1/05

Distribution of work relating to Departmental Examinations.

S.NO.	Formation	Details of Examination	Frequency
1	NACEN Faridabad	Promotion of Group 'D' to LDC	Once a year
2	NACEN Faridabad	Promotion of LDCs to Tax Assistant	Once a year
3	NACEN Mumbai	Stenographer Grade-III for promotion to higher supervisory ministerial cadre.	Twice a year
4	NACEN Mumbai	Appraiser/ Examiner/ Preventive Officer for confirmation	Twice a year
5	NACEN Kolkata	District Opium Officer in Central Bureau of Narcotics Gwalior	On demand
6	NACEN Kolkata	Promotion of Sepoy to Sub-Inspector in Central Bureau of Narcotics Gwalior	On demand
7	NACEN Chennai	Superintendent Group 'B' (Experts) in Central Excise for confirmation	On demand
8	NACEN Chennai	For promotion of Ministerial officers to the grade of STA, Inspector of C.Ex., Prev. Officers and Examiners of Customs	Twice a year
9	NACEN Hazaribagh	Departmental Examination for eligibility for drawal of increment in respect of TA & STA	Once a year
10	NACEN Kanpur	Central Excise Departmental Examination of Inspectors for confirmation	Twice a year