

ANNEXURE-II

Send the details in the Excel (.xlsx) Format only through e-mail on nacen.kn-up@nic.in
(For maintaining accuracy only one time data typing)

Sheet 1: Details of CCO-Commissionerate

***All the fields are Mandatory**

Email address of Cadre Control Authority (CCO/CCA) * (RESULT TO BE SENT)	
Name of the Commissionerate*	
Email address of Commissionerate*	
Address of Office*	
City*	
Pin Code*	
Office Phone No. *	
Name of Nodal Officer for Examination *	
Designation of Nodal Officer*	
Mobile No. of Nodal Officer* (Preferably WhatsApp no.)	
Personal E-mail ID of Nodal Officer* (PAPER & RESULT TO BE SENT)	

Sheet 2: Requisition Form (Details of Candidates)-

Roll No.*	Candidate Name	Designation	P-I (C. Ex.) (Y/N) #	P-II (Customs) (Y/N) #	P-III (Admin.) (Y/N) #	P-IV (Law) (Y/N) #	P-V (Hindi Written) (Y/N) #	P-V (Hindi Viva) (Y/N) #	P-VI (General Viva) (Y/N) #
MAR-2023/INSP/01									
MAR-2023/INSP/02									
MAR-2023/INSP/03									
MAR-2023/INSP/04									
MAR-2023/INSP/05									
So forth & so on									

* Please follow the 'Pattern' mentioned against the column of Roll Number. Please do not mention your Commissionerate name or other thing.

Please mention only 'Y' and 'N'. If candidate is already passed no need to mention 'AP'

INSTRUCTIONS FOR DEPARTMENTAL EXAMINATION(Inspectors of Central Tax for confirmation scheduled from **21.03.2023 to 24.03.2023**)**1. For smooth conduct of the examination, following points may please be adhered to:-**

- (a) The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer, 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 confidentiality thereof. The nominated officer shall acknowledge the receipt of question paper through email (password protected PDF file) to NACIN ZC Kanpur on the mail ID **nacen.kn-up@nic.in**. The Authorized Officer is further required to nominate a Supervisor / Invigilator to conduct the exam smoothly. The required no(s) of Photocopies of question papers shall be done discretely under his/her personal supervision.
- (b) It is advisable that the Examination of paper V (Hindi Viva-Voce) and paper-VI (Viva-Voce General) be conducted by the respective Commissionerates/Directorates at their specified centers of examination. Since the examinations of these papers **are to be conducted orally, no question papers will be provided.**
- (c) **The Interview Board for holding Viva-Voce** may comprise of three members consisting of **One Chairman and Two Members**. The **Chairman of the Board may be Pr. Commissioner / Commissioner / Additional / Joint Commissioner and other two members may be Additional / Joint / Deputy / Assistant Commissioners** for the purpose of conducting **General Viva-Voce and Hindi Viva-voce.**
- (d) It is the duty of respective Commissionerates / Directorates to arrange sufficient number of blank answer books for conducting all written examination papers. To maintain the uniformity, the format of **cover page of answer book** may be as follows: -

Name of the Commissionerate: _____

To be Filled by Candidate:

Name of the examination	Inspectors of Central Tax for confirmation (March-2023)
Roll No. of the Candidate	
Name of Examination Center	
Date & time of Examination	
Name of the Paper & Subject	

To be Filled by Invigilator:

No. of loose answer books used (The Supervisor / Invigilator to sign the loose sheets and also assign page numbers)	
Signature of the Supervisor / Invigilator (on verification that all the details are correctly filled in by the Candidates)	

To be Filled by Evaluator:

Marks obtained / Maximum Marks	
Signature of the evaluator (with name stamp)	

- (e) All the candidates may be asked to **report 30 minutes before** the starting time of the examination so that formalities regarding attendance and distribution of answer books may be completed on time.
- (f) Before the start of the exam of any paper i.e. Paper No.I to VI, each candidate appearing for examination of that paper is required to put his/her initial (signature) against his/her name and roll numbers on the attendance sheet. The **format of attendance sheet** is as under:-

Name of the Commissionerate: _____

(Attendance Sheet)

Name of the Examination	:	Inspectors of Central Tax for confirmation
Centre of the Examination	:	
Date & Time of the Examination	:	
Name of the paper & Subject	:	

Particulars of Candidates: -

Sl. NO.	Roll No.	Name of the Candidates	Signature of the Candidates	Signature of the candidates (If additional sheet used)
1.				
2.				

Signature of Nodal Officer OR Invigilator

- (g) **The candidate whose name was not submitted at the time of requisition cannot appear in the examination.** The answer books of such candidate shall not be considered for evaluation by this Academy.
- (h) The candidates appearing in the examination may be directed to fill the required information on the **cover page** of the answer book. They should also be instructed **not to write their name anywhere in the answer book and if they do so, their result will be declared as FAIL for that paper.**
- (i) The Invigilator should put his/her **dated signature with name & office seal on the FIRST and LAST page of the answer book of each candidate, at the least.**
- (j) If more than one answer books are used in the examination by a candidate, all such answer books should be signed and **tagged together by use of thread/stapler pin.**
- (k) The answer books and the attendance sheets should be arranged serially according to **allotted Roll No(s).**
- (l) **The answer books should be packed and sealed immediately** after the exam is over and the same to be duly secured till their dispatch. The Invigilator and the Nodal officer should sign on the sealed covers.
- (m) It should be finally ensured that the sealed packets contain answer books of Paper-I, II, III, IV, V and Mark-Sheets of Viva-Voce (Paper-V & Paper-VI).
- (n) In case departmental examination is also conducted at the Divisions (other than Commissionerates / Directorates), all the answer books should be collected at the Commissionerates / Directorates in sealed covers.
- (o) All the packets of answer books and Viva-Voce marks are to be sent in **single packing wrapped in a cloth cover with proper sealing.** In case packets are broken, damaged or lost in transit, this Academy will not be responsible for the same.

2. To maintain the sanctity of departmental examination, the following may be ensured during the examination process: -

- (a) **Electronic gadgets** such as **Mobile Phones, Tablets, I-pad etc should not be allowed** to be carried into examination hall by the candidates.
- (b) The candidates should not be allowed to discuss the questions among themselves.
- (c) In case of paper (without books), Manuals, Tariff and other books etc should not be allowed to be carried into examination hall.
- (d) Senior officers may make surprise visits to the examination hall to ensure that no copying is done by the candidates.
- (e) In case of paper (with books), only prescribed books shall be allowed to be carried into examination hall by the candidates. They may also be suitably advised to arrange for and come to exam centres with the prescribed books, if need be.
- (f) The answer books should be taken away from the candidates immediately on completion of allotted time from the time of starting of examination.
- (g) If possible, the examination may be conducted in the room where CCTV camera are installed and whole process of examination may be video recorded.

3. If you have any query pertaining to conduct of the examination, the same may be forwarded to this office on e-mail address nacen.kn-up@nic.in.

4. NACIN, ZC, Kanpur would convey the marks obtained by the candidates only to the CCAs & Nodal Officers via **email**.

5. 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 the CCA under intimation to this office for record.

6. All Communications in this regard are being/will be made available on website of NACIN, Faridabad and no letters are being sent / shall be sent by post separately.

7. The following format, duly filled is also enclosed with the forwarding letter.

CHECK LIST - DOCUMENTS TO BE KEPT INSIDE THE SEALED ENVELOP / PACKET

Forwarding letter (only one for all answer books) (Yes / No)	Attendance Sheets (P- I to VI) printout signed by the Nodal Officer/Invigilator (Yes / No)	'Mark-sheet' (General Viva Voce & Hindi Viva Voce) signed by all Interview Board Members (Yes / No)	Answer books (Roll number-wise) (Yes / No)	Remarks / Feedback (if any) (Yes / No)

Signature of Nodal Officer / Authorised Signatory

NOTE: Only the above-mentioned documents should be kept in the packet. No extra paper to be sent as it may increase the cost of speed post and also the paper work of this Academy.
