



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



Examination Notice

Departmental Examination for promotion of Havaladar & MTS to the grade of LDC in Customs & Central Tax Department for the year 2024-25 and

Promotion of officers of Group "C" (Group C staff in Level-1 in the pay matrix (₹ 18,000-56,900) to the grade of LDC in Central Bureau of Narcotics for the year 2024-25

1. The Departmental examination for promotion of officers as detailed above to the grade of LDC for 2024-25 will be conducted on 22nd July 2024.
2. The examination will have 03 papers as tabulated below: -

Paper	Subject	Maximum Marks	Passing Marks	Time	Duration (Hrs)
Paper-I	General English	100	50	10:00 am - 11:00 am	01
Paper-II	Numerical Aptitude & General Knowledge	100 (50+50)	50 (25+25)	12:00 noon - 01:00 pm	01
Paper-III	Hindi	100	50	02:00 pm - 03:00 pm	01

3. Paper-II shall be both in English and Hindi and the candidates can answer either in English or in Hindi, while Paper-I and Paper-III will be in English and Hindi respectively, and need to be answered in the same language. The exam at all the centers will start at 10:00 A.M. The Cadre Controlling Authority (CCA) concerned shall have the sole discretion to determine the eligibility of the candidates based on the latest **Recruitment Rules** as amended from time to time.

4 . The concerned Commissionerate/Directorate where the examination is scheduled to be held, shall **nominate an officer** (ADC/JC/DC/AC or equivalent rank officer), who will be authorized to function as the overall in charge for conducting the said examination. The details of the Authorized officer along with the requisition for the question papers as per **Annexure-A** (enclosed with this notice) should be sent to the Assistant Director (Exam), NACIN Palasamudram on the email id **exam-nacinpsm@gov.in**.

5. The requisition for question papers and the details of the nominated authorized officer, duly approved by the competent authority, must reach the Assistant Director (Exam), NACIN Palasamudram, **through e-mail only by 11th July 2024. It may please be noted that the requisitions received after that shall not be entertained.**

6. 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/LDC/01. Any other format of assigning the Roll numbers may please be avoided.**

7. Candidates working on a Deputation/Loan basis who are eligible and willing to appear for the examination, shall be nominated from their Parent Commissionerate. 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.

8. Question paper for the said exam, in the password-protected PDF format, shall be sent to the nominated authorized officer **on 21.07.2024 through email only** who shall acknowledge the receipt of the same to NACIN by return e-mail on the same day. **Password for opening the PDF file will be provided on 22.07.2024 one hour before the start of the exam.** The authorized officer shall ensure that the examination is conducted fairly and transparently.

9. The examination notice is also being published on CBIC and NACIN websites i.e. www.cbic.gov.in and www.nacin.gov.in respectively.

10. The eligibility of the candidates shall only be determined by the concerned Cadre Controlling Authority. Any inquiries regarding eligibility will not be entertained by NACIN.

11. The marks obtained in the examination shall be communicated to the concerned CCAs, through email only. Hence, it may be ensured that the correct details of CCA are entered in **Annexure-A.**

12. NACIN Palasamudram reserves the right to cancel the whole examination or the examination of a candidate or that of a Centre 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. The Authorized officer or the Invigilator of the examination centers also has the right to cancel the examination of a candidate or the whole of the center under his jurisdiction with the approval of NACIN, Palasamudram, in case of the use of unfair means.

13. 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.

14. **"Instructions for Examination"** are enclosed with this letter and are an integral part of it.

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

16. The Hindi version will follow.



**Assistant Director (Exam)
NACIN, Palasamudram**

Copy to:

1. The Pr. Chief/Chief Commissioner of Customs All
2. The Pr. Commissioner/Commissioner of Customs (Preventive) -All
3. The Pr. Commissioner/Commissioner of Customs- All
4. The Pr. Chief/Chief Commissioner of CGST and Central Excise-All
5. The Pr. Commissioner/Commissioner of CGST and Central Excise- All including Audit.
6. Pr. Director General/Director General/Directors/Pr. ADG/ADG/Pr. Commissioner/Commissioner CBIC-All
7. Narcotics Commissioner of India, Central Bureau of Narcotics, Gwalior
8. Pr. ADG/ADG, NACIN ZTIs/RTIs- All
9. The Systems Section, NACIN, Palasamudram - for uploading on CBIC and NACIN websites.

INSTRUCTIONS FOR EXAMINATION

(Departmental Examination for promotion of Havaldar & MTS in Customs & Central Tax Department/ Group "C" staff in Level-1 in the pay matrix (₹ 18,000- 56,900) in Central Bureau of Narcotics, to the grade of LDC for the year 2024-25)

1 .The concerned Commissionerate/Directorate 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 said examination and he/she shall be responsible for conducting the said 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/her supervision in person.

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

- a. allot Roll Numbers to the candidates,
- b. make the seating arrangement for the candidates,
- c. arrange standard stationery like answer sheets and question papers as much as required.

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 with the approval of NACIN, Palasamudram, in case of the use of unfair means.

3. The first page of each answer sheet shall compulsorily contain the following particulars, either in printed form or by affixing a rubber stamp as per Annexure-B (enclosed with this notice):

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 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/Maximum Marks.
9. Signature of the Examiner.

4. 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 candidate in any way.

5. 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.

6. **The Supervisor/Invigilator shall sign on the front page of the Answer sheet (As detailed in Annexure-B) after verification of all the details filled by the candidates. The Supervisor/Invigilator shall also sign each loose sheet and assign page numbers to each loose sheet used by a candidate.**

7. 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 of the examination or that of an individual candidate or a Centre or 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.

8. The eligibility of the candidates shall be ascertained by only the CCA and any clarification other than the conduct of the examination shall not be entertained by NACIN. Any correspondence regarding the process/conduct of 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, Gorantla (M), Sri Sathya Sai, Andhra Pradesh - 515241 or at email id exam-nacinpsm@gov.in.**

9. Using and carrying mobile phones and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the examination.

10. Candidates are not allowed, under any circumstances, to go out of the hall in the first thirty minutes even on completion/submission of the paper. Only one person at a time should be allowed to go out of the examination hall under a reasonable plea after completion of the first thirty minutes of the examination.

11. Paper-I and Paper-III will be in English and Hindi respectively. Paper II will be bilingual, and the candidates can answer in either English or Hindi.

12. **Answer sheets of all candidates properly tagged/Bunched, shall be sent to NACIN, Palasamudram immediately after the examination. The same will be evaluated by NACIN.**

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

14. NACIN would convey the marks obtained by the candidates only to the CCAs. Result [in consonance with the relevant Recruitment Rules; the instructions in force, if any, (by the Ministry/Board from time to time, etc.), grant of 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 under intimation to this office.

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

16. The Hindi version will follow.

Sd/-
Assistant Director (Exam)
NACIN, Palasamudram

(Departmental Examination for promotion of Havaldar & MTS in Customs & Central Tax Department / Group "C" staff in Level-1 in the pay matrix (₹ 18,000- 56,900) in Central Bureau of Narcotics, to the grade of LDC for the year 2024-25)

ANNEXURE 'A'

(Proforma for Nomination & Requisition of Question Papers)

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 (CCAs)
(Any correspondence w. r. t. departmental examinations i.e. marks of the candidates shall be sent from the Mail ID mentioned here)
- 5 .Name & Official Address of the nominated Authorized Officer (ADC/JC/DC/AC or equivalent rank officer) who would be responsible for the conduct of the exam and to whom the question papers in PDF format are to be sent by e-mail. (please provide the following details)
 - i. Gov.in mail ID:
 - ii. Tel. No.:
 - iii. Fax No.:
 - iv. WhatsApp Mobile No.:
6. Details of the candidates appearing for the examination at the center:

Departmental Examination for promotion to the grade of LDC for the year 2024-25						
S. No.	Name of the Candidate	Designation	Roll No. assigned	Papers in which appearing (please indicate Yes/No)		
				Paper-I (General English) (Yes/No)	Paper II (Numerical Aptitude & General Knowledge) (Yes/No)	Paper-III (Hindi) (Yes/No)
1.						
2.						

(Departmental Examination for promotion of Havaldar & MTS in Customs & Central Tax Department / Group "C" staff in Level-1 in the pay matrix (₹ 18,000- 56,900) in Central Bureau of Narcotics, to the grade of LDC for the year 2024-25)

ANNEXURE 'B'

(Proforma for the first page of Each Answer sheet)

Full Address of the Exam Center		
1.	Name of the Examination	
2.	Roll No. of the Candidate	
3.	Name of Exam Centre	
4.	Date & Time of Examination	
5.	Name of the Paper & Subject	
6.	No. of loose answer sheets used (The Supervisor/Invigilator will sign each loose sheet and also assign page numbers)	
7.	Signature of the Supervisor/Invigilator (on verification of all the details filled by the candidates)	
8.	Marks Obtained/Maximum Marks	
9.	Signature of Examiner	

Note: The examination shall be canceled if the candidates write their names or use any signs/symbols signatures etc. in the answer sheets that may hint at the identification of the candidates in any way.