

ANNEXURE-III**INSTRUCTIONS FOR DEPARTMENTAL EXAMINATION**(Inspectors of Central Tax for confirmation scheduled from [26.02.2024 to 28.02.2024](#))**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 email 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 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 (February-2024)
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)	

- (c) 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.
- (d) Before the start of the exam of any paper i.e. Paper No. I to V, 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: -

