

# NACEN

National Academy of Customs, Excise and Narcotics



## JOINING INSTRUCTIONS

FOR  
68<sup>th</sup> BATCH OF IRS(C&CE)  
OFFICER TRAINEES



**National Academy of Customs, Excise and Narcotics(NACEN)** congratulates you on your selection to the **Indian Revenue Service (Customs & Central Excise)**, one of the premier Civil Services in India. We are looking forward to your arrival in the Academy. With a view to facilitate the completion of your joining formalities that will commence upon your **reporting to NACEN, Faridabad on 19<sup>th</sup> December, 2016**, we are sending this set of joining instructions.

## 1. GENERAL INFORMATION

**National Academy of Customs, Excise and Narcotics (NACEN)** is located at Faridabad (Haryana) in a 21 acre campus near Agra-Mathura National Highway. It is near the Police Lines, opposite Jalvayu Vihar in Sector 29, Faridabad. Location Map is annexed at **Annexure-I**. Officer Trainees are expected to report at the Reception Desk, situated at **Mandakini Hostel**, NACEN by 04:00 P.M. of 18<sup>th</sup> December, 2016.

The joining formalities are scheduled for **19<sup>th</sup> December, 2016, at 10:00 a.m.** at NACEN. All Officer Trainees are advised to download the forms annexed to these joining instructions, fill up and submit the same on 19<sup>th</sup> December, 2016 to the officers designated for this purpose.

The contact details of the officers assisting you are given below:-

Address	National Academy of Customs, Excise and Narcotics (NACEN), Opp. Jalvayu Vihar, Sector 29, NACEN Complex, Faridabad - 121008, Haryana (INDIA).
Fax	+91 129 2504632, 2504615
E-mail	<a href="mailto:cdnacen68@gmail.com">cdnacen68@gmail.com</a>
Telephone	+91 129 2504649 +91 129 2504650 +91 129 2504651
Website	<a href="http://www.nacen.gov.in">www.nacen.gov.in</a>
Director General	Sh. P. K. Dash, IRS. Tel.: +91 129 2504638 Email: dg.nacen-cbec@nic.in
Additional Director General	Ms. Reena Arya, IRS Tel. :- +91 129 2504633 Mo. No. +919910352357
Course Director (68 <sup>th</sup> Batch) and Additional Director	Mr. Chander Shekhar, IRS Tel.: Office- +91 129 2504642 Mobile - +91 9968098800 Email: cdnacen68@gmail.com
Additional Director (Administration & Hostel Warden)	Ms. Sophia M. Joy, IRS Tel.: Office- +91 129 2504612 Mobile - +91 9599437006 Email: nacengangotri@gmail.com

Deputy Assistant Director	Director, Course	Ms. Minu Shukla Pathak, IRS Deputy Director Mobile +91 9311647116 ddnacen@gmail.com
Superintendent, Officer Trainee Cell		Ms. Sheela Choudhary Tel.: +919971440776 Email: supdtot@gmail.com
Administration and Accounts (Administrative Officer)		Shri Gulshan Kumar, Chief Admn. Officer Mrs. Padma Rani, Administrative Officer Mr. Akshay Ahlawat, Inspector
Nearest Railway Station		Faridabad (4 km from NACEN) New Delhi/Nizamuddin Railway Station (16 km from NACEN)
Nearest Metro Station		Sector-28, Violet Line (1 km from NACEN)
Airport		IGI Airport, New Delhi T3 – International/Domestic (Air India and Jet Airways) T1 – Go, Indigo, Spicejet etc.

## 2. REPORTING

- i. The Professional Induction Course for 68<sup>th</sup> batch of IRS (C&CE) Officer Trainees will commence at NACEN on Monday, the 19<sup>th</sup> December, 2016 at 10.00 am. You should, however, plan to arrive at the respective academies latest by 18<sup>th</sup> December, 2016, so as to be comfortable in the campus environs, settle down in the accommodation allotted to you and be ready for the joining formalities which will commence in the Officers' Mess of NACEN at 10.00 am (sharp) on 19.12.2016.
- ii. Those who are intending to write Civil Services Examination 2017 conducted by UPSC/State Public Service Commission again, (refer para-5 below) may report on morning (by 1000 hrs) of 19.12.2016. With advance intimation/application, it may be possible for them to return same day after joining, thus obviating accommodation and related formalities.
- iii. The Officer Trainees are advised to mail their travel plans and expected date and time of arrival at NACEN Faridabad at nacengangotri@gmail.com. The same can also be faxed at 0129-2504632 addressed to the Hostel Warden so that your stay arrangements can be facilitated.

### NOTE:

1. Officer Trainees reporting after 19.12.2016(1000 hrs) will not be allowed to join except in cases where prior written permission has been granted
2. The Officer Trainees of the 67<sup>th</sup> batch who had proceeded on EOL will be intimated about the date of reporting for Professional Training separately in due course.

### **3. ACCOMMODATION AND STAY**

Residence within the Academy Campus is compulsory. All Officer Trainees will be allotted rooms on the basis of pre-allotment and no subsequent requests for change in allotment shall be entertained. The rooms are provided with basic furniture, pillow and mattresses. However Bed sheets, Towels, Pillow's covers and Blankets, quilts etc. should be brought by the Officer Trainees as per their requirements. **It is advised that at least 4 pair of bed sheets and heavy woolen quilt/blanket must be brought by the Officer Trainees.** Each Officer Trainee will be issued a standard inventory of items, which he/she shall properly hand over on vacation of hostel. **The room rent is Rs. 150/- per day.** No accommodation for spouses or family members will be provided at the Academy. Spouses and family members are NOT allowed to stay in the residential quarters of the Officer Trainees. For this reason you are advised not to bring any escorts with you when you report for joining.

### **4. Compulsory EOL for those who wants to write CSE again.**

The Officer Trainees will not be permitted to appear for any examination, conducted by UPSC or State Public Service Commission while undergoing the entire Training duration at the Academy. The only exception in this regard will be made for Officer Trainees who clear the Main examination (for which they have appeared before joining NACEN) and have been selected to appear for Personality Test/Interview. Such leave too shall be restricted to the days of Personality Test/Interview and medical examination.

All those Officer Trainees who wish to appear for any Examination, conducted by UPSC/State PSC during proposed training duration are mandatorily required to apply for Extra Ordinary Leave immediately after joining. Each Officer Trainees has to submit an undertaking for the same **(Annexure "II")**.

Officer Trainees who desire to appear for any examination conducted by UPSC/State PSC, 2017 are requested to indicate the same at the earliest to the Course Director by e-mail at [cdnacen68@gmail.com](mailto:cdnacen68@gmail.com). Such Officer Trainees shall be relieved immediately once their joining formalities are over, in all likely hood on 19<sup>th</sup> December, 2016 itself. Such Officer Trainees can thereafter join NACEN in December 2017 and such availing of Extra Ordinary Leave should not affect their overall seniority.

### **5. LEAVE DURING TRAINING PERIOD (other than S.No.5 above)**

The training at NACEN is extremely intensive. Therefore, sanction of leave is strictly regulated and Officer Trainees are advised not to request for any leave, except in compelling circumstances like medical emergencies or on compassionate grounds which will be considered by the Course Director on a case-to-case basis. Wedding ceremonies, festivals and other similar occasions are not considered as compassionate reasons for leave. The grant of leave will always be subject to exigencies of training. Catching up with the

training imparted during such absence is the sole responsibility of the Officer Trainee concerned.

During the period of training two block-leaves of a week's duration each are normally granted. The date and duration would be notified in due course. Officer Trainees are accordingly advised to organize their personal affairs only during the block leave period.

Officer Trainees absenting themselves from duty without sanctioned leave or those over staying sanctioned leave shall invite stringent disciplinary action. No leave of any kind shall be granted during various field attachments including the 'On the Job' training module. It is also brought to the notice of all Officer Trainees that the station of the field attachments and on the job trainings will be decided by the Academy.

It may be carefully noted that attendance is obligatory for all training events, official functions, tours, visits, field trips and cultural/sports events etc. organized by the Academy from time to time. Attendance less than stipulated benchmark shall not only debar officer trainee from writing departmental examination but also invite disciplinary action including extension of probation/termination from service.

## 6. DEPOSITS/PAYMENTS

Officer Trainees will have to make the following deposits/payments at the time of joining (to be made in cash in new denomination):-

1	Mess Advance	Rs. 8500/-
2	Security Deposit	Rs 1000/- (Refundable)
3	Books	Rs 2000/-
4	NACEN Sports Kit/Tie	On actual basis (approx... Rs 3000/-)
5	Society Charges	Rs 5000/-
5.	Service Saree	Rs. 1500/- (only for lady OT's)

## 7. TRAVEL ALLOWANCE

- 1) Officer Trainees joining straight from their native place are not entitled to any reimbursement of travel expenses for joining training at NACEN.
- 2) Officer Trainees coming after completing foundation course would be reimbursed travel expenses as per rules according to their **entitlement**. If they are travelling by Air, please note that only permissible airline – Air India. Tickets should be booked/purchased Directly from Air India (Counters/Internet Booking) or from authorized travel agents namely;
  - a) M/S. Balmer Lawrie and Company
  - b) M/s. Ashoka Tours and Travels

Tickets purchased through private travel agents or private Portals are not eligible for reimbursement. Officer Trainees are reminded that boarding

passes and air ticket leaflet/print out need to be submitted along with the claim for re-imburement of travel expenses. No relaxation permissible.

## **8. MISCELLANEOUS**

- You are required to come prepared with a two or three minute introductory speech about yourself (which should include your background, hobbies, etc.) so as to introduce yourself to the Batch and NACEN Faculty shortly after joining NACEN.
- You will receive your first salary only around the **last week of January, 2017**. Hence, you should come prepared with sufficient funds as may be needed (**about Rs. 40,000/-**), with you to cover your personal expenses and to pay the deposits/advances and procuring the dresses, mentioned above till the disbursement of your first salary.
- Every Officer Trainee is required to furnish, immediately on arrival at the Academy, and **NOT LATER THAN A WEEK AFTER JOINING**, a “RETURN OF MOVABLE AND IMMOVABLE PROPERTY” in the Performa enclosed as **Annexure “III” & “IV”**, together with evidence in respect of deposits, FDs, advances, etc. Therefore, it is advised to bring all the necessary documents relating to Movable and Immovable properties to facilitate declaration of the same.
- Officer Trainees are advised not to bring valuables, particularly jewelry and excessive cash for security reasons. The Academy has no arrangements for their safe custody.
- The training calendar involves regular travel to different parts of India for various departmental and non-departmental attachments. During these attachments, the rooms will have to be vacated by the officers. A cloak room shall be provided to keep your suitcases. Therefore it may be prudent to have too many suitcases. Officer Trainees are also advised that they check the recently amended baggage limits for air travel.
- Use of electric heaters for cooking in the hostel rooms is strictly prohibited.

## **9. LIST OF ITEMS REQUIRED AT JOINING**

Officer Trainees are required to bring along the following items on their arrival at the Academy:

- i. Ink-signed **Letter of Appointment** to the IRS(C&CE), in original, from the Department of Revenue, Government of India. Officer Trainees who have not received the Ink-signed Letter of Appointment may immediately contact Shri Jai Prakash Sharma, Under Secretary to the Government of India, Ad.II, CBEC (Tel.: +91 11 23095520 or the Section Officer (Ad.II), CBEC (Tel.: +91 11 23095563). Officer Trainees who fail to produce the Ink-signed Letter of Appointment shall not be allowed to join the Professional Training.

- ii. Brief Bio-Data as given in the format at “**Annexure-V**” may be filled up and brought along. **It may also be filled and mailed at [cdnacen68@gmail.com](mailto:cdnacen68@gmail.com) by 12.12.2016 positively.**
- iii. **Aadhar Card** is a must as attendance will be biometric linked to Aadhar card.
- iv. Duly filled-in joining formalities forms as given in “**Annexure-VI**”. The last date for completion of the joining formalities’ forms is 19.12.2016. In addition to submitting a hard copy, a copy of the joining forms may also be e-mailed to [cdnacen68@gmail.com](mailto:cdnacen68@gmail.com). Relieving letter and Last Pay Certificate from LBSNAA, Mussoorie/Dr. MCRHRD Institute, Hyderabad/RCVP Noronha Academy of Administration, Bhopal/NADT, Nagpur (This is applicable only to Officer Trainees who have attended Foundation Course).
- v. Certificate of **Completion of Foundation Course (Whenever applicable)**.
- vi. **Original certificates** in support of Caste/Category, Date of Birth and Educational Qualifications
- vii. 10 recent colored passport size color **photographs**.
- viii. Details and documents relating to **previous employment**.
- ix. Previous **New Pension Scheme** (PRAN) details, if any.
- x. Officer Trainees may note that they should carry copy of their **School Leaving Certificate, proof of permanent residence** and copy of **PAN Card**.
- xi. The TA/DA form duly attested by in charge of trekking and the village visit should also be brought with them (For Officer Trainees who have attended Foundation Course).  
Officer Trainees who have attended Foundation Course are eligible for reimbursement of their travel expenditure. Officer Trainees are required to bring original documents for the same (Air/Train/Bus Tickets/Boarding Pass etc.).Regarding taxi: Delhi Traffic Police regulated pre-paid taxi may be preferred for full-fare reimbursement.
- xii. Formal Dress, as specified, shall be the Dress Code for the Inaugural Function.
- xiii. This set of joining guidelines.

**Enclosed:**

1. *Route map of NACEN, Faridabad (Annexure I)*
2. *Undertaking (Annexure II)*
3. *Movable/Immovable Property Returns Proforma(Annexure III&IV)*
4. *Format of Bio-Data (Annexure V)*
5. *Joining Formalities Documents (Annexure VI)*
6. *Details of Extra- Curricular Activities (Annexure VII)*

**UNDERTAKING**

I do hereby undertake that during the period of basic training at NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS, (NACEN), Faridabad, I will not appear in either the Civil Services Preliminary Examination or any other examination for appointment to the Central or State Service by open competitive examination.

\_\_\_\_\_  
(Signature)

Mr/Ms:- \_\_\_\_\_

S/o/ D/o:- \_\_\_\_\_

Batch:- \_\_\_\_\_

RR:- \_\_\_\_\_

Date: \_\_\_\_\_

Place:- \_\_\_\_\_



**STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR \_\_\_\_\_**

1. Name of Officer (in full) and service to which the officer belongs : \_\_\_\_\_

2. Present Post Held: \_\_\_\_\_ 3. Present Pay : \_\_\_\_\_

<b>Name and details of Movable Property</b>	<b>* Present Value</b>	<b>If not in own name of the Govt. Servant, state in whose name held and his/her relationship to the Govt. Servant</b>	<b>How acquired whether by purchase, inheritance, gift or otherwise, with date of acquisition and name with details of persons from who acquired.</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note : The declaration form is required to be filled in and submitted, giving particulars of all movable property held by him either in his own or in the name of any member of his family or in the name of any other persons.

\* In cases where it is not possible to access the value accurately the approximate value in relation to present conditions may be indicated.

## STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR \_\_\_\_\_

1. Name of Officer (in full) and service to which the officer belongs : \_\_\_\_\_  
 2. Present Post Held: \_\_\_\_\_ 3. Present Pay : \_\_\_\_\_

Name of District Sub-Division Taluk and Village in which property is situated	Name and details of property		* Present Value	If not in own name, state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, lease **, mortgage, inheritance gift or otherwise, with date of acquisition and name with details of persons from whom acquired	Annual income from the Property	Remarks
	Housing and building	Lands					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note : The declaration form is required to be filled in and submitted by every member of Class I and Class II Service under rule 18(3) of Central Civil Service (Conduct) Rules, 1965, on first appointment to the service and thereafter at an interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other persons.

\* In cases where it is not possible to assess the value accurately, the approximate value in relation to present condition of the property may be indicated.

\*\* Inapplicable clause to be struck out.

**ANNEXURE- VI**

To

The Deputy Secretary (Ad. II),  
Government of India,  
Ministry of Finance,  
Department of Revenue  
Central Board of Excise and Customs,  
New Delhi.

Subject: Appointment of Probationers in the Indian Revenue Service (Customs & Central Excise) on the basis of result of Civil Services Examination, 2015.

Sir,

Please refer to your letter \_\_\_\_\_  
dated \_\_\_\_\_ offering me appointment as Probationer in  
Indian Revenue Service (Customs & Central Excise) on the basis of result of Civil  
Services Examination, 2015.

2. I accept the offer of appointment on the terms and conditions mentioned in  
your letter quoted above.

3. I hereby declare that I have appeared/not appeared in the Civil Services  
(Main) Examination, 2016.

4. I intend/do not intend to appear in the Civil Services Examination, 2017.

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

(In full, in capital letters)

Address \_\_\_\_\_

Dated: \_\_\_\_\_

Copy forwarded for information to the Director General, National Academy of  
Customs, Excise & Narcotics, Faridabad.

TO BE FILLED IN QUADRUPPLICATE  
PLEASE ATTACH 4 PHOTOGRAPHS

**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,**  
**FARIDABAD**

**PERSONAL MEMORANDA OF PROBATIONERS IN INDIAN REVENUE SERVICE**  
**(CUSTOMS & CENTRAL EXCISE).**

1.	Name (in block letters)	(First Name)	(2 <sup>nd</sup> Name)	(Surname)
2	Father's /Husband's Name and occupation.			
3	Date of Birth			
4	Height			
5	Visible Identification Mark			
6	Marital Status			
7	State Whether you belong to SC / ST/ OBC			
8	Home District/ State			
9	Religion /Community			
10	Mother Tongue			
11	Year of Exam & Rank			

12. ACADEMIC & TECHNICAL QUALIFICATIONS:

SI	Examination Passed	Year	Division	University	Subjects	Distinction, if any
1.	2.	3.	4.	5.	6.	7.
1						
2						
3						
4						

13. Permanent Home Address: -

\_\_\_\_\_

14.	Other Achievements:-	
15.	Languages (Other than English ) Known :-	
	(i) To Speak :	
	(ii) To Read :	
	(iii) To Write :	
16.	Particulars of Employment if any between completion of college course and entry in Customs & Central Excise Service (Relevant detail to be furnished with details).	
17.	Details of Proficiency in sports: (i) Out door : (ii) Indoor :	
18.	Details of Proficiency in handling Fire arms :	
19.	Names of states in India visited since leaving school:	
20.	Details if any other personal achievement , you wish to furnish	
21.	Local Residential Address : (Telephone No:)	
22.	Name and address of relative / Guardian to be contacted in case Of emergency (in Delhi or else where) with Telephone no. if any.	

SIGNATURE : \_\_\_\_\_

DATED : \_\_\_\_\_

**FORM G.F.R. (SEE RULE 78)**

**NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS,  
FARIDABAD**

Certified that I have in the forenoon / afternoon of this date respectively made over / received charge of the Office of Probationer, Indian Revenue Service (Customs & Central Excise) in pursuance of Ministry of Finance, Department of Revenue letter \_\_\_\_\_ dated \_\_\_\_\_.

Assuming Officer \_\_\_\_\_

Signature \_\_\_\_\_

Name in Block letters \_\_\_\_\_

Designation **Probationer, Indian Revenue Service (Customs and Central Excise)**

Relinquishing Officer \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Station:

Date:

**Copy forwarded for information to:**

1. Deputy Secretary, Ministry of Finance, Deptt. Rev. (Ad.II Section).
2. Chief Controller of Accounts, CBEC, AGCR, New Delhi.
3. Bill Section (in duplicate)

**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS ,  
FARIDABAD**

FORM OF OATH / AFFIRMATION

I, \_\_\_\_\_, do swear / solemnly affirm that I will be faithful and bear true allegiance to India and the Constitution of India as by the law established. That I will up hold the sovereignty and integrity of India and that I will carry out the duties of office loyally, honestly and with impartiality.

SIGNATURE\_\_\_\_\_

NAME\_\_\_\_\_

(In capital letters)

DESIGNATION: PROBATIONER

PLACE: FARIDABAD

DATED :

**DECLARATION OF HOME TOWN**

I, Shri /Ms. \_\_\_\_\_ hereby declare that my permanent Home Address is as under:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have immovable property at the above address. My parents, brothers, permanently reside at the above address.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_  
(In capital letters)  
DESIGNATION : PROBATIONER

PLACE: FARIDABAD  
DATED:



SPECIMENT SIGNATURE OF

SHRI /Ms. \_\_\_\_\_ Probationer in Indian  
Revenue Service (Customs & Central Excise) UPSC Exam, 2015.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**FORM .3**  
**[See Rule 54 (12)]**

**Details of Family**

Name of the Government Servant: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of appointment: \_\_\_\_\_

Details of the members of my family as on \_\_\_\_\_

Sl. No. (1)	Name of the members of 'family' (2)	Date of Birth (3)	Relationship with the officer (4)	Initials of the Head of Office (5)	Remarks (6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

I hereby undertake to keep the above particulars up- do- date by notifying to the Head of office any addition or alteration.

Place .....

**Signature of Government Servant**

Dated the .....

- Family for this purposes means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the C.C.S. (Pension) Rules, 1972.

Note :-Wife and husband shall include respectively judicially separated wife and husband.

D E C L A R A T I O N

1. Shri / Shrimati / Kumari \_\_\_\_\_  
declare as under :-
- (i) That I am unmarried / widower / a widow.\*
  - (ii) That I am married and have only one spouse living.\*
  - (iii) That I have entered into or contracted a marriage with a person having a spouse living.\*
  - (iv) That I have entered in to or contracted a marriage with another person during the life time or my spouse. Application for grant of the exemption is enclosed.\*
2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment I shall be liable to be dismissed from service.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SERVICE \_\_\_\_\_

NAME IN FULL \_\_\_\_\_

DESIGNATION \_\_\_\_\_

NOTE: - \* Please delete clause (s) not applicable.

**ANNEXURE-V****NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,  
FARIDABAD****PERSONAL MEMORANDA OF OFFICER TRAINEES IN INDIAN REVENUE  
SERVICE (CUSTOMS & CENTRAL EXCISE).**

1	Name (in Full, Initials must be fully expanded)	Mr./Ms.
2	Father's Name (in Full, Initials must be fully expanded)	
3	Date of Birth	
4	Height	
5	Visible Identification Mark	
6	Marital Status	
7	State whether you belong to SC/ST/OBC	
8	Home State	
9	Home District	
10	Religion/Community	
11	Mother Tongue	
12	Year of UPSC Exam & Rank	
13	Medium of Examination in UPSC	
14	Have you attended Foundation Course? If so, date of joining FC	
15	Are you planning to appear in CSE, 2017?	
16	Have you appeared in CSE, 2016?	
17	Mobile No.	
18	E-mail ID	
19	Blood Group	
20	Food Habits (Veg./Non-veg.)	

21. Permanent Home Address: -

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22. ACADEMIC & TECHNICAL QUALIFICATIONS:

SI	Examination Passed	Year	Division	University	Subjects	Distinction, if any
1.	2.	3.	4.	5.	6.	7.
1						
2						
3						
4						

23.	Other Achievements	
24.	Particulars of previous employment if any between completion of college course and entry in IRS (C&CE)	
25.	Name, address and telephone number of relative/Guardian to be contacted in case of emergency (in Delhi or elsewhere)	

Signature:

Date:

**ANNEXURE - VII**

**DETAILS OF EXTRA-CURRICULAR ACTIVITIES  
SOCIETY SUBSCRIPTION**

***Remarks: Each Officer Trainee will be required to become member of at least three Societies –***

Sl. No.		Sl. No.		Sl. No.	
1	Mess Committee	7	Computer Society	13	Film Society
2	Sports Committee	8	House Journal Society	14	Debating Club
3	Cultural Society	9	Website and E-Library Society	15	Dramatics Society
4	Nature Lovers' Club	10	Languages Society	16	Photography Club
5	Special Entertainment Zone (SEZ) Society	11	Library Society	17	Music Society
6	Society for Social Service	12	Adventure Society		

Annexure - I  
 ROUTE MAP FROM BADARPUR BORDER TO NACEN

