

ANNEXURE-I
INSTRUCTIONS FOR EXAMINATION

1. INSTRUCTIONS FOR THE COMMISSIONERATES CONDUCTING EXAMINATION

1.1 The Pr. Commissioner / Commissioner shall nominate an **EXAMINATION COORDINATOR not below the grade of Assistant Commissioner**, 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 secrecy thereof.

1.2 The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority (CCA) and any clarification other than conducting the examination shall not be entertained by this office. Any correspondence on the process / conduct of examination may be made with **SHRI. SABU PHILIP, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No.: 94472 10203 or SMT. MARY LIGI P.S., CHIEF ACCOUNTS OFFICER (EXAMINATIONS), NACIN, ZTI, COCHIN, Contact No. 90619 77652, email ID : *examnacin.cochin@gov.in***

1.3 The **Timeline Chart given in the first para of the Notification** shall be referred and strictly adhered to ensure smooth conduct of examination.

2. INSTRUCTIONS FOR THE EXAMINATION COORDINATOR

2.1 **The candidates will be assigned Roll No. centrally by NACIN, ZTI, Cochin. The Roll Numbers shall be communicated to the Nodal officers in due course, prior to commencement of examination.**

2.2 The answer booklets shall be serially numbered and shall contain **not less than ten (10) sheets (ruled / unruled)** in the full scape legal size paper in **Portrait mode only (not in landscape mode)**. **The proforma for the first three pages of the Answer Booklet are given in Annexure III.**

2.3 The soft copy of the Annexure III format is attached as pdf document along with this notification. **The Annexure III format sent along shall be printed out as it is and be attached with the answer booklet. No other format of Annexure III shall be used.** Each page of the answer booklet should contain space to mention Roll No. assigned by Commissionerates / Directorates and Page No.

2.4 The question paper would be sent to the Examination Coordinator's gov mail ID on the said dates as mentioned in the **TIMELINE CHART**. The Examination Coordinator shall acknowledge the receipt of question papers to NACIN, ZTI, Cochin in the mail ID **examnacin.cochin@gov.in**

2.5 The question paper received shall be downloaded and handed over to the invigilator 30 minutes prior to commencement of the Examination, to enable him/her to take sufficient copies of the Question paper.

2.6 The examination work requires an Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangements for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. ***The Head of the office / Examination Coordinator is required to nominate an Invigilator to conduct the exam smoothly and if needed the required number of photocopies of question papers shall be done secretly under his/her personal supervision.***

2.7 On receipt of the answer booklets of each paper (One to Six depending on the nominations sent) from the Invigilator, the same are to be sealed properly along with the required Annexures and kept in a locked cupboard till the completion of all the papers. After completion of all the papers, the sealed envelopes are to be placed in a single bigger cloth envelope and sealed properly. The sealed bigger envelope containing the six smaller sealed envelopes of the answer papers, may be addressed to Assistant Director (Examinations) and sent to NACIN, ZTI, Cochin immediately, by Speed Post. **The answer bundles may be addressed to:**

**The Exam Cell,
O/o the Pr. ADG, NACIN ZTI Cochin,
3rd Floor, MT Plaza,
Kaloor-Kadavanthra Road,
Cochin - 682 017**

(Mob: 9447210203)

2.8 While sealing the answer booklet covers, detailed proceedings during sealing of answer booklets shall be drawn at the examination centre and shall be jointly signed by the Examination Coordinator and the Invigilator. The instructions for the sealing of Answer Booklets and the Proforma for the proceedings while sealing the answer booklets is enclosed as Annexure-IV with this notification

3. INSTRUCTIONS FOR THE INVIGILATOR / EXAMINATION COORDINATOR

3.1 The Invigilator / Examination Coordinator should check the details written by the candidate on the First page of the Annexure III and fill the Third Page of the Annexure III. The invigilator has to ensure that the candidates write the Roll Nos assigned by Commissionerates/Directorates in the first page of the Annexure III and on all the pages of the answer booklet. On verification of all the details, the invigilator and the Examination Coordinator should sign in first page and third page of Annexure III. The Invigilator / Examination Coordinator need not affix name / Commissionerate stamp in any of the written pages of the answer booklet and is required to only sign in each page of the answer booklet.

3.2 The Invigilator shall maintain confidentiality, impartiality and discipline in conducting the examination and ensure that no unfair means or cheating happens in and around the examination centre which can give some extra advantage to somebody and thus be prejudicial to others. The whole exercise shall be designed and conducted to do justice to the deserving only.

3.3 The Invigilator shall instruct the candidates not to write his / her name or use any sign / symbol etc. in the answer sheets which may hint the identification of the candidates in any way. They shall also be instructed that any indulgence of unfair means like copying from unauthorized sources or discussing answers with persons inside or outside the examination hall or any behaviour of the candidates that may be considered to be cheating by the Invigilator / NACIN, shall render their examination as null and void.

3.4 Using/carrying of mobile phone or any such electronic gadgets in or around the examination hall by the candidates should be strictly prohibited during the conduct of examination.

3.5 The Invigilator shall not allow the candidates under any circumstances to go out of the hall in the first thirty minutes even on completion/ submission of the paper and only one person at a time may be allowed to go out under reasonable plea after the first 30 minutes during the examination period.

3.6 On completion of each day's examination, the invigilator should ensure that the answer booklets shall contain Page No. and Roll No., and that Annexure III is duly filled. The answer booklets are then arranged serially according to the Roll No(s) and handed over to the Examination Coordinator.

3.7 The answer booklets are then sealed and kept safely in a locked cupboard by the Examination Coordinator till the completion of all the papers for further despatch to NACIN, ZTI, Cochin.

ANNEXURE –II

PROFORMA FOR NOMINATION OF CANDIDATES, DETAILS OF EXAM COORDINATOR AND REQUEST FOR SUPPLY OF QUESTION PAPER

1	Name & mail ID of the Cadre Controlling Zone	Name								
		e-mail								
2	Official mail ID of the Commissionerate/ Directorate conducting the examination (Any correspondence related to departmental Examination shall be sent only from the Mail ID mentioned)	Name								
		e-mail								
3	Name and address of the Centre of Examination									
4	Office Phone Number									
5	Name, Govt. mail ID & Mobile number of the Examination Coordinator who would be responsible for the conduct of exam and to whose mail ID, the question papers in PDF format are to be sent	Name								
		Gov Mail ID								
		Whatsapp number								
6	Details of the candidates taking examination at the centre - paper wise and subject wise (in excel format and printed/signed form) <u>AND SOFT COPY (EXCEL FORMAT ENCLOSED)</u>									
Name	Designation	DoB (dd/mm/yyyy)	Date of completion of five years service as TA (as on 15/09/2026)	Whether eligible to appear for the examination as per DER 2024 (Y/N)	Papers Applied for (Y/N)					
					Paper I	Paper II	Paper III	Paper IV	Paper V	Paper VI
Total number of candidates writing each paper										

ANNEXURE-III
PROFORMA FOR THE FIRST PAGE OF ANSWER BOOKLET

FIRST PAGE OF THE ANSWER BOOKLET
(TO BE FILLED IN BY THE CANDIDATE)

Name of the Examination	
Name of the Commissionerate	
Name of the Cadre Controlling Zone	
Name of the Exam Centre along with office seal	
Roll No. allotted by NACIN ZTI Cochin	
Date & time of Examination	
Name of the Paper / Subject	
No. of pages written	
a) No. of Blank pages b) Page numbers of blank pages	
No. of additional sheets used	
Signature of the Candidate	
Declaration by the Invigilator & the Examination Coordinator: We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
Signature of the Invigilator with name and designation	
Signature of the Examination Coordinator with name and designation	

SAMPLE FOR ANNEXURE III

ANNEXURE-III

PROFORMA FOR THE FIRST PAGE OF ANSWER BOOKLET

FIRST PAGE OF THE ANSWER BOOKLET

(TO BE FILLED IN BY THE CANDIDATE)

Name of the Examination	Promotion Examination of Tax Assistant of Central Tax, Central Excise and Customs to the grade of Executive Assistant – September 2026
Name of the Commissionerate	(Cochin Commissionerate)
Name of the Cadre Controlling Zone	(CCA, Thiruvananthapuram Zone)
Name of the Exam Centre along with office seal	(Hqrs, CR Building, IS Press Road, Cochin)
Roll No. allotted by NACIN, ZTI, Cochin	1 / NCOK / SEP26
Date & time of Examination	16 / 09 / 2026 & 10:00 – 13:00 hrs
Name of the Paper / Subject	Paper I – Customs Law & Procedures (with books)
No. of pages written	10 (1-10)
a) No. of Blank pages	07
b) Page numbers of blank pages	11-17
No. of additional sheets used	0
Signature of the Candidate	
Declaration by the Invigilator & the Examination Coordinator: We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
Signature of the Invigilator with name and designation	
Signature of the Examination Coordinator with name and designation	

SECOND PAGE OF THE ANSWER BOOKLET

READ THE INSTRUCTIONS CAREFULLY

1. Candidates should fill in all the details on the first page of the Annexure III. Name of the candidate **should not be written** in any page of the answer booklet.
2. Candidate should write only the Roll No. assigned by Commissionerates/Directorates mandatorily on the first page of the answer booklet and on all pages of the answer booklet.
3. The Invigilator and the Examination Coordinator **should check the details filled in by the candidates in the first page of the Answer Booklet and sign along with Name and Designation** in the space provided on the first and third page of the Answer booklet. **Third page of the Answer Booklet should be filled in by the Invigilator** after verifying the details filled in by the candidates in the first page of the Answer Booklet.
4. The Invigilator **should only sign along with date** in all the pages of the answer booklet and in the additional sheets used by the candidates and **not to affix** the name and designation stamp in any of the written pages.
5. Commissionerate's seal **should be affixed** only on the first page of the answer booklet in the space provided.
6. Candidates **should write the Question Nos.** correctly. Marks would not be awarded if the question number is wrongly mentioned.
7. Candidates should write Page No. on all the pages and mention the total No. of pages written and total No. of blank pages along with the page numbers in the space provided on the first page of the answer booklet.
8. Candidates **should not indulge in unfair means** during the examination.
9. Use of Mobile phones or any electronic medium during the examination is **strictly prohibited**.
10. Writing of answers to the questions using AI tools is strictly prohibited and would lead to disqualification of the answer sheet.

THIRD PAGE OF THE ANSWER BOOKLET
(TO BE FILLED IN BY THE INVIGILATOR)

Name of the Examination											
Roll No. allotted by NACIN, ZTI, Cochin											
Date & Time of Examination											
Name of the Paper / Subject											
No. of pages written											
a) No. of Blank pages b) Page numbers of blank pages											
No. of Additional sheets used											
Declaration by the Invigilator & the Examination Coordinator: We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
Signature of the Invigilator with name & designation											
Signature of the Examination Coordinator with name and designation											
(FOR OFFICE USE ONLY)											
MARKS AWARDED (Please assign marks in the correct cell)											
PART NO.	QUESTION NO										TOTAL
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
I											
II											
III											
IV											
V											
VI											
GRAND TOTAL											
SIGNATURE OF THE EVALUATOR WITH NAME STAMP											

SAMPLE THIRD PAGE

THIRD PAGE OF THE ANSWER BOOKLET
(TO BE FILLED IN BY THE INVIGILATOR)

Name of the Examination	Promotion Examination of Tax Assistant of Central Tax, Central Excise and Customs to the grade of Executive Assistant – September 2026										
Roll No. allotted by NACIN, ZTI, Cochin	1/NCOK/SEP26										
Date & Time of Examination	16/09/2026 & 10:00 – 13:00 hrs										
Name of the Paper / Subject	Paper I – Customs Law & Procedures (with books)										
No. of pages written	10 (1-10)										
a) No. of Blank pages	07										
b) Page numbers of blank pages	11-17										
No. of Additional sheets used	0										
Declaration by the Invigilator & the Examination Coordinator:											
We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
Signature of the Invigilator with name & designation											
Signature of the Examination Coordinator with name and designation											
(FOR OFFICE USE ONLY)											
MARKS AWARDED (Please assign marks in the correct cell)											
PART NO.	QUESTION NO										
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	TOTAL
I											
II											
III											
IV											
V											
VI											
GRAND TOTAL											
SIGNATURE OF THE EVALUATOR WITH NAME STAMP											

ANNEXURE -IV
PROFORMA FOR THE PROCEEDINGS WHILE SEALING ANSWER
BOOKLETS

Details of the Examination:

1	Name of the Examination		
2	Name of the Commissionerate		
3	Name of the Cadre Controlling Zone		
4	Name of the Exam Centre		
5	Name of the Paper / Subject		
6	Date & Time of Exam		
7	Number of candidates	Present	
		Absent	
8	Number of answer booklets collected and sealed		
9	Date and Time of sealing		

Details of Answer Booklets sealed:

S.No	Name of the Candidate	Roll No assigned by NACIN, ZTL, Cochin	No of written Pages (Along with the range of written pages)	No of Blank Pages (Along with the range of blank pages)	No of additional sheets used

Declaration:

We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.

Signature of the Invigilator (along with the name & designation)	Signature of the Examination Coordinator (along with the name & designation)

ANNEXURE -V

**PROFORMA FOR ATTENDANCE SHEET BE ENCLOSED WHILE
SEALING ANSWER BOOKLETS**

Name of the paper				
Date and time of Examination				
Sl.NO	Name of the Candidate	Roll No. assigned by NACIN, ZTI, Cochin	Present / Absent	Signature

Signature of the Invigilator	Signature of the Examination Coordinator
(along with the name & designation)	(along with the name & designation)

INSTRUCTIONS FOR SEALING OF ANSWER BOOKLETS

- At the end of the exam, the Invigilator verifies that all the details are correctly filled in by the candidates in the first page of the Annexure III and fills the third page of the Annexure III.
- Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure III.
- The invigilator collects all the answer booklets from the candidates and counts the number of answer booklets against the attendance register.
- The collected answer booklets are then serially arranged and handed over to the Examination Coordinator.
- The answer booklets are then placed in pre-labelled and numbered envelopes and the envelopes are sealed in the presence of the Examination Coordinator and the invigilator.
- The sealing process is documented, with signatures from the Examination Coordinator and the Invigilator to confirm the count and integrity of the sealing process.
- The signed proceedings report should be kept in the envelope along with the Answer Booklets and the Attendance Sheet.
- The sealed envelopes containing the Answer booklets (Annexure III), Proceedings report (Annexure IV) and the Attendance Sheet (Annexure V) are then kept safely in a locked cupboard till the completion of all the papers.
- After completing all the papers, the sealed envelopes should be kept in a big envelope along with the covering letter and sealed in the presence of the Examination Coordinator and the invigilator.

CHECKLIST

The Commissionerates/Directorates have to forward the following to NACIN, ZTI, Cochin ON OR BEFORE 25/08/2026

SI	Annexure	Particulars
1	Annexure II	Nomination of candidates (In excel and pdf format), and Exam Coordinator's details and Request for supply of question paper to be sent to e-mail ID examnacin.cochin@gov.in

The Commissionerates/Directorates have to forward the following to NACIN, ZTI, Cochin AFTER the examinations (ON OR BEFORE 28/09/2026)

SI	Annexure	Particulars
1	Answer booklet, the first three pages of which will be the Pages 1-3 of the Annexure III	The answer paper booklet includes 20 pages, which should contain: Pages I-III: (Annexure III) Containing instructions to candidates and filling up of particulars of candidates Pages 4-20: Space for writing answers (additional answer sheets can also be used)
2	Annexure IV	Proceedings report (which is to be filled after completion of each paper)
3	Annexure V	Attendance sheet