



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,
आंचलिक परिसर, हैदराबाद
पिलर नंबर 170, पीवीएनआर एक्सप्रेसवे
अप्परपल्ली, अट्टापुर गांव, राजेंद्रनगर मंडल, रंगारेड्डी जिला
हैदराबाद, तेलंगाना – 500 048

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES &
NARCOTICS, ZONAL CAMPUS, HYDERABAD**

Pillar No.170, PVNR Expressway

Upperpally, Attapur Village, Rajendranagar Mandal,

Rangareddy District, Hyderabad, Telangana – 500 048

Phone: 040-29885310 to 13

Email:Adg.nacin-hyd@gov.in

EXAMINATION NOTICE

Sub: Departmental Examination for Confirmation of Multi-tasking Staff of Central Tax, Central Excise, and Customs for the year 2025-26 - Reg.

NACIN, Palasamudram vide their letter under F.No. NACIN/I/12/13/2024 dated 31.03.2025 has communicated the Annual Calendar of Departmental Examination for the year 2025-26. NACIN, Zonal Campus, Hyderabad has been tasked with the conduct of Departmental Examination for Confirmation of Direct Recruit Multi-tasking staff in GST/Customs Zones and Directorates under CBIC for the year 2025-26. Accordingly, it is proposed to schedule the said examination **on 04.07.2025 (Friday)**. Examination details are given as under:

S. No	Subject	Max Marks	Pass Marks	Time duration	Date	Time
1	Paper-I Basic English (Related to the Department) (Objective type)	50	25	1 Hour	04.07.2025 (Friday)	10:00 hrs -11:00 hrs
2	Paper-II General Office Procedure (Objective type)	50	25	1 Hour	04.07.2025 (Friday)	12:00 hrs -13:00 hrs
3	Paper-III Hindi (Related to Department) (Objective Type)	50	25	1 Hour	04.07.2025 (Friday)	14:00 hrs - 15:00 hrs

Note: The detailed syllabus for each paper is enclosed as **Annexure-A**.

2. Instructions for examination and other details like eligibility, exemption, grant of additional chance etc., is enclosed as **Annexure-B** to this notice. (Gazette Notification No. CG-DL-E-18122024-259503, dated 18.12.2024).
3. In order to make available the Question Papers for the said examination, it is requested that an Authorized Officer, not below the rank of Assistant Commissioner, be nominated by the Commissionerate/Directorate. The requisition for the question papers and the Name, Gov mail ID, Mobile No. of Authorized officer, as per **Annexure-C**, must reach the Assistant Director, NACIN, ZC, Hyderabad **by 30.06.2025** only through GOV/NIC email. Any requisition for question papers after this period would not be entertained. Question paper for the said exam, in password-protected PDF format, shall be sent to the nominated authorized officer through GOV e-mail on 02.07.2025, who shall acknowledge the receipt of the same to NACIN, Hyderabad by return email on the same day. Password for opening the PDF file will be provided on 03.07.2025. The authorized officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question paper may be sent to E-Mail id- **adg.nacin-hyd@gov.in**.
4. In order to streamline the entire examination process, NACIN would be interacting with the Chief Commissionerates / CCAs only. Therefore, requisitions from the Commissionerates/Directorates shall be forwarded to NACIN, Hyderabad, only through their respective Cadre Controlling Authority (CCA)/CCO. The marks obtained in the examination shall only be forwarded to the CCA after the examination.
5. While intimating the requirements, the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. The Roll Numbers are to be allotted to the candidates following the template given below:

Example:

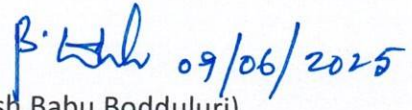
S. No.	GST /Customs / Directorate	Name of the GST/ Customs/ Directorate	Roll Nos
1	GST	Secunderabad	MTS/GST/Secunderabad/01
2	CH	Hyderabad	MTS/CH/Hyderabad/01
3	D	DGHRD	MTS/D/DGHRD/O1

6. Paper-I and Paper-III will be in English and Hindi respectively. Paper-II will be bilingual and the candidates have the option to write the answers either in Hindi or English.

7. All the Chief Commissionerates are requested to circulate this Notification to all the Commissionerates/Custom Houses within their respective jurisdictions. NACIN ZTI, Hyderabad will not be communicating with any of the individual Commissionerates separately in this regard.
8. The queries regarding passing marks, eligibility to appear for the examination and declaration of results etc., may not be referred to NACIN ZTI, Hyderabad, as these decisions rest with the respective Cadre Controlling Authority/Jurisdictional Commissionerate. Any reference in this regard shall not be entertained by NACIN ZTI Hyderabad.
9. NACIN ZTI, Hyderabad on direction of NACIN, Palasamudram reserves the right to cancel the whole examination or the examination of a Candidate or that of a Centre or of a cluster of Centre, if it is found that unfair means were used or allowed to be used.
10. In case of any queries in the matter, the Authorized Officer may contact Shri. Fredrick A. Cooper, Assistant Director Mob - 95815 55511, Smt. N.Supraja, Additional Assistant Director- Mob- 93925 81198, Shri. Rakesh Reddy, Inspector- Mob- 99893 43053.
11. The candidates may be notified either by way of a 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 using any 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.
12. "Instructions for Examination" are enclosed, which are an integral part of this Examination Notice.
13. This examination notice can be downloaded from CBIC/NACIN website.

Encl: 1. Instructions for Examination
2. Annexures A to D

Yours Sincerely,


(Suresh Babu Bodduluri)
(Additional Director General)

Copy to:

1. All Principal Chief Commissioners/ Chief Commissioners of Customs
2. All Principal Chief Commissioners/ Chief Commissioners of Customs (Preventive)
3. All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,

4. All Principal Director Generals / Director Generals
5. All Principal Additional Director Generals/ Additional Director Generals, NACIN ZTI/RTIs.
6. Webmaster for uploading on the websites of NACIN and CBIC

Yours Sincerely,



(Suresh Babu Bodduluri)
(Additional Director General)



Instructions for Examination

Departmental Examination for Confirmation of Multi-tasking Staff of Central Tax, Central Excise, and Customs for the year 2025-26

1. The examination will have three (3) papers as mentioned below: -

S. No	Paper	Subject	Max. Marks	Pass Marks	Date & Time of the Paper
1	Paper – I	Basic English	50	25	04.07.2025, 10:00 am - 11:00 am (Time allowed: 1hour)
2	Paper – II	General Office Procedure	50	25	04.07.2025, 12:00 pm - 01:00 pm (Time allowed: 1hour)
3	Paper– III	Hindi	50	25	04.07.2025, 02:00 pm - 03:00 pm (Time allowed: 1hour)

2. 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 Photo copies of question papers shall be printed secretly under his/ her supervision in person.
3. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates who will appear in the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under the supervision of the Authorized Officer with strict secrecy. The Supervisory officers/ Invigilator of the examination centers also have the right to cancel the examination of a candidate or the whole of center under their jurisdiction, in case of use of unfair means.
4. The first page of answer sheets shall contain the following particulars, either in printed form or by affixing rubber stamp as per "Annexure-D" (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 also 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 and
 - 9) Signature of the Examiner.
5. It shall also be notified to the candidates either in printed form or by affixing 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.

The examination of any candidate shall be cancelled if that candidate writes his/her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.

6. 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 ZTI, Hyderabad under the directions of NACIN Palasamudram reserves the right to cancel the whole examination or that of an individual candidate or of a center or in a group of centers, if use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators, if required.
7. The Supervisor/invigilator shall sign on the front page of the Answer sheet (As detailed in Annexure-D) 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 the candidates.
8. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of the examination shall not be entertained by NACIN ZTI Hyderabad. Any correspondence, on the process/conduct of examination may be made to Sri. Fredrick Anthony Cooper, Assistant Director Mob-95815 55511, Smt. N. Supraja, Additional Assistant Director- Mob- 93925 81198, Sri. J. Rakesh Reddy, Inspector- Mob- 99893 43053, NACIN ZTI Hyderabad or at email id: adg.nacin-hyd@gov.in

9. Use of and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of 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 and only one person at a time is allowed to be go out of the examination hall under reasonable plea after the completion of first 30 minutes, during the examination period.
11. Answer Sheets of all candidates, properly tagged / bunched, shall be sent to NACIN ZTI, Hyderabad immediately after the examination. The same shall be evaluated by NACIN ZTI, Hyderabad.
12. Answer sheets and the attendance sheet, arranged serially according to allotted Roll No(s). Shall be sent in a sealed cover.
13. 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.

Copy to:

1. All Principal Chief Commissioners/ Chief Commissioners of Customs
2. All Principal Chief Commissioners/ Chief Commissioners of Customs (Preventive)
3. All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,
4. All Principal Director Generals / Director Generals
5. All Principal Additional Director Generals/ Additional Director Generals, NACIN ZTI/RTIs.
6. Webmaster for uploading on the websites of NACIN and CBIC

Annexure-A

Syllabus for Departmental Examination for Confirmation of Multi-tasking Staff of Central Tax, Central Excise, and Customs

PAPER-I BASIC ENGLISH (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	<ol style="list-style-type: none">1. Basics of English Language, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage and writing ability.2. Comprehension of simple passages, filling the blanks by selecting the appropriate words, finding out correctly / wrongly spelt words from a list finding out error in sentences, correcting the tenses etc.
PAPER-II GENERAL OFFICE PROCEDURE (Objective type) (Time allowed: 1 hour) (Max marks: 50)	<ol style="list-style-type: none">1. Knowledge and hierarchy and structure of CBIC, Sections in the Commissionerate's / Directorates, designations, manner and etiquettes while on duty.2. Integrity and Ethics, basic aspects of citizen charter of CBIC, Conduct Rules, Leave Rules, Record maintenance, NPS.3. E-office - CRU related work.4. Swachhata in offices, Optimization of electricity and water consumption.5. Types of office machines & equipment and their usage; handling of office equipment and machines, photocopying, fax, scanning, elementary aspects of computer operations.
PAPER-III HINDI (Related to the department) (Objective type) (Time allowed: 1hour) (Max marks: 50)	Basic Office Terminology in Hindi (CBIC), comprehension, day to day conversation topics, Standard Notes on day-to-day usage of Hindi in official notes (English to Hindi and vice versa), correction of spellings, fill in the blanks etc.

ANNEXURE -C
PROFORMA FOR NOMINATION

Sl.No	Description	Details				
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 (CCA): (Any correspondence w. r. t. departmental examinations shall be sent from the Mail ID mentioned here):					
5	Name & Official Address of the nominated Authorized Officer who would be responsible for the conduct of the exam and to whom the question papers in PDF format have to be forwarded through personal gov. in mail ID, the question papers in PDF format are to be sent:	<table border="1"> <tr> <td>Name & Designation:</td></tr> <tr> <td>Whats App Mobile No.</td></tr> <tr> <td>Office Address:</td></tr> <tr> <td>Personal Gov mail ID:</td></tr> </table>	Name & Designation:	Whats App Mobile No.	Office Address:	Personal Gov mail ID:
Name & Designation:						
Whats App Mobile No.						
Office Address:						
Personal Gov mail ID:						

2. Details of the candidates appearing for the examination at the center:

S. No.	Name of the candidate	Roll No. assigned	Papers in which appearing (Please mention YES/NO)		
			Paper-I (Basic English) (YES/NO)	Paper-II (General Office Procedure) (YES/NO)	Paper-III (Hindi) (YES/NO)

Annexure - D
(Proforma for 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 cancelled if the candidates write their names or use any - signs/symbols signatures etc. in the answer sheets which may hint the identification of the candidates in any way.