



भारत सरकार
 वित्त मंत्रालय, राजस्व विभाग
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी
 आंचलिक परिसर, पोस्ट ऑफिस लेन, भांडुप (पूर्व), मुंबई- 400042
 दूरभाष सं: 022-25666770; ई-मेल- nacenmum@nic.in

Most Urgent/Confidential

F.No. NACIN,TRNG/EXAM/DE/3/2023-TRNG OTH-NACIN-ZC-MUMBAI

Dtd: 21st January 2025.

To,

All Principal Chief Commissioner/Chief Commissioners of Customs & CGST
 (Cadre Controlling Authorities of Customs Appraisers, Examiners and Preventive Officers)

Madam/Sir,

Sub: Departmental Examination for confirmation of Appraisers/Examiners/
 Preventive Officers from 05.03.2025 to 07.03.2025 - reg

Please refer to this office letter of even number dated 09.12.2024 on the above subject conveying the dates for the next departmental exam in Feb as per Annual Calendar 2024-25. (Copy attached with ready reference).

02. In this regard it is to inform that CBIC has issued the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024 (DER 2024) (copy enclosed) superseding the earlier Rules. As per Rule 1(2) of the said DER-2024, the said Rules have come into force from the date of their publication in the Official Gazette i.e. 18.12.2024. Accordingly, the Departmental Confirmation examination shall now be conducted in accordance with the DER-2024, including the updated syllabus. A corrigendum dated 17.01.2025 has been issued by NACIN, Palasamudram, communicating the **revised dates for the Confirmation Examination for Appraiser/Examiner/Preventive Officer which now stand at 5th, 6th & 7th March 2025.** (Corrigendum dated 17.01.2025 issued by NACIN Palasamudaram attached)

03. Further, Rule 2(2) of DER-2024 mandates the introduction of Computer-Based Examinations in a phased manner. However, for the examinations scheduled under the current Annual Calendar (2024- 2025), the traditional examination methods shall continue. The revised schedule of the examination and the updated syllabus are as per **Annexure I & II** which have been annexed to this letter. Officers in formations shall be sensitized about the revised syllabus through offline or online training sessions.

04. Determination of eligibility of candidates, period for passing the departmental examination, granting of additional chances, consequences of not passing the departmental examination etc. are to be followed as per the new DER-2024 by the Cadre Controlling Authorities. As regards candidates who have cleared one or more papers under the previous rules are required to appear for the remaining papers, as per Rule 8(2) of DER-2024.

05. As per Note 2 of Rule 6(4) of the DER-2024, a statement showing the names of all the officers, who do not take the examination in full, either because they have been exempted from passing the examinations in the remaining papers or they intend to appear in the remaining papers at the next possible attempt, shall be furnished to the Board and also to the NACIN so as to reach them not later than the last date of examination and the statement shall mention the papers in which the officers have been exempted by the Board, giving reference to the Board's orders regarding such exemptions.

06. For the paper on "Computer Application and Use of Internet (Theory and Practical)", equal marks and time shall be allocated to Part A (Theory) and Part B (Practical). The passing marks for each part is 50%. **Practical tests shall be evaluated by the respective Commissionerates/Directorates and the results, alongwith evaluated answer sheets, shall be submitted to NACIN, Mumbai.**

07. Questions paper/s for the said exam in password protected PDF format, shall be sent to the Nodal officer one day before the commencement of the examination i.e. on 04.03.2025 on their (individual) official gov.in mail ID through official e-mail only. The said e-mail needs to be acknowledged and reply sent to NACIN ZC Mumbai on the same date. Password for opening the PDF file will be provided 40 minutes before the schedule time of exam on the registered mobile no. of the Nodal officer only (through SMS).

A test mail would be sent to the Nodal officers gov.in mail ID on 03.03.2025. The Nodal officers shall send an acknowledgement in reply mail.

In case of any unforeseen circumstances where official gov.in mail ID and mobile number of the nominated Nodal Officer is not working, alternative official email id and alternative mobile number provided to NACIN/ZC would be used. The Nodal officer shall take adequate number of print-outs of question paper/s and ensure that the examination is conducted in a fair and transparent manner.

08. The other points No. 2, 5, 6, 7, 8 and 9, as detailed in this office letter of even number dated 09.12.2024 **remain the same**. The details of the Cadre Control Authority, Nodal Officers for each Examination Centre and number of question papers required for different cadres at different examination centers be submitted in **Annexure-III** annexed to this letter only through official email on nacenmum@nic.in with copies marked to mariettada.c078501@gov.in and sanjaybp.g149001@gov.in positively by **14.02.2025**.

09. The notice is also being posted on CBIC and NACIN websites www.cbic.gov.in and www.nacin.gov.in

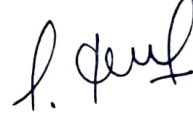
10. In case of any difficulty **Ms. Marietta Azavedo** (mobile no **9892617262**), Assistant Director, NACIN, Zonal Campus, Post Office Lane, Bhandup (East), Mumbai 400042 can be contacted on office phone no 022-21675733 and official email id on **mariettada.c078501@gov.in**. In addition, Shri **Sanjay B. Patkar**, Additional Assistant Director can be contacted on Tel No. 022-21675742/**9820625734** and email id **sanjaybp.g149001@gov.in**

11. This letter applies only to Offices of Principal Chief Commissioner/Chief Commissioners and authorities under CBIC who are Cadre Controlling Authorities of Customs Appraisers, Examiners and Preventive Officers. Kindly ignore if not applicable.

12. Receipt of this communication may please be acknowledged by return e-mail.

13. Hindi version follows.

Yours faithfully,



21/1/25

(PRABHATH KUMAR)

Pr. Additional Director General

Encl : as above.

ANNEXURE-I
CONFIRMATION EXAMINATION OF APPRAISER/ EXAMINER/PREVENTIVE OFFICER
OF CUSTOMS

March, 2025

S. No.	Paper	Subject	Date	Time	Marks	Passing Marks
1	PAPER-I	Customs and Allied Law (With Books)	05.03.2025	10.00 hrs to 13.00 hrs	100	50
2	PAPER-II	Law Allied to Customs and Service Regulations (With Books Except for Conduct Rules)	05.03.2025	14.00 hrs to 17.00 hrs	100	50
3	PAPER-III	Local Orders of the Customs House (Without Books)	06.03.2025	10.00 hrs to 13.00 hrs	100	50
4	PAPER-IV	Commercial Practice, Mercantile Law, Economic and Commercial Geography and General Knowledge (Without Books)	06.03.2025	14.00 hrs to 17.00 hrs	100	50
5	PAPER-V	Hindi	07.03.2025	10.00 hrs to 13.00 hrs	100	50
6	PAPER-VI	Computer Application and Use of Internet (Theory and Practical)	07.03.2025	14.00 hrs to 17.00 hrs	100	50

ANNEXURE – II
SYLLABUS FOR EXAMINERS & PREVENTIVE OFFICERS

PAPER – I – CUSTOMS AND ALLIED LAW (WITH BOOKS)

1. Customs Act, 1962 and the rules and regulations made thereunder.
2. Customs Tariff Act, 1975 and all other Acts for the time being in force imposing duties of Customs on goods imported into or exported out of India.
3. Section 5 of Integrated Goods and Services Tax Act, 2017.
4. Provisional Collection of Taxes Act, 1931 (16 of 1931).
5. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974).
6. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
7. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).
8. Imposing cess on various commodities.
9. CBIC's Customs Manual (Latest Edition).
10. The Indian Customs Electronic Data Interchange System Handbook for Customs Officers.
11. Overview of WCO and WTO, International Customs Conventions, Protocols and Agreements-HS Convention, ATA Convention, Convention on International Trade in Endangered Species of Wild Fauna and Flora, Convention on Containers Movements, Basel Convention, Cartagena Protocol, Montreal Protocol, Rotterdam Convention, Chemical Weapons Convention, Trade Facilitation Agreement.
12. Intellectual Property Rights, trade-related aspects of Intellectual Property Rights and Counterfeit Piracy.
13. Indian Stamp Act, 1899 (II of 1899), Section 2 (5) and Schedule I, Articles 15, 19, 24, 26 and 34.
14. Important provisions of the following laws, rules and regulations to the extent they relate to import and export procedures / requirements and working of customs officers:
 - a) Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
 - b) Livestock Importation Act, 1898 and Livestock Importation (Amendment) Act, 2001.
 - c) Food Safety and Standards Act, 2006.
 - d) Drugs and Cosmetics Act, 1940 and Drugs and Cosmetic Rules, 1945.
 - e) Plant Quarantine (Regulation of Import into India) Order, 2003.
 - f) The Arms Act, 1959 (54 of 1959).
 - g) Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 and Environment (Protection) Act, 1986.

PAPER-II - LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR CONDUCT RULES)

1. Foreign Trade (Development and Regulation) Act, 1992.
2. Bharatiya Sakshya Adhiniyam, 2023.
3. Central Civil Services (Conduct) Rules, 1964.
4. Central Civil Services (Leave) Rules, 1972.
5. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
6. Relevant portions of the Bharatiya Nagarik Suraksha Sanhita, 2023 and the Code of Civil Procedure. 1908.
7. Prevention of Money Laundering Act, 2002 (15 of 2003).
8. Foreign Exchange Management Act, 1999.
9. Foreign Exchange Management (Export of Goods and Services) Regulations, 2015.
10. Foreign Trade Policy.
11. Export Promotion Schemes under the Foreign Trade policy.
12. Handbook of Export and Import Procedures.
13. Special Economic Zones Act, 2005.

PAPER – III - LOCAL ORDERS OF THE CUSTOM HOUSE (WITHOUT BOOKS)

1. Board circulars and instructions.
2. Public Notices.
3. Local supplement to the Customs Manual.
4. Rules and orders in force in the local custom house which are included in the standing orders and the Departmental orders and all instructions relating to the particular Customs house which are contained in the manual of the Customs House.

PAPER –IV - COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)

1. Mercantile Law- only general knowledge will be required.
2. Commercial practice- only general knowledge will be required.
3. Elementary Banking and Accountancy.
4. Geography- Geography of the world; knowledge of the situation of countries with their principal sea port trade routes and articles of commerce and their overseas possessions. Particular knowledge will be required of the physical and commercial geography of India.
5. General knowledge – The candidate will be expected to be able to write a precis and answer questions involving the use of common English phraseology with some knowledge of current affairs.

PAPER – V - HINDI

1. Translation of a passage from English to Hindi and from Hindi to English.
2. Correction of Sentences and giving Hindi words equivalents for English words.
3. Answer from the Hindi Passage.
4. Comprehension of petitions and documents written in manuscripts in Hindi.
5. Official Language Act, 1963 (19 of 1963)
6. Official Language Rules, 1976.

PAPER – VI – COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)

1. OVERVIEW OF HARDWARE AND SOFTWARE:

- a) Basics of input devices
- b) Basics on output devices
- c) Basics of CPU
- d) Basics of software

2. WINDOWS INCLUDING:

- 1) Logging into Windows
- 2) Use of Passwords
- 3) Shutting down and using of CTRL – ALT – DEL
- 4) Desktop including customization and screen saver
- 5) Taskbar
- 6) Windows Explorer
- 7) Use of Find or Search
- 8) Using various external storage devices

3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT

A. MS WORD INCLUDING:

- 1) Creating a new document
- 2) Basic formatting including bullets and numbering, Header & Footer
- 3) Find and Replace
- 4) Auto correct, spell check and corrections in track changes mode
- 5) Saving documents
- 6) Sending documents through mail and external drives
- 7) Printing documents including print preview and layout
- 8) Help menu
- 9) Table insertion
- 10) Mail merger

B. MS EXCEL INCLUDING:

- 1) Introduction to Excel
- 2) Creating simple worksheet
- 3) Relation between cells, use of \$ sign
- 4) Basic functioning
- 5) Simple functions and calculations
- 6) Saving/printing of documents
- 7) Print preview

C. MS POWERPOINT:

- 1) Introduction of PowerPoint
- 2) The power point screen
- 3) The auto content wizard
- 4) The slide views-an overview
- 5) Using the slide views
- 6) Customizing slide structure
- 7) Adding text to slides
- 8) Moving through presentations
- 9) Inserting and deleting slides
- 10) Inserting pictures
- 11) Printing
- 12) Running a presentation

D. INTERNET INCLUDING:

- 1) Use of webmail including attachment and download of files
- 2) Browsing including searches.

ANNEXURE - III

Send the details in the Excel (.xlsx) Format only through official e-mail on nacenmum@nic.in with copies marked to mariettada.c078501@gov.in and sanjaybp.g149001@gov.in
(All fields are mandatory)

Details of Cadre Control Authority of Customs Examiners and Preventive Officers (FOR SENDING RESULTS AFTER EVALUATION OF ANSWER SHEETS)

Address of the office of the Cadre Controlling Authority	
Official email address of the office of the above CCA	
Office Phone no. of the above CCA	
Number of examination centers under the above CCA	
Pr. CCO/CCO under which the above CCA falls	

Details of Nodal Officer (and Alternative Officer details) of each Examination Center under the above CCA (FOR SENDING QUESTION PAPERS)

Address of the Examination center	Name, designation, official email id, Mobile No. and landline number of Nodal Officer of the concerned Examination center	Name, designation, official email id, Mobile No. and landline number of Alternative Officer of the concerned Examination center	Designation and address of HOD level officer under which the concerned examination center will fall

(Kindly add rows as may be required)

No. of Question papers for different cadres required at different examination centers (as above)

(All fields are mandatory)

Address of the Examination Center	Designation	No of Papers required for each cadre at each examination center					
		P-I	P-II	P-III	P-IV	P-V	P-VI
	Examiners						
	Preventive Officers						

(Kindly add rows as may be required)