



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
Phone No:26250157/ 26250159. Fax No: 26250156/ 26250155
e-mail: nacin.chennai@gov.in



Date:16-07-2025

To

All Principal Chief Commissioners/ Chief Commissioners of Customs
All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST
All Principal Director Generals / Director Generals
All Principal Additional Director Generals/Additional Director Generals
All Principal Commissioners / Commissioners of Customs
All Principal Commissioners / Commissioners of Central Excise & GST

Sir/Madam,

**Sub: Departmental Examination for Promotion to the grade of Inspector
(Central Excise, Preventive Officer and Examiner) – August 2025 – Reg.**

The Departmental Promotion Examination for promotion to the grade of Inspector (Central Excise, Preventive Officer and Examiner) is proposed to be conducted from **20th to 22nd August 2025** as per the timelines given below.

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	01.08.2025*
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	BY MAIL ON 13.08.2025
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 20th AUGUST 2025	BY MAIL – 19.08.2025 A.N.
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 21st AUGUST 2025	BY MAIL – 20.08.2025 A.N.
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 22nd AUGUST 2025	BY MAIL – 21.08.2025 A.N.

***NOMINATIONS RECEIVED AFTER 01.08.2025 WOULD NOT BE CONSIDERED.**

2. The Schedule for the examination is as under:

A. Examination for promotion to the grade of Inspectors of Central Tax:

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	CENTRAL EXCISE AND GOODS AND SERVICE TAX (WITH BOOKS)	3 hours	20.8.2025 WEDNESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper II	CUSTOMS (WITH BOOKS)	3 hours	20.8.2025 WEDNESDAY	14.00 hrs. to 17.00hrs.	50/100
Paper	ADMINISTRATION (WITH BOOKS EXCEPT	3 hours	21.8.2025	10.00 hrs. to	50/100

III	CONDUCT RULES)		THURSDAY	13.00 hrs.	
Paper IV	LAW (WITH BOOKS)	3 hours	21.8.2025 THURSDAY	14.00 hrs. to 17.00hrs.	50/100
Paper V	HINDI	3 hours	22.8.2025 FRIDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper VI	COMPUTER APPLICATION AND USE OF THE INTERNET (THEORY AND PRACTICAL)	3 hours	22.8.2025 FRIDAY	14.00 hrs. to 17.00hrs.	50/100

B. Examination for promotion to the grade of Inspectors of Customs (EOs &POs)

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	CUSTOMS AND ALLIED LAW (WITH BOOKS)	3 hours	20.8.2025 WEDNESDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper II	LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR CONDUCT RULES)	3 hours	20.8.2025 WEDNESDAY	14.00 hrs. to 17.00hrs.	50/100
Paper III	LOCAL ORDERS OF THE CUSTOMS HOUSE (WITHOUT BOOKS)	3 hours	21.8.2025 THURSDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper IV	COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)	3 hours	21.8.2025 THURSDAY	14.00 hrs. to 17.00hrs.	50/100
Paper V	HINDI	3 hours	22.8.2025 FRIDAY	10.00 hrs. to 13.00 hrs.	50/100
Paper VI	COMPUTER APPLICATION AND USE OF THE INTERNET (THEORY AND PRACTICAL)	3 hours	22.8.2025 FRIDAY	14.00 hrs. to 17.00hrs.	50/100

For detailed syllabus, please refer to the Departmental Examination (Central Tax, Central Excise, Customs, and Narcotics) Rules, 2024, dated 18.12.2024 (pages 68 to 75) {Copy enclosed}

3. Necessary instructions may be given to the concerned to make arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. The Cadre Controlling Authority (CCA) concerned, shall conduct the Paper – VI Computer Applications and Use of Internet as per the guidelines below:

- The theory examination in Computer Application will be conducted from 14.00 hrs. to 15.30 hrs. on 22.08.2025. The practical examination is for one and half hour duration i.e., from 15.30 hrs. to 17.00 hrs. on the same date i.e., 22.08.2025 immediately after the completion of the theory examination.
- Out of the maximum marks of 100, the practical examination carries 50 marks. Candidates are required to score a minimum of 25 marks in theory and practical's separately.
- The Practical examination may be conducted at the respective Commissionerate's / Directorates

on the basis of the question paper issued from this office under the supervision of the "Nodal Officer" i.e., Joint Commissioner/ Additional Commissioner/ Dy. Commissioner/ Assistant Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level to provide enough computers, printers etc. for smooth conduct of the practical test.

- iv. After the completion of the Computer examination, the evaluation of the Practical Examination paper has to be carried out at the Commissionerate itself by the officer/s designated for the same by the respective Commissionerate and the marks awarded shall be intimated to this office by e-mail in Mail ID : nacinchn-deptexam@gov.in on the very next working day. **The answer sheets pertaining to the Computer Theory Paper along with evaluated sheets shall be sent to NACIN, Chennai** along with the examination answer sheets of other five subjects .

4. Each Commissionerate shall appoint a Gazetted Officer as **Examination Coordinator**, who shall be **not below the rank of an Assistant Commissioner** and an **Invigilator**. Necessary instructions may kindly be given to the Examination Coordinator to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. Examination Coordinator nominated in each Commissionerate shall ensure that the examination is conducted in a fair and transparent manner. **Detailed instructions** on the conduct of examination are given at **Annexure-I**. "Instructions for Examination" are enclosed, which is an integral part of this notification.

5. **Nominations and request for question papers in the proforma prescribed at Annexure-II (in Excel as well as PDF) shall be forwarded to NACIN ZTI Chennai email ID: nacinchn-deptexam@gov.in, only through their respective Cadre Controlling Authority (CCA). This request must reach NACIN, Chennai latest by **01.08.2025**. Nominations not received in the mail ID mentioned / received after the due date or not forwarded through the CCA's would not be entertained.**

6. **Candidates working on Deputation / Loan basis** who are eligible and willing to appear for the examination, **shall be nominated from their Parent Commissionerate**. The Cadre Controlling Principal Commissioner / Commissioner are requested to include such eligible officers, who are on deputation with other Directorates / Organizations, if any, while forwarding the nominations. **Such nominations may be sent along with "No Objection Certificate" from the Cadre Control Authority in case the candidate has represented to take up the exam in the Commissionerate located at his/her place of posting.**

7. After the receipt of nominations, the nominated candidates would be assigned a Unique Roll No. by NACIN, Chennai and the same would be communicated to the formations to the Official Mail ID / to the mail ID mentioned in Annexure-II on **13.08.2025**. **In case, the nominations have been sent and there is non-receipt of correspondence on the said date regarding Roll Nos. assigned, the same may be brought to the immediate notice of NACIN, Chennai** to enable this Academy to take necessary action.

8. The question papers for the examination would be sent in **password protected PDF format** to the Examination Coordinator through e-mail, **on the previous day** of the respective examination. **Password** for opening the PDF will be communicated to the authorized officer mail ID and over phone, **30 minutes before** the commencement of the respective examination.

9. Eligibility of the candidates shall be decided in line with the Eligible Officers as mentioned in the Cadre-wise Examination Details of Appendix A of the DER, 2024. Further, Board vide letter dated 16.05.2025 has clarified that Tax Assistants and Stenographer Grade-II (who joined before the commencement of RRs 2016 of Inspectors in CBIC) are permitted to appear in the promotion exam for the post of Inspector. **Eligible officers as per DER, 2024 and above said Board's Clarification, fulfilling half of the qualifying service as mentioned in Recruitment Rules shall be nominated for the examination. Eligibility shall be verified and certified by the respective Cadre Controlling Authorities (CCAs).** NACIN, ZTI Chennai shall be responsible only for the conduct of the examination, and no queries/clarifications related to eligibility or qualification shall be entertained by NACIN under any circumstances.

10. **NACIN would convey the marks obtained by the candidates only to the CCAs**. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and 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 for record.

11. A close watch may please be kept on the **TIMELINE CHART** given in the first page of this notification. In case of any issues, in respect of various examination centres under your charge, the same may be brought to the immediate notice of **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS)** at Contact No.: **044-26250138 / 9444219289** or **SMT. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI, Contact No. 044-26250139 / 9841971488** so that action needed can be taken immediately.

12. NACIN ZTI, Chennai on directions 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 centers, if it is found that unfair means were used or allowed to be used.

13. This Notice is also being posted on NACIN and CBIC official website.

Yours faithfully,

Mohammad Yousaf
Additional Director General

Encl:

1. Departmental Examination Rules, 2024 Gazette Notification dated 18.12.2024
2. Recruitment Rules, 2016 – Gazette Notification dated 26.12.2016
3. Annexure – I – Instructions for Examinations
4. Annexure – II– Proforma for Nominations
5. Annexure – III – Proforma for the first three pages of the Answer booklet with sample
6. Annexure - IV – Proforma for the proceedings while sealing the answer booklets

ANNEXURE-I **INSTRUCTIONS FOR EXAMINATION**

1. INSTRUCTIONS FOR THE CCA's / COMMISSIONERATES

1.1 The Pr. Commissioner / Commissioner shall nominate a Gazetted Officer as **EXAMINATION COORDINATOR not below the grade of Assistant Commissioner**, who will be authorized to function as the overall in-charge for conduct of the 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 **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS)** at Contact No.: **044-26250138 / 9444219289** or **SMT. D. SUGANYA, ADDITIONAL ASSISTANT DIRECTOR (EXAMINATIONS), NACIN, CHENNAI** Contact No. **044-26250139 / 9841971488**.

1.3 The **Timeline Chart** given in the first page 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 shall be assigned Roll No. at the formation level.** The same shall be mentioned in Annexure-II while furnishing the details about the nominated candidates. A **Unique Roll No. would be assigned by NACIN, Chennai to the nominated candidates and the same would be communicated on 13.08.2025** to the official mail ID as mentioned in Annexure-II. The same may be informed to the nominated candidates.

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 NACIN Chennai 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, Chennai in the mail ID **nacinchn-deptexam@gov.in**.

2.5 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. To evaluate the Computer Practical Paper at the formation level, an officer who has computer knowledge may be nominated as Evaluator.

2.6 The question paper received shall be downloaded and handed over to the invigilator.

2.7 On receipt of the answer booklets of each paper (One / Two / Three etc. depending on the as many nominations sent) from the Invigilator, the same are to be sealed properly 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 three smaller sealed envelopes of the answer papers, may be addressed to Assistant Director (Examinations) and sent to NACIN, Chennai immediately. The same shall be evaluated by NACIN, Chennai.

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 NACIN Chennai 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 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 talking with anybody on the answer clues 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, Chennai.

ANNEXURE –II

PROFORMA FOR NOMINATION AND REQUEST FOR SUPPLY OF QUESTION PAPER

1. Name of the Commissionerate/ Directorate :
2. Name & mail ID of the Cadre Controlling Zone (CCA) :
3. Name of the Centre of Examination :
4. Official mail ID of the formation :
(Any correspondence related to departmental Examination shall be sent from the Mail ID mentioned only)
5. Office Phone No. :
6. Name & Official mail ID of the Examination Coordinator who would be responsible for the conduct of exam and to whose personal gov.in mail ID, the question papers in PDF format are to be sent :
Tel.No. :
Fax No. :
Gov.in Mail ID :
WhatsApp Mobile No. :

7. Details of the candidates taking examination at the centre - paper wise and subject wise (in excel format)

A. Examination for promotion to the grade of Inspectors of Central Tax:

P a p e r	Subject	No. of c andi date s	Candidate's details				Roll No. Assign ed to the can didate at the fo rmation level
			N a m e	D e s i g n a t i o n	D O B (d d/ m m /y y)	Whether Eligibility cr iteria met as stipulate d in Para 9 of the Not ification ? (Y/N)	Date of Completion of at leas t half of the eligible service in the grade as prescribed in the relevant DER, 2024
P a p e r I	CENTRAL EXCISE AND GOODS AND SERVICE TAX (WI TH BOOKS)						
P a p e r II	CUSTOMS (WITH BOOKS)						
P a p e r II I	ADMINISTRATION (WITH BOOK EX CEPT CONDUCT R ULES)						
P							

a p e r I V	LAW (WITH BOOKS)							
P a p e r V	HINDI							
P a p e r V I	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)							

B. Examination for promotion to the grade of Inspectors of Customs (EOs & POs)

P a p e r	Subject	No. of c and idat es	Candidate's details					Roll No. As signed to the candidate at the formatio n level
			N a m e	D e s i g n a t i o n	D o b (d d/ m m /y y)	Whether Eligibilit y criteria met as s tipulated in Para 9 of the Notificati on ? (Y/N)	Date of Completion of at least half of the eligible se rvice in the grade as presc ribed in the relevant recruitment rules	
P a p e r I	CUSTOMS AND ALLIED LAW (WITH BOOKS)							
P a p e r II	LAW ALLIED TO CUSTOMS A ND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR C ONDUCT RULES)							
P a p e r II	LOCAL ORDERS OF THE CUST OMS HOUSE (WITHOUT BOO KS)							
P a p e r I V	COMMERCIAL PRACTICE, ME RCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRA PHY AND GENERAL KNOWLE DGE (WITHOUT BOOKS)							
P a p e r V	HINDI							
P a p e								

r v I	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)							
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8. No. of question papers required :

It is requested that sufficient number of question papers may kindly be sent to this commissionerate.

Signature of the Examination Coordinator
Name:
Designation:

ANNEXURE-III

PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET

FIRST PAGE OF THE ANSWER BOOKLET

Name of the Examination	
Name of the Commissionerate	
Name of the Cadre Controlling Authority	
Name of the Exam Centre along with office seal	
Roll No. allotted by NACIN, Chennai	
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	

P.T.O

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SECOND PAGE OF THE ANSWER BOOKLET

(Overleaf of First Page)

READ THE INSTRUCTIONS CAREFULLY

1. Candidates should fill in all the details on the first page of the Annexure IV. 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 NACIN, Chennai 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)**



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
Phone No: 26250157 / 26250159. Fax No: 26250156 / 26250155
e-mail: nacin.chennai@gov.in



Name of the Examination	
Roll No. allotted by NACIN, Chennai	
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)	
SIGNATURE OF THE EVALUATOR WITH NAME STAMP	

SAMPLE FOR ANNEXURE III

ANNEXURE-III

PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET

FIRST PAGE OF THE ANSWER BOOKLET

Name of the Examination	Promotion Examination for promotion to the grade of Inspector
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	(Central Excise, Preventive Officer and Examiner) - April 2025
Name of the Commissionerate	XXXXXXXXXX
Name of the Cadre Controlling Authority	XXXXXXXXXXXXXXXXXXXX
Name of the Exam Centre along with office seal	XXXXXXXXXX
Roll No. allotted by NACIN, Chennai	XXXXXX
Date & time of Examination	22.01.2025 & 10:00 AM – 01:00 PM
Name of the Paper / Subject	Paper I – Central Excise & GST
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	

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



भारत सरकार GOVERNMENT OF INDIA
 वित्त मंत्रालय MINISTRY OF FINANCE
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 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
 Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
 Phone No: 26250157 / 26250159. Fax No: 26250156 / 26250155
 e-mail: nacin.chennai@gov.in



Name of the Examination	Promotion Examination for promotion to the grade of Inspector (Central Excise, Preventive Officer and Examiner) - April 2025 Inspectors of
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Roll No. allotted by NACIN, Chennai	XXXXXX
Date & Time of Examination	22.01.2025 & 10:00 AM – 01:00 PM
Name of the Paper / Subject	Paper I – Central Excise & GST
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)	
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 Authority:
4. Name of the Exam Centre:
5. Name of the Paper/Subject:
6. Date & Time of Exam:
7. Number of candidates a) Present:
b) 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 Chennai	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)

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 IV and fills the third page of the Annexure IV.
- Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure IV.
- 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, Attendance Sheet and the Proceedings report 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.

