



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: 20-12-2024

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 of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) to be held in the month of January 2025 -Regarding.

The Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) is proposed to be conducted from **22<sup>nd</sup> to 24<sup>th</sup> January 2025** as per the timelines given below.

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	<b>06.01.2025*</b>
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	<b>BY MAIL ON 15.01.2025</b>
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAM SCHEDULED ON <b>22<sup>nd</sup> January 2025</b>	<b>BY MAIL – 21.01.2025 A.N.</b>
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAM SCHEDULED ON <b>23<sup>rd</sup> January 2025</b>	<b>BY MAIL – 22.01.2025 A.N.</b>
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAM SCHEDULED ON <b>24<sup>th</sup> January 2025</b>	<b>BY MAIL – 23.01.2025 A.N.</b>

**\*NOMINATIONS RECEIVED AFTER 06.01.2025 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 GST (with Books)	3 hours	<b>22.01.2025 Wednesday</b>	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	<b>23.01.2025 Thursday</b>	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	<b>24.01.2025 Friday</b>	10.00 hrs. to 13.00 hrs.	65/100

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

Paper	Subject	Duration	Date	Time	Pass Mark
Paper II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	3 hours	<b>22.01.2025 Wednesday</b>	10.00 hrs. to 13.00 hrs.	50/100
Paper I	Customs (with books)	3 hours	<b>23.01.2025 Thursday</b>	10.00 hrs. to 13.00 hrs.	65/100
Paper III	Administration (with books)	3 hours	<b>24.01.2025 Friday</b>	10.00 hrs. to 13.00 hrs.	65/100

3. The **syllabus** for the examination is enclosed as **Annexure-I** with this notice.

4. Each Commissionerate shall appoint an **Examination Coordinator**, who shall be **not below the rank of an Assistant Commissioner** and an **Invigilator**, who shall be a **gazetted officer**. 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-II**. "Instructions for Examination" are enclosed, which is an integral part of this notification.

5. Each commissionerate shall send the nominations and request for question papers in the proforma prescribed at **Annexure-III** in Excel as well as PDF to email ID: **nacinchn-deptexam@gov.in**. **This request must reach NACIN, Chennai latest by 06.01.2025. Nominations not received in the mail ID mentioned / received after the due date 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 along with the Roll No. assigned by the commissionerates, the nominated candidates would be assigned a Unique Roll No. by NACIN, Chennai and the same would be communicated to the formations in the Official Mail ID and also to the mail ID mentioned in Annexure-III on **15.01.2025**. **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 by the Cadre Controlling Authority. As per DG NACIN's instructions, only queries relating to the process of conducting the examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this

office.

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

Yours faithfully,

Encl: As above.

**Signed by Arun Prasath K**  
**Date: 20-12-2024 11:09:04**

**ARUN PRASATH K.**  
**JOINT DIRECTOR**

**ANNEXURE – I**  
**SYLLABUS**

**Central Excise and GST; Paper I - Inspectors of Central Tax**

**Latest Editions of**

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules (Latest)
6. Central Excise Tariff Act, 1985
7. CENVAT Credit Rules (Latest)
8. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000
9. Central Excise (Appeals) Rules 2001
10. CESTAT (Procedure) Rules,1982 as amended
11. Central Excise (Appeals) Rules, 2001
12. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
13. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
16. Customs & Central Excise Settlement Commission Procedure, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

**Customs:Paper II – Inspector of Central Tax.**  
**Paper I – Inspectors of Customs (EOs& POs)**

**Latest Editions of**

1. Customs Act,1962.
2. Customs Manual (latest edition)
3. Customs Tariff Act, 1975.
4. Bharatiya Sakshya Adhinyam, 2023.
5. Bharatiya Nyaya Sanhita, 2023.
6. India New Foreign Trade Policy, 2015 -2020.
7. ITC (HS) Classification of Export & Import Items- latest edition

**Allied Acts (including Central Excise & GST) Paper – II Inspectors of Customs (EOs& POs)**

**Latest Editions of**

1. GST Act & Rules, 2017 (As amended)
2. Central Excise Act, 1944.
3. Central Excise Rules (Latest).
4. Central Excise Tariff Act, 1985.
5. CENVAT Credit Rules (Latest)
6. Customs Act and Rules &Procedures, Customs Tariff Act, 1975.
7. CESTAT (Procedure) Rules, 1982 as amended.

8. Foreign Trade Policy (2015-2020)
9. Foreign Trade (Regulation) Rules, 1993
10. Foreign Trade (Exemption from Application of Rules in certain cases) Order, 1993
11. Foreign Trade (Development & Regulation) Act, 1992 – Notifications
12. Foreign Exchange Management Act, 1999 (42 of 1999)
13. Safeguard Measures (Quantitative Restrictions) Rules, 2012
14. Foreign Exchange Management (Export of Goods and Services) Regulations, 2000
15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
16. Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
17. The Livestock Importation Act, 1898
18. Prevention of Food Adulteration Act, 1954 & Food Safety and Standards Authority Act, 2006
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine (Regulation of Import into India) Order 2003
21. Conservation of Foreign Exchanges and Prevention of Smuggling Activities Act, 1974 (COFEPOSA) (52 OF 1974)
22. Bharatiya Nagarik Suraksha Sanhita, 2023
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

### **Administration**

#### **Paper III - Inspectors of Central Tax**

#### **Paper III - Preventive Officers & Examiners of Customs**

#### **Latest Editions of**

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR Service Rules & Financial Rules.
9. Swamy's Hand Book (latest)

**ANNEXURE-II**  
**INSTRUCTIONS FOR EXAMINATION**

**1. INSTRUCTIONS FOR THE CCA / COMMISSIONERATES**

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 **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-III 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 15.01.2025** through mail ID as mentioned in Annexure-III. 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 IV.**

2.3 The soft copy of the Annexure IV format is attached as pdf document along with this notification. **The Annexure IV format sent along shall be printed out as it is and be attached with the answer booklet. No other format of Annexure IV 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 question paper received shall be downloaded and handed over to the invigilator.

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 / Two / Three depending on the 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-V 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 IV and fill the Third Page of the Annexure IV. The invigilator has to ensure that the candidates write the Roll Nos assigned by NACIN Chennai in the first page of the Annexure IV 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 IV. 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 IV 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.

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**ANNEXURE –III****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 & subject wise (in excel format) :

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

Paper	Subject	No. of candidates	Candidate's details			Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB	
Paper I	Central Excise and GST (with Books)					
Paper II	Customs (with books)					
Paper III	Administration (with books)					

**B. Examination for promotion to the cadre of Inspectors of Customs (EOs& POs):**

Paper	Subject	No. of candidates	Candidate's details			Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB	
Paper I	Customs (with books)					
Paper II	Allied Acts (with books)					
Paper III	Administration (with books)					

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-IV****PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET****FIRST PAGE OF THE ANSWER BOOKLET**

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

**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 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](mailto:nacin.chennai@gov.in)



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

**SAMPLE FOR ANNEXURE IV****ANNEXURE-IV****PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET****FIRST PAGE OF THE ANSWER BOOKLET**

<b>Name of the Examination</b>	Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) - January 2025
<b>Name of the Commissionerate</b>	XXXXXXXXXX
<b>Name of the Cadre Controlling Authority</b>	XXXXXXXXXXXXXXXXXXXX
<b>Name of the Exam Centre along with office seal</b>	XXXXXXXXXX
<b>Roll No. allotted by NACIN, Chennai</b>	XXXXXX
<b>Date &amp; time of Examination</b>	22.01.2025 & 10:00 AM – 01:00 PM
<b>Name of the Paper / Subject</b>	Paper I – Central Excise & GST
<b>No. of pages written</b>	10 (1-10)
<b>a) No. of Blank pages</b>	07
<b>b) Page numbers of blank pages</b>	11-17
<b>No. of additional sheets used</b>	0
<b>Signature of the Candidate</b>	
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
<b>Signature of the Invigilator with name and designation</b>	
<b>Signature of the Examination Coordinator with name and designation</b>	

**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



<b>Name of the Examination</b>	Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) - January 2025 Inspectors of										
<b>Roll No. allotted by NACIN, Chennai</b>	XXXXXX										
<b>Date &amp; Time of Examination</b>	22.01.2025 & 10:00 AM – 01:00 PM										
<b>Name of the Paper / Subject</b>	Paper I – Central Excise & GST										
<b>No. of pages written</b>	10 (1-10)										
<b>a) No. of Blank pages</b>	07										
<b>b) Page numbers of blank pages</b>	11-17										
<b>No. of Additional sheets used</b>	0										
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
<b>Signature of the Invigilator with name &amp; designation</b>											
<b>Signature of the Examination Coordinator with name and designation</b>											
<b>(FOR OFFICE USE ONLY)</b>											
<b>MARKS AWARDED</b>											
<b>PART NO.</b>	<b>QUESTION NO.</b>										
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	<b>TOTAL</b>
I											
II											
III											
IV											
V											
VI											
<b>GRAND TOTAL</b>											
<b>SIGNATURE OF THE EVALUATOR WITH NAME STAMP</b>											

**ANNEXURE -V****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**

1. 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.
2. Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure IV.
3. The invigilator collects all the answer booklets from the candidates and counts the number of answer booklets against the attendance register.
4. The collected answer booklets are then serially arranged and handed over to the Examination Coordinator.
5. 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.
6. The sealing process is documented, with signatures from the Examination Coordinator and the Invigilator to confirm the count and integrity of the sealing process.
7. The signed proceedings report should be kept in the envelope along with the Answer Booklets and the Attendance Sheet.
8. 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.
9. 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.

**ANNEXURE – I**  
**SYLLABUS**

**Central Excise and GST; Paper I - Inspectors of Central Tax**

**Latest Editions of**

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules (Latest)
6. Central Excise Tariff Act, 1985
7. CENVAT Credit Rules (Latest)
8. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000
9. Central Excise (Appeals) Rules 2001
10. CESTAT (Procedure) Rules,1982 as amended
11. Central Excise (Appeals) Rules, 2001
12. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
13. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
16. Customs & Central Excise Settlement Commission Procedure, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

**Customs:Paper II – Inspector of Central Tax.**

**Paper I – Inspectors of Customs (EOs& POs)**

**Latest Editions of**

1. Customs Act,1962.
2. Customs Manual (latest edition)
3. Customs Tariff Act, 1975.
4. Bharatiya Sakshya Adhinyam, 2023.
5. Bharatiya Nyaya Sanhita, 2023.
6. India New Foreign Trade Policy, 2015 -2020.
7. ITC (HS) Classification of Export & Import Items- latest edition

**Allied Acts (including Central Excise & GST) Paper – II Inspectors of Customs (EOs& POs)**

**Latest Editions of**

1. GST Act & Rules, 2017 (As amended)
2. Central Excise Act, 1944.
3. Central Excise Rules (Latest).
4. Central Excise Tariff Act, 1985.
5. CENVAT Credit Rules (Latest)
6. Customs Act and Rules &Procedures, Customs Tariff Act, 1975.
7. CESTAT (Procedure) Rules, 1982 as amended.
8. Foreign Trade Policy (2015-2020)



9. Foreign Trade (Regulation) Rules, 1993
10. Foreign Trade (Exemption from Application of Rules in certain cases) Order, 1993
11. Foreign Trade (Development & Regulation) Act, 1992 – Notifications
12. Foreign Exchange Management Act, 1999 (42 of 1999)
13. Safeguard Measures (Quantitative Restrictions) Rules, 2012
14. Foreign Exchange Management (Export of Goods and Services) Regulations, 2000
15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
16. Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
17. The Livestock Importation Act, 1898
18. Prevention of Food Adulteration Act, 1954 & Food Safety and Standards Authority Act, 2006
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine (Regulation of Import into India) Order 2003
21. Conservation of Foreign Exchanges and Prevention of Smuggling Activities Act, 1974 (COFEPOSA) (52 OF 1974)
22. Bharatiya Nagarik Suraksha Sanhita, 2023
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

### **Administration**

#### **Paper III - Inspectors of Central Tax**

#### **Paper III - Preventive Officers & Examiners of Customs**

#### **Latest Editions of**

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR Service Rules & Financial Rules.
9. Swamy's Hand Book (latest)

**ANNEXURE-II**  
**INSTRUCTIONS FOR EXAMINATION**

**1. INSTRUCTIONS FOR THE CCA / COMMISSIONERATES**

- 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 **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-III 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 15.01.2025** through mail ID as mentioned in Annexure-III. 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 IV.**
- 2.3 The soft copy of the Annexure IV format is attached as pdf document along with this notification. **The Annexure IV format sent along shall be printed out as it is and be attached with the answer booklet. No other format of Annexure IV 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](mailto:nacinchn-deptexam@gov.in).
- 2.5 The question paper received shall be downloaded and handed over to the invigilator.
- 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 / Two / Three depending on the 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-V 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 IV and fill the Third Page of the Annexure IV. The invigilator has to ensure that the candidates write the Roll Nos assigned by NACIN Chennai in the first page of the Annexure IV 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 IV. 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 IV 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.

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**ANNEXURE –III**

**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 cadre of Inspectors of Central Tax**

Paper	Subject	No. of candidates	Candidate's details			Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB	
Paper I	Central Excise and GST (with Books)					
Paper II	Customs (with books)					
Paper III	Administration (with books)					

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

Paper	Subject	No. of candidates	Candidate's details			Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB	
Paper I	Customs (with books)					
Paper II	Allied Acts (with books)					
Paper III	Administration (with books)					

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-IV**

**PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET**

**FIRST PAGE OF THE ANSWER BOOKLET**

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

## **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 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



SYSTEMIC IMPROVEMENT IN  
KNOWLEDGE SHARING

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

**SAMPLE FOR ANNEXURE IV**

**ANNEXURE-IV**

**PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET**

**FIRST PAGE OF THE ANSWER BOOKLET**

<b>Name of the Examination</b>	Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) - January 2025
<b>Name of the Commissionerate</b>	XXXXXXXXXX
<b>Name of the Cadre Controlling Authority</b>	XXXXXXXXXXXXXXXXXXXX
<b>Name of the Exam Centre along with office seal</b>	XXXXXXXXXX
<b>Roll No. allotted by NACIN, Chennai</b>	XXXXXX
<b>Date &amp; time of Examination</b>	22.01.2025 & 10:00 AM – 01:00 PM
<b>Name of the Paper / Subject</b>	Paper I – Central Excise & GST
<b>No. of pages written</b>	10 (1-10)
a) <b>No. of Blank pages</b>	07
b) <b>Page numbers of blank pages</b>	11-17
<b>No. of additional sheets used</b>	0
<b>Signature of the Candidate</b>	
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
<b>Signature of the Invigilator with name and designation</b>	
<b>Signature of the Examination Coordinator with name and designation</b>	



**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



<b>Name of the Examination</b>	Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) - January 2025										
<b>Roll No. allotted by NACIN, Chennai</b>	XXXXXX										
<b>Date &amp; Time of Examination</b>	22.01.2025 & 10:00 AM – 01:00 PM										
<b>Name of the Paper / Subject</b>	Paper I – Central Excise & GST										
<b>No. of pages written</b>	10 (1-10)										
<b>a) No. of Blank pages</b>	07										
<b>b) Page numbers of blank pages</b>	11-17										
<b>No. of Additional sheets used</b>	0										
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b>											
We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
<b>Signature of the Invigilator with name &amp; designation</b>											
<b>Signature of the Examination Coordinator with name and designation</b>											
<b>(FOR OFFICE USE ONLY)</b>											
<b>MARKS AWARDED</b>											
<b>PART NO.</b>	<b>QUESTION NO.</b>										
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	<b>TOTAL</b>
I											
II											
III											
IV											
V											
VI											
<b>GRAND TOTAL</b>											
<b>SIGNATURE OF THE EVALUATOR WITH NAME STAMP</b>											

**ANNEXURE -V**

**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.