



भारत सरकार
GOVERNMENT OF INDIA
विश्वतंत्रालय: राजस्वविभाग



MINISTRY OF FINANCE: DEPARTMENT OF REVENUE

राष्ट्रीय सीमाशुल्क, अप्रत्यक्ष कर एवं स्वापक पदार्थ अकादमी, जालहल्ली, बेंगलुरु-560013

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS (NACIN)

No.40, HMT FACTORY MAIN ROAD,

NEXT TO HMT SCHOOL, JALAHALLI, BENGALURU - 560 013

Email- nacen.bangalore@nic.in, Phone No. 080- 23091500

File No. NACIN/II/11/2/2025-CAO-O/o ADG-NACIN-ZC-BENGALURU Dated: As E-signed

ANNEXURE - I

INSTRUCTION FOR EXAMINATION

Departmental Examination for Confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs for the year 2025-26

INSTRUCTIONS FOR THE CCA's / COMMISSIONERATES

1. The concerned Commissionerate/Directorate where the examination is scheduled to be held shall nominate an Examination Coordinator not below the Rank 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. The Examination Coordinator.
2. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of examination shall not be entertained by NACIN. Any correspondence with respect to the process/conduct of examination may be made to Shri Sainath B Naik, Assistant Director (Mob. 9742816787) or Shri. Ramachandra M Hegde, Additional Assistant Director (Mob. - 9449720834), No.40, HMT Factory Main Road, Next to HMT School, Jalahalli, Bengaluru - 560 013 or at Email- nacen.bangalore@nic.in
3. The Timeline Chart given in the first page of the Notification shall be referred and strictly adhered to ensure smooth conduct of examination.
4. It is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly and the required no(s) of Photo copy of question papers shall be done secretly under his/her personal supervision. The Proforma for Nomination & Requisition of Question Papers is attached as **Annexure-A**.
5. The examination work requires the Supervisor/Invigilator to ensure correctness of the Roll Numbers written by the candidates, to make the seating arrangement for the candidates, to arrange standard stationery like answer

sheets and the question papers as many as required. The number of photocopies of question papers shall be done confidentially under his/her personal supervision.

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 under his/her supervision.

7. In the event it is found that unfair means were used or allowed to be used in the examination centre, NACIN Bengaluru on the receipt of report on such complaint from the nominated Authorised Officer (**as per Annexure-A**) of the examination centre and on the directions of NACIN Palasamudram, reserves the right to cancel the whole examination or the examination of a candidate or that of a Centre.

8. Candidates posted to Customs formations have to answer the Objective Type Question Paper – I pertaining to Customs subject only. Similarly, Candidates posted to GST formations have to answer the Objective Type Question Paper – I pertaining to GST subject only. In this regard, the candidates may refer to the Syllabus prescribed in the **Annexure- B** pertaining to Customs/GST. The concerned Commissionerate would ensure that the candidates are issued with Question Paper accordingly.

9. Necessary arrangements made be made for conducting Practical examination at the respective Commissionerates / Directorates in respect of Paper – III Computer Applications and Use of Internet and evaluation of the Practical Examination paper 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: nacen.bangalore@nic.in on the very next working day.

10. The first page of each answer sheets shall compulsorily contain the following particulars, either in printed form or by affixing rubber stamp as per attached **Annexure-C**: -

- 1) Name of the Examination
- 2) Roll No.
- 3) Name of Center
- 4) Date & Time of Examination
- 5) Name of the Paper & Subject
- 6) No. of loose answer sheets used (The Supervisor/ Invigilator will sign the loose sheets and assign page numbers).

- 7)Signature of the Supervisor/ Invigilator (on verification that all the details are correctly filled in by the candidates)
- 8)Marks obtained/Maximum Marks
- 9)Signature of the of Examiner

11. FOR THE EXAMINATION COORDINATOR

- (i) The candidates shall be assigned Roll No. at the formation level. The same shall be mentioned in Annexure-A while furnishing the details about the nominated candidates. The same may be informed to the nominated candidates.
- (ii) 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 page of the Answer Booklet are given in **Annexure C**.
- (iii) The soft copy of the **Annexure C** format is attached as pdf document along with this Instructions. The Annexure C format sent along shall be printed out as it is and be attached with the answer booklet. No other format of Annexure C shall be used. Each page of the answer booklet should contain space to mention Roll No. assigned and Page No.
- (iv) The question paper would be sent to the Authorised Nominated Officer's gov mail ID on the said dates as mentioned in the TIMELINE CHART. The Nominated Officer shall acknowledge the receipt of question papers to NACIN Bengaluru in the Email : nacen.bangalore@nic.in
- (v) The question paper received shall be downloaded and handed over to the invigilator.
- (vi) 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 confidentially under his/her personal supervision.
- (vii) 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 and sent to NACIN, Bengaluru immediately. The same shall be evaluated by NACIN, Bengaluru.

(viii) 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.

12. INSTRUCTIONS FOR THE INVIGILATOR/EXAMINATION COORDINATOR

(i) The Invigilator / Examination Coordinator should check the details written by the candidate on the First page of the Annexure C. The invigilator has to ensure that the candidates write the Roll Nos assigned in the first page of the Annexure C 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 of Annexure C. 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.

(ii) 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.

(iii) 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.

(iv) 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.

(v) 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.

(vi) The Supervisor/Invigilator shall sign on the front page of the Answer sheet **(As detailed in Annexure-C)** after verification of all the details filled by the candidates. The Supervisor/Invigilator shall also sign each loose sheet and assign page numbers to each loose sheets used by a candidate.

(vii) 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 C is duly filled. The answer booklets are then arranged serially according to the Roll No(s) and handed over to the Examination Coordinator. Answer sheets and the Attendance sheet should be arranged serially according to allotted Roll No(s) and sent in a sealed cover.

(viii) 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, Bengaluru.

(ix) It shall also be notified to the candidates are clearly notified either in printed form or by affixing rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behaviour of the candidates that may be considered to be cheating by the Invigilator/ Supervisor/NACIN shall render their examination as null and void.

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

11. These issues with the approval of Pr. Additional Director General, NACIN Bengaluru.

12. The Hindi version will follow.

(Dr. SUJITKUMAR P SOMPUR)
ADDITIONAL DIRECTOR

Encl: Annexure –A, Annexure –B, Annexure –C & Annexure –D.

Proforma for Nomination & Requisition of Question Papers

1. Name of the Commissionerate/Directorate:

2. Name of the Cadre Controlling Zone :

3. Name of the Centre of Examination :

4. Official email ID of the formation (CCA) :
(Any correspondence w. r. t. departmental examinations i.e. marks of the candidates shall be communicated to/from this email ID)

5. Details of the Examination Coordinator who would be responsible for the conduct of exam and to whom the question papers in PDF format would be sent by e-mail. (please provide following details)

(i) Name:

(ii) Official address:

(iii) Gov.in mail ID:

(iv) Tel. No.:

(v) WhatsApp mobile no.:

6. Details of the candidates appearing for the examination at the centre:

[illegible]

Departmental Examination for Confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs for the year 2025-26

ANNEXURE-B

Syllabus for Confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs

[Ref.: The Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024]

CONFIRMATION EXAMINATION OF DIRECT RECRUIT STENPGRAPHER GRADE-II	
<p>PAPER-1</p> <p>ORGANIZATIONAL SETUP AND BASICS OF TAXATION (Objective type) (Time allowed: 1 hour) (Max marks: 50)</p>	<ol style="list-style-type: none"> 1. Organization setup - Ministry - Department - Boards under the Department - CBIC, Organizations under CBIC, Zones - Customs Commissionerates, Custom House, CGST & Central Excise Commissionerates - Divisions Ranges, Audit Commissionerates, Appeal Commissionerates, Tribunals, Directorates. 2. Taxation in India - Indirect Taxes. 3. Customs (for Stenographers posted to Customs Formations) <ol style="list-style-type: none"> a) Basics of Customs Act / Manual b) Basics of Import Procedure c) Basics of Export Procedure d) Adjudication / Appeal - Procedures of Personal Hearing - PH Intimations - Despatch of Intimation - Recording of submissions during PH - Draft Order preparation 4. GST (For Stenographers posted to GST formations) GST Law - CGST, SGST & IGST <ol style="list-style-type: none"> a) SGST Authorities b) Adjudication / Appeal - Procedures of Personal Hearing - PH intimations - Despatch of intimation - Recording of submissions during PH - Draft Order preparation 5. Sevottam / CPGRAMS / RTI / Parliamentary Question / Welfare measures. 6. Inter Departmental Co-ordination and protocol.
<p>PAPER-II</p> <p>ADMINISTRATION & ESTABLISHMENT - (WITH BOOKS) (Time allowed: 3</p>	<ol style="list-style-type: none"> 1. Government, Ministry, Departments, Constitutional bodies, Statutory bodies, autonomous bodies, Public Sector Undertakings. 2. Office Procedure - Filing system

hours) (Max marks: 100)	<p>Storage of Records, retention of records and schedule of retention - Handling of Confidential Communications and Records - Noting and Drafting.</p> <p>3. Parliament Questions, Parliament Committees, Protocol, Type of questions, Type of Committees, Importance, Need for utmost care.</p> <p>4. Inter-departmental Communications, Observation of Protocol - Communication with Higher/ Lower offices, best practices in Coordination and Communication with other departments / Officers Etiquettes.</p> <p>5. E-Office - Salient feature - Work flow - User names passwords.</p>
<p>PAPER-III</p> <p>ADMINISTRATION & ESTABLISHMENT (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Conduct & Discipline in Govt. Service, Central Civil Services (Conduct) Rules, 1964, Obligations of an employee under the Rules, Central Civil Services (Classification, Control and Appeal) Rules, 1965.</p> <p>2. Citizen charter, Sevottam, RTI, CPGRAM, Service functions - Commitments</p> <p>3. Gender Justice, Ethics for Government Servants</p> <p>4. Allowances and Welfare measures to Central Government Employees, Travelling Allowances - Medical Attendance - Leave Rules - Leave Travel Concession.</p>
<p>PAPER-IV</p> <p>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)</p>	<p>1. Video Conferencing Basics</p> <p>2. Office Equipment - Operation of Fax, Scanner, Printer etc - Basics of the working of the equipment Trouble shooting</p> <p>3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT</p> <p>A. MS WORD INCLUDING:</p> <ol style="list-style-type: none"> 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

	<p>print preview and layout</p> <p>8) Help Menu</p> <p>9) Table insertion</p> <p>10) Mail merger</p> <p>B. MS EXCEL INCLUDING:</p> <p>1) Introduction to Excel</p> <p>2) Creating simple worksheet</p> <p>3) Relation between cells, use of \$ sign</p> <p>4) Basic functioning</p> <p>5) Simple functions and calculations</p> <p>6) Saving/printing of documents</p> <p>7) Print preview</p> <p>C. MS POWERPOINT:</p> <p>1) Introduction to PowerPoint</p> <p>2) The power point screen</p> <p>3) The auto content wizard</p> <p>4) The slide views-an overview</p> <p>5) Using the slide views</p> <p>6) Customizing slide structure</p> <p>7) Adding text to slides</p> <p>8) Moving through presentations</p> <p>9) Inserting and deleting slides</p> <p>10) Inserting pictures</p> <p>11) Printing</p> <p>12) Running a presentation</p> <p>D. INTERNET INCLUDING:</p> <p>1) Use of webmail including attachment and download of files</p> <p>2) Browsing including searches</p>
<p>PAPER-V</p> <p>HINDI (Time allowed: 1 hour)</p> <p>(Max marks: 50)</p>	<p>1. Classification of Official Language Act, 1963 (19 of 1963).</p> <p>2. Official Language Policy.</p> <p>3. Knowledge of Hindi Rules and Regulations.</p> <p>4. Working Knowledge in Hindi - Reading and understanding documents written in Hindi - Translation of a passage from Hindi to English - Hindi version of Terms and Phrases used in official noting and drafts.</p>

(Note: The Syllabus as mentioned in the Notification No.G.S.R.773(E) dated 18th December, 2024 issued for Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024 as amended would be applicable).

**Departmental Examination for Confirmation of Stenographer Grade-II of
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ANNEXURE-C

(Proforma for first page of Each Answer Sheet)

Full Address of the Exam Center:		
1	Name of the Examination	
2	Roll No. of the Candidate	
3	Name of the Exam Centre	
4	Date & Time of the Examination	
5	Name of the Paper & Subject	
6	No of loose answer sheets used (The Supervisor/Invigilator will sign each loose sheet and also assign page numbers)	
7	Signature of the Supervisor/Invigilator (on verification of all the details filled by the candidates)	
8	Marks Obtained/Maximum Marks	
9	Signature of Examiner	

Note: The examination shall be cancelled if the candidates write their names or use any signs/symbols signatures etc. in the answer sheets that may hint at the identification of the candidates in any way.

**Departmental Examination for Confirmation of Stenographer Grade-II of
Central Tax, Central Excise and Customs for the year 2025-26**

ANNEXURE - D

**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 Booklet Sealed:

Sl.No.	Name of the Candidate	Roll No	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: No of Blank Pages (Along with the range of blank pages) No of additional sheets used 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
Coordinator**

(Along with the name & designation)

Signature of the Examination

(Along with the name & designation)

INSTRUCTIONS FOR SEALING OF ANSWER BOOKLETS(ANNEXURE – D)

- At the end of the exam, the Invigilator verifies that all the details are correctly filled in by the candidates in the first page of the Annexure III and fills the third page of the Annexure C.
- Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure C.
- 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