EXAMINATION NOTICE

Conduct of Departmental Examination for Confirmation of Staff Car Driver and Sepoy for the Year 2016-2017.
(Ref: Departmental Examination (Central Excise and Customs), Rules 2008)

NACEN, Faridabad vide their letter under F. No. VI/Estt/36/02/2012-NACEN dated 05.01.2016 has communicated the Annual Calendar of Departmental Examinations for the year 2016-2017. The undersigned is directed by the Competent Authority to notify the schedule of the Departmental Examination for Confirmation of Staff Car Driver and Sepoy. The schedule of the said Examination and the important dates are given as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Last date for receipt of list of eligible candidates.</td>
<td>17.02.2017</td>
</tr>
<tr>
<td>3.</td>
<td>Dispatch of question papers to the concerned Competent Authority.</td>
<td>02.03.2017</td>
</tr>
<tr>
<td>4.</td>
<td>Date of Examination.</td>
<td>20 &amp; 21 March 2017</td>
</tr>
<tr>
<td>5.</td>
<td>Dispatch of answer sheets by the concerned Competent Authority.</td>
<td>24.03.2017</td>
</tr>
</tbody>
</table>

2. All question papers will be dispatched either by speed post or if desired, will be delivered to any special messenger authorized by the Chief Commissioner’s Office.

3. The examination will have 3 (three) question papers as given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Max. marks</th>
<th>Pass marks</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper I: General Awareness</td>
<td>100</td>
<td>50</td>
<td>20.03.2017</td>
<td>10.00 to 12.00 Hrs</td>
</tr>
<tr>
<td>2</td>
<td>Paper II: Hindi</td>
<td>100</td>
<td>50</td>
<td>20.03.2017</td>
<td>14.00 to 16.00 Hrs</td>
</tr>
<tr>
<td>3</td>
<td>Paper III: Physical Cum Viva</td>
<td>100</td>
<td>50</td>
<td>21.03.2017</td>
<td>10.00 to 12.00 Hrs</td>
</tr>
</tbody>
</table>

Note: The syllabus in detail for each paper are enclosed as Annexure-A.
4. All the Chief Commissioners’ offices/ Directorates under the C.B.E.C. are requested to send the names of the eligible candidates under their respective jurisdictional Commissionerates/ Directorates, in the following proforma, so as to reach the office of Additional Director General, NACEN, Vadodara by the above mentioned dates.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Candidate (In block letters)</th>
<th>Roll No. of Candidate</th>
<th>Comm’te / Directorate where posted at present</th>
<th>Name of the competent Authority along with complete address Mobile no. / Email, for dispatching the question papers</th>
<th>Complete Address (with pin code &amp; Tel no.) of Cadre Controlling Authority (For declaration of result)</th>
<th>List of Papers in which to appear</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

5. The nominations of the eligible candidates will have to be forwarded through Chief Commissioners Office of the respective Commissionerates. The Commissionerates are advised to refrain from sending nominations directly to NACEN, Vadodara. However, the Directorates, may directly forward the nominations to NACEN, Vadodara. Please ensure that nominations are forwarded in the above proforma only.

6. The question papers I & II shall be formulated and examined by NACEN RTI, Vadodara.

7. The proficiency in Physical Cum Viva shall be conducted by the jurisdictional Chief Commissioner’s office/ Director General/Commissionerates/ Directorates and the results of this may be declared by the concerned Chief Commissioner’s office with intimation to this office.

7.1 It may be noted that, this office will not declare/ communicate/ upload any separate results for proficiency in Physical Cum Viva. The claim for exemptions from appearing in Hindi Examination shall be governed as per the instructions issued by DOPT from time to time and the decision in this regard rests with the respective jurisdictional Commissionerates. Hence, no query in this regard may be sent to NACEN.

8. The Roll Numbers to the candidates will have to be allotted and given by the respective Commissionerates and Directorates at their end by themselves.

9. The Last date for receipt of the names or list of eligible candidates is 17.02.2017. If a request for question papers is not received within the above mentioned due date, it will be presumed that there is no eligible candidate and hence may be treated as NIL.

10. It may please be noted that any nomination received after 17.02.2017 will not be entertained at this end. Hence, it is requested that nominations may be sent as early as possible.
11. The name, postal address, telephones (office/mobile), fax, e-mail of the Nodal/ concerned officer who is dealing with the Examination matters should be invariably mentioned in all communications/correspondences in this regard by the Commissionerates/ Directorates, for ease of reference and contact in case of any query.

12. The queries regarding reservation policy, pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACEN, as these decisions rest with the respective jurisdictional Commissionerates.

13. All the Chief Commissioners’ offices are requested to circulate this Notification to all the Commissionerates within their jurisdiction, as NACEN, Vadodara will not be communicating with any of the individual Commissionerates separately in this regard.

Encl: As above.

(M. Rahman)
Additional Director

F. No. VI/Estt./02 (02)/NACEN/VDR/2016-17

Dated: 15.12.2016

To:

i) All the Chief Commissioners/ Customs/ Central Excise/ Customs (Preventive)/ Service Tax/ Audit.

ii) All the Directorates under CBEC.

iii) All the Additional Director Generals, NACEN.

iv) Webmaster for display on the CBEC/ NACEN website.

(M. Rahman)
Additional Director
APPENDIX – G
[See rule 2 (1) (g)]

Syllabus for Staff Car Driver and Sepoys
(Maximum marks for each paper will be 100)

PAPER I - GENERAL AWARENESS
(Time Allowed: 2 hours)

1. General Awareness- State and Regional Events, National and International Events, Gender Sensitization, Global Warming, Health.

PAPER II - HINDI
(Time Allowed: 2 hours)

1. Essay Writing and Letter Writing.
2. Antonyms and Synonyms Words.

PAPER III - PHYSICAL-CUM-VIVA

1. Physical Fitness.
2. Manners and etiquettes while on Duty.


(K.K.Khattar)
Under Secretary to the Government of India.