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### Instructions for Examination

1. The concerned CCA where the examination is scheduled to be held shall nominate an officer, 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 Authorized Officer is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his/her personal supervision.
2. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. The Supervisory officers/ Invigilator of the examination centers also have the right to cancel the examination of a candidate or the whole of center under their jurisdiction, in case of use of unfair means.
3. The answer sheets shall contain the following particulars, either in printed form or by affixing rubber stamp:-
  - 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 also 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 and
  - 9) Signature of the Supervisor/ Invigilator
4. It shall also be notified to the candidates 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 behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.
5. 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.
6. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to some and thus, be prejudicial to others. The whole exercise shall be designed and conducted so as to do justice to all. NACIN

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reserves the right to cancel the whole examination or that of an individual candidate or of a centre or a group of centers, if use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators, if required.

7. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of the examination shall not be entertained by NACIN. Any correspondence, on the process/conduct of examination may be made to Sh. Rahul Jain, Superintendent (Exam), NACIN, Sector-29, Faridabad-121008 at email id [nacin.exam@icegate.gov.in](mailto:nacin.exam@icegate.gov.in).

8. Use and carrying of mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.

9. Candidates are not allowed under any circumstances to go out of the hall in the first thirty minutes even on completion/submission of the paper. Only one person at a time should be allowed to go out of the examination hall under reasonable plea after the completion of first 30 minutes, of the examination.

10. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English (except paper on Hindi).

11. Answer sheets and the Attendance sheet, arranged serially according to allotted Roll No(s) need to be sent to NACIN in a sealed cover, immediately after the exam.

12. NACIN would convey the marks obtained by the candidates only to the CCAs. Result [in consonance with the relevant Recruitment Rules; the instructions in force, if any, (by the Ministry/Board from time to time etc.), grant of relaxations to the SC, ST & 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.

13. This issues with the approval of Additional Director General (Exam).

(Rajesh Kumar)  
Joint Director (Exam)

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1. The Chief Commissioner Of Customs –All
2. The Chief Commissioner Of Customs (Preventive) –All
3. The Chief Commissioner Of CGST and Central Excise-All
4. The Chief Commissioner Of Customs CGST and Central Excise-All
5. Director General/Additional Director General /Directors under CBEC-All
6. The Commissioner of Customs-All
7. The Commissioner of CGST and Central Excise-All including Audit
8. Narcotics Commissioner of India, Gwalior
9. Additional Director General, NACIN ZTIs/RTIs- All
10. The Chief Chemist CRCL, New Delhi
11. The Systems Section, NACIN, Faridabad – for getting uploaded on CBIC and NACIN websites

(Rajesh Kumar)  
Joint Director (Exam)