



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी  
 भारत सरकार, वित्त मंत्रालय, राजस्व विभाग  
 नासिन कॉम्प्लेक्स, सैक्टर-29, फ़रीदाबाद-121008  
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
 GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
 NACIN Complex, Sector-29, Faridabad-121008  
 ई-मेल/E-mail : [dg.nacen-cbec@nic.in](mailto:dg.nacen-cbec@nic.in)  
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F.No. NACIN/Sys/13/2023-EXAM-O/o Pr DG-NACIN-FARIDABAD

Date: .10.2023

### **EXAMINATION NOTICE**

**Departmental examination for promotion of Hawaldar & MTS to the grade of LDC  
 in Customs & Central Tax Department for the year 2023-24**

**And**

**Promotion of officers of Group "C" (Group C staff in Level-1 in the pay matrix (Rs.  
 18000-56900) to the grade of LDC in Central Bureau of Narcotics for the year 2023-  
 24**

1. The Departmental examination for promotion of officers as detailed above to the grade of LDC for the year 2023-24 will be conducted on **01<sup>st</sup> December 2023**.
2. The examination will have 03 papers as mentioned below: -

Paper	Subject	Maximum Marks	Passing Marks	Time	Duration (Hrs)
Paper-I	General English	100	50	10:00 am – 11:00 am	01
Paper-II	Numerical Aptitude & General Knowledge	100 (50+50)	50 (25+25)	12:00 noon – 01:00 pm	01
Paper-III	Hindi	100	50	02:00 pm – 03:00 pm	01

3. Paper-II shall be both in English and Hindi and the candidates have the option to write the answer either in English or in Hindi, while Paper-I and Paper-III will be in English and Hindi respectively and need to be answered in the same language. The exam at all the centers will start at 10:00 A.M. The Cadre Controlling Authority (CCA) concerned shall have the sole discretion to determine the eligibility of the candidates based on the latest Recruitment Rules and the amendments issued from time to time.

4. The concerned Commissionerate/Directorate where the examination is scheduled to be held shall nominate an officer (ADC/JC/DC/AC or equivalent rank officer), who will be authorized to function as the overall in-charge for conduct of said examination. The details of Authorized officer along with the requisition for the question papers as per **Annexure-A** (enclosed with this notice) should be sent to Assistant Director (Exam) or Additional Assistant Director (Exam), NACIN Faridabad through email on the email id [nacin.exam@icegate.gov.in](mailto:nacin.exam@icegate.gov.in)
5. The requisition for question papers along with the details of the nominated authorized officer, duly approved by the competent authority, must reach the Assistant Director (Exam), or Additional Assistant Director (Exam), NACIN Faridabad, **through e-mail only latest by 20<sup>th</sup> November 2023. It may please be noted that the requisitions received thereafter shall not be entertained.**
6. While informing the requirement, the name of the post and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. **The Roll Nos. of the candidates may be assigned by prefixing the “Name of the Station” and “Post” for which they intend to appear (e.g.) DELHI/LDC/01. Any other format of assigning the Roll numbers may please be avoided.**
7. Candidates working on Deputation/Loan basis who are eligible and willing to appear for the examination, shall be nominated from their Parent Commissionerate. 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 his current place of posting.
8. Question paper for the said exam, in the password protected PDF format, shall be sent to the nominated authorized officer **on 30.11.2023 through email only** who shall acknowledge the receipt of the same to NACIN by return e-mail on same day. **Password for opening the PDF file will be provided on 01.12.2023 one hour before the start of the exam.** The authorized officer shall ensure that the examination is conducted in a fair and transparent manner.
9. The examination notice is also being posted on CBIC and NACIN website i.e [www.cbic.gov.in](http://www.cbic.gov.in) and [www.nacin.gov.in](http://www.nacin.gov.in) respectively.
10. The eligibility of the candidates shall be decided by the concerned Cadre Controlling Authority. **Any reference to the questions of Eligibility shall not be entertained by NACIN.**

11. The marks obtained in the examination shall be communicated to the concerned CCAs, through email only. Hence, it may be ensured that the correct details of CCA are entered in **Annexure-A**.
12. NACIN Faridabad 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 or any partiality or injustice is done to anybody in the examination. The Authorized officer or the Invigilator of the examination centers also has the right to cancel the examination of a candidate or for the whole of center under his jurisdiction with the approval of NACIN, Faridabad, in case of use of unfair means.
13. 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.
14. "Instructions for Examination" are enclosed with this letter and are an integral part of it.
15. This issues with the approval of Additional Director General (Exam), NACIN Faridabad.
16. The Hindi version will follow.

(Dr. Rachna Tanwar)  
Additional Director (Exam)  
NACIN, Faridabad

Copy to:

1. The Pr. Chief/Chief Commissioner of Customs –All
2. The Pr. Commissioner/Commissioner of Customs (Preventive) –All
3. The Pr. Commissioner/Commissioner of Customs- All
4. The Pr. Chief/Chief Commissioner of CGST and Central Excise-All
5. The Pr. Commissioner/Commissioner of CGST and Central Excise- All including Audit.

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6. Pr. Director General/Director General/Directors/Pr. ADG/ADG/Pr. Commissioner/Commissioner under CBIC-All
7. Narcotics Commissioner of India, Central Bureau of Narcotics, Gwalior
8. Pr. ADG/ADG, NACIN ZTIs/RTIs- All
9. The Systems Section, NACIN, Faridabad – for getting it uploaded on CBIC and NACIN websites.

**INSTRUCTIONS FOR EXAMINATION**

**(Departmental examination for promotion of Hawaldar & MTS in Customs & Central Tax Department / Group "C" staff in Level-1 in the pay matrix (Rs. 18000-56900) in Central Bureau of Narcotics, to the grade of LDC for the year 2023-24)**

**1** The concerned Commissionerate/Directorate 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, to arrange 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 with the approval of NACIN, Faridabad, in case of use of unfair means.

**3** **The first page of each answer sheets shall compulsorily contain the following particulars, either in printed form or by affixing rubber stamp as per Annexure-B (enclosed with this notice): -**

- 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

**4** 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.

**5** 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.

**6. The Supervisor/Invigilator shall sign on the front page of the Answer sheet (As detailed in Annexure-B) 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.**

7. 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 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.

8. 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 Sh. Anuj Sharma, Assistant Director (Exam) (Mob. - 9463546655) or Sh. Prabhat Kumar, Additional Assistant Director (Exam) (Mob. -9958520646), NACIN, Sector-29, Faridabad-121008 or at email id [nacin.exam@icegate.gov.in](mailto:nacin.exam@icegate.gov.in)

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

10. 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 the first thirty minutes of the examination.

11. Paper-I and Paper-III will be in English and Hindi respectively. Paper-II will be bilingual, and the candidates have the option to write the answer either in English or Hindi.

**12. Answer sheets of all candidates properly tagged / Bunched, shall be sent to**

**NACIN, Faridabad immediately after the examination. The same will be evaluated by NACIN.**

**13.** Answer sheets and the Attendance sheet arranged serially according to allotted Roll No(s) shall be sent in a sealed cover.

**14.** 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.

**15.** This issues with the approval of Additional Director General (Exam), NACIN Faridabad.

**16.** The Hindi version will follow.

(Dr. Rachna Tanwar)  
Additional Director (Exam)  
NACIN, Faridabad

**(Departmental examination for promotion of Hawaldar & MTS in Customs & Central Tax Department / Group "C" staff in Level-1 in the pay matrix (Rs. 18000-56900) in Central Bureau of Narcotics, to the grade of LDC for the year 2023-24)**

## **ANNEXURE 'A'**

**(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 mail ID of the formation (CCAs)  
(Any correspondence w. r. t. departmental examinations i.e. marks of the candidates shall be sent from the Mail ID mentioned here)
5. Name & Official Address of the nominated Authorized Officer (ADC/JC/DC/AC or equivalent rank officer) who would be responsible for the conduct of exam and to whom the question papers in PDF format to be sent by e-mail. (please provide following details)
  - (i) Gov.in mail ID:
  - (ii) Tel. No.:
  - (iii) Fax No.:
  - (iv) WhatsApp Mobile No.:
6. Details of the candidates appearing for the examination at the centre:

Departmental Examination for promotion to the grade of LDC for the year 2023-24						
S. No.	Name of the Candidate	Designation	Roll No. assigned	Papers in which appearing (please indicate Yes/No)		
				Paper-I (General English) (Yes/No)	Paper-II (Numerical Aptitude & General Knowledge) (Yes/No)	Paper-III (Hindi) (Yes/No)
1.						
2.						

**(Departmental examination for promotion of Hawaldar & MTS in Customs & Central Tax Department / Group "C" staff in Level-1 in the pay matrix (Rs. 18000-56900) in Central Bureau of Narcotics, to the grade of LDC for the year 2023-24)**

## **ANNEXURE 'B'**

**(Proforma for first page of Each Answer sheet)**

<b>Full Address of the Exam Center</b>		
1.	Name of the Examination	
2.	Roll No. of the Candidate	
3.	Name of Exam Centre	
4.	Date & Time of 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 which may hint the identification of the candidates in any way.**