



भारत सरकार
वित्त मंत्रालय, राजस्व विभाग
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी
आंचलिक परिसर, पोस्ट ऑफिस लेन, भांडुप (पूर्व), मुंबई- 400042
दूरभाष सं: 022-25666770; ई-मेल- nacenmum@nic.in

F.No. NACIN/TRNG/EXAM/DE/3/2023-TRNGOTH-NACIN-ZC-MUMBAI

Dt: 30th June, 2025.

To,

All Principal Chief Commissioners/Chief Commissioners of Customs and CGST
(Cadre Controlling Authorities of Customs Appraisers, Examiners & Preventive Officers)

Madam/Sir

Sub: Departmental Examination for confirmation of Appraiser (Expert)/Examiners/
Preventive Officers from 20.08.2025 to 22.08.2025 – reg

In accordance with the letter F.No. NACIN/II/12/13/2024-EXAM-NACIN-PALASAMUDRAM dated 31.03.2025 (copy enclosed) issued by NACIN Palasamudram, NACIN Zonal Campus, Mumbai will be conducting the Departmental Examination for confirmation of Appraiser (Expert)/Examiners/ Preventive Officers from 20.08.2025 to 22.08.2025, as per the provisions of the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024. The schedule of the examination and syllabus thereof are as per Annexure I & II to this letter (copies enclosed).

2. In this regard, it is requested to circulate this notification to all the Commissionerates/ Custom Houses within their jurisdiction and give appropriate directions to the Principal Commissioner/Commissioner (Cadre Control authorities of Appraiser-Expert/Examiners/ Preventive Officers) or other authorities, as may be applicable to

- (i) Ensure satisfaction of the eligibility criteria of the candidates and to inform all eligible officers including those attached/posted/deputed with other formations (including Directorates, Ministry, etc. if any) and to ensure the conduct of examination for all eligible officers.
- (ii) Make suitable arrangements for overall supervision and invigilation of the examination on the scheduled dates as per para 3 of letter D.O.F.No I(15)3/2005-NACEN dated 17.10.2005 (copy enclosed).
- (iii) Ensure the nomination of a senior officer, preferably of the rank of at least Additional/ Joint Commissioner, from each Commissionerate or other formation (including Directorates, Ministry etc, if any) which will be required to hold the said examination for each CCA. On requisition being made, NACIN Zonal Campus, Mumbai will send/mail the question papers for Appraiser-Expert/Examiners/ Preventive Officers to the (individual) official email id of such nominated officer only.

2.1 For the said purpose

- The name, address and (general) official email id of CCA office
- The name, address and (general) official email id of each Commissionerate or other formations (including Directorates, Ministry etc, if any) which will be required to hold the said examination for each CCA
- The name, designation, address, individual official gov email ID and mobile number of the nominated Nodal Officer for conducting the examination at each such formation (with one alternative official email ID and alternative mobile number for each such formation, as fall-back option) and
- The requisition for the question papers for specific cadre from each such formation/Nodal Officer, as may be required (i.e. whether for Appraiser-Expert, and/or Examiners, and/or Preventive Officers, Paper wise/Subject wise

may be sent in the proforma prescribed in Annexure-III (copy enclosed) only through official email to nacenmum@nic.in with copy to mariettada.c078501@gov.in and sanjaybp.g149001@gov.in positively by 11th July, 2025.

3. The question paper/s for the said exam in the password protected PDF Format shall be sent to the Nodal Officer, one day before the commencement of examination i.e. 19.08.2025, 20.08.2025 & 21.08.2025 respectively on the individual official gov email id through official e-mail only. The said emails need to be acknowledged and reply sent to NACIN, ZC, Mumbai on the same date. The password for opening the PDF file will be provided 40 minutes before the scheduled time of exam on the registered mobile number of the Nodal Officer (through SMS).

3.1 A test mail shall be sent to the Nodal Officer's gov email ID on 18.08.2025. The Nodal Officers shall be required to acknowledge the receipt of said test mail.

3.2 In case of any unforeseen circumstances, where official gov email ID and mobile number of the nominated Nodal Officer is not functional, the alternate official email ID and alternative mobile number provided to NACIN, ZC Mumbai would be used. The Nodal Officer shall take adequate number of print-outs of question papers and ensure that the examination is conducted in a fair and transparent manner.

4. This notice is also being posted on CBIC and NACIN websites www.cbic.gov.in and www.nacin.gov.in.

5. The Cadre Controlling Authorities are the best judge of the promotional aspects of their staff or reservation policy, as per Recruitment Rules or any other Rules & Regulations issued by the Ministry or the Board. The determination of eligibility to appear in the examination and declaration of results is also the prerogative of the respective Cadre Controlling Authority. No reference or queries on these matters be forwarded to NACIN, Mumbai.

6. It shall also be notified to the candidates in the printed form on the front part of 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 Mumbai shall render their examination as null and void.

6.1 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 candidates in any way.

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 Mumbai reserves the right to cancel the whole examination or that of an individual candidate or of a center or in 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 use and carrying of mobile phone and any such electronic gadgets in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.

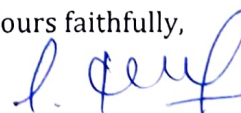
9. NACIN, Mumbai on directions of NACIN, Palasamudram, reserves the right to cancel the whole examination or the examination of a candidate or that of a center or of a cluster of centers, if it is found that unfair means were used or allowed to be used. The detailed instructions as per Annexure IV to this notice shall strictly be followed.

10. In case of any difficulty, Ms Marietta Azavedo, Assistant Director can be contacted on telephone no 022-21675733 or her Mobile No 9892617262 and official email id mariettada.c078501@gov.in. If not contactable, Shri Sanjay B Patkar, Additional Assistant Director can be contacted on telephone no 022-21675709, Mobile No 9820625734 and email id sanjaybp.g149001@gov.in.

11. This letter/notification applies only to the Offices of Principal Chief Commissioners/Chief Commissioners and authorities under CBIC who are the Cadre Controlling Authorities for Appraisers (Expert), Examiners and Preventive Officers. The other may kindly ignore, if not applicable.

12. The receipt of this letter may please be acknowledged by return email.

Yours faithfully,



(PRABHAT KUMAR)

Pr. Additional Director General

Encl: as above.

ANNEXURE-I
CONFIRMATION EXAMINATION OF APPRAISER/ EXAMINER/PREVENTIVE OFFICER
OF CUSTOMS

August, 2025

S. No.	Paper	Subject	Date	Time	Marks	Passing Marks
1	PAPER-I	Customs and Allied Law (With Books)	20.08.2025	10.00 hrs to 13.00 hrs	100	50
2	PAPER-II	Law Allied to Customs and Service Regulations (With Books Except for Conduct Rules)	20.08.2025	14.00 hrs to 17.00 hrs	100	50
3	PAPER-III	Local Orders of the Customs House (Without Books)	21.08.2025	10.00 hrs to 13.00 hrs	100	50
4	PAPER-IV	Commercial Practice, Mercantile Law, Economic and Commercial Geography and General Knowledge (Without Books)	21.08.2025	14.00 hrs to 17.00 hrs	100	50
5	PAPER-V	Hindi	22.08.2025	10.00 hrs to 13.00 hrs	100	50
6	PAPER-VI	Computer Application and Use of Internet (Theory and Practical)	22.08.2025	14.00 hrs to 17.00 hrs	100	50

ANNEXURE – II
SYLLABUS FOR EXAMINERS & PREVENTIVE OFFICERS

PAPER – I – CUSTOMS AND ALLIED LAW (WITH BOOKS)

1. Customs Act, 1962 and the rules and regulations made thereunder.
2. Customs Tariff Act, 1975 and all other Acts for the time being in force imposing duties of Customs on goods imported into or exported out of India.
3. Section 5 of Integrated Goods and Services Tax Act, 2017.
4. Provisional Collection of Taxes Act, 1931 (16 of 1931).
5. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974).
6. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
7. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988).
8. Imposing cess on various commodities.
9. CBIC's Customs Manual (Latest Edition).
10. The Indian Customs Electronic Data Interchange System Handbook for Customs Officers.
11. Overview of WCO and WTO, International Customs Conventions, Protocols and Agreements-HS Convention, ATA Convention, Convention on International Trade in Endangered Species of Wild Fauna and Flora, Convention on Containers Movements, Basel Convention, Cartagena Protocol, Montreal Protocol, Rotterdam Convention, Chemical Weapons Convention, Trade Facilitation Agreement.
12. Intellectual Property Rights, trade-related aspects of Intellectual Property Rights and Counterfeit Piracy.
13. Indian Stamp Act, 1899 (II of 1899), Section 2 (5) and Schedule I, Articles 15, 19, 24, 26 and 34.
14. Important provisions of the following laws, rules and regulations to the extent they relate to import and export procedures / requirements and working of customs officers:
 - a) Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
 - b) Livestock Importation Act, 1898 and Livestock Importation (Amendment) Act, 2001.
 - c) Food Safety and Standards Act, 2006.
 - d) Drugs and Cosmetics Act, 1940 and Drugs and Cosmetic Rules, 1945.
 - e) Plant Quarantine (Regulation of Import into India) Order, 2003.
 - f) The Arms Act, 1959 (54 of 1959).
 - g) Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 and Environment (Protection) Act, 1986.

PAPER-II - LAW ALLIED TO CUSTOMS AND SERVICE REGULATIONS (WITH BOOKS EXCEPT FOR CONDUCT RULES)

1. Foreign Trade (Development and Regulation) Act, 1992.
2. Bharatiya Sakshya Adhiniyam, 2023.
3. Central Civil Services (Conduct) Rules, 1964.
4. Central Civil Services (Leave) Rules, 1972.
5. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
6. Relevant portions of the Bharatiya Nagarik Suraksha Sanhita, 2023 and the Code of Civil Procedure. 1908.
7. Prevention of Money Laundering Act, 2002 (15 of 2003).
8. Foreign Exchange Management Act, 1999.
9. Foreign Exchange Management (Export of Goods and Services) Regulations, 2015.
10. Foreign Trade Policy.
11. Export Promotion Schemes under the Foreign Trade policy.
12. Handbook of Export and Import Procedures.
13. Special Economic Zones Act, 2005.

PAPER – III - LOCAL ORDERS OF THE CUSTOM HOUSE (WITHOUT BOOKS)

1. Board circulars and instructions.
2. Public Notices.
3. Local supplement to the Customs Manual.
4. Rules and orders in force in the local custom house which are included in the standing orders and the Departmental orders and all instructions relating to the particular Customs house which are contained in the manual of the Customs House.

PAPER –IV - COMMERCIAL PRACTICE, MERCANTILE LAW, ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)

1. Mercantile Law- only general knowledge will be required.
2. Commercial practice- only general knowledge will be required.
3. Elementary Banking and Accountancy.
4. Geography- Geography of the world; knowledge of the situation of countries with their principal sea port trade routes and articles of commerce and their overseas possessions. Particular knowledge will be required of the physical and commercial geography of India.
5. General knowledge – The candidate will be expected to be able to write a precis and answer questions involving the use of common English phraseology with some knowledge of current affairs.

PAPER – V - HINDI

1. Translation of a passage from English to Hindi and from Hindi to English.
2. Correction of Sentences and giving Hindi words equivalents for English words.
3. Answer from the Hindi Passage.
4. Comprehension of petitions and documents written in manuscripts in Hindi.
5. Official Language Act, 1963 (19 of 1963)
6. Official Language Rules, 1976.

PAPER – VI – COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)

1. OVERVIEW OF HARDWARE AND SOFTWARE:

- a) Basics of input devices
- b) Basics on output devices
- c) Basics of CPU
- d) Basics of software

2. WINDOWS INCLUDING:

- 1) Logging into Windows
- 2) Use of Passwords
- 3) Shutting down and using of CTRL – ALT – DEL
- 4) Desktop including customization and screen saver
- 5) Taskbar
- 6) Windows Explorer
- 7) Use of Find or Search
- 8) Using various external storage devices

3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT

A. MS WORD INCLUDING:

- 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 print preview and layout
- 8) Help menu
- 9) Table insertion
- 10) Mail merger

B. MS EXCEL INCLUDING:

- 1) Introduction to Excel
- 2) Creating simple worksheet
- 3) Relation between cells, use of \$ sign
- 4) Basic functioning
- 5) Simple functions and calculations
- 6) Saving/printing of documents
- 7) Print preview

C. MS POWERPOINT:

- 1) Introduction of PowerPoint
- 2) The power point screen
- 3) The auto content wizard
- 4) The slide views-an overview
- 5) Using the slide views
- 6) Customizing slide structure
- 7) Adding text to slides
- 8) Moving through presentations
- 9) Inserting and deleting slides
- 10) Inserting pictures
- 11) Printing
- 12) Running a presentation

D. INTERNET INCLUDING:

- 1) Use of webmail including attachment and download of files
- 2) Browsing including searches.

ANNEXURE – III

Send the details in the Excel (.xlsx) Format only through official e-mail on nacenmum@nic.in with copies marked to mariettada.c078501@gov.in and sanjaybp.g149001@gov.in
(All fields are mandatory)

Details of Cadre Control Authority of Customs Examiners and Preventive Officers (FOR SENDING RESULTS AFTER EVALUATION OF ANSWER SHEETS)

Address of the office of the Cadre Controlling Authority	
Official email address of the office of the above CCA	
Office Phone no. of the above CCA	
Number of examination centers under the above CCA	
Pr. CCO/CCO under which the above CCA falls	

Details of Nodal Officer (and Alternative Officer details) of each Examination Center under the above CCA (FOR SENDING QUESTION PAPERS)

Address of the Examination center	Name, designation, official email id, Mobile No. and landline number of Nodal Officer of the concerned Examination center	Name, designation, official email id, Mobile No. and landline number of Alternative Officer of the concerned Examination center	Designation and address of HOD level officer under which the concerned examination center will fall

(Kindly add rows as may be required)

No. of Question papers for different cadres required at different examination centers (as above)

(All fields are mandatory)

Address of the Examination Center	Designation	No of Papers required for each cadre at each examination center					
		P-I	P-II	P-III	P-IV	P-V	P-VI
	Appraiser (Expert)						
	Examiners						
	Preventive Officers						

(Kindly add rows as may be required)



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F.No. NACIN/TRNG/EXAM/DE/3/2023-TRNGOTH-NACIN-ZC-MUMBAI

Dt 30th June, 2025.

ANNEXURE-IV
INSTRUCTIONS FOR DEPARTMENTAL EXAMINATION FOR CONFIRMATION OF
APPRAISERS (EXPERT), EXAMINERS & PREVENTIVE OFFICERS
SCHEDULED FROM 20.08.2025 to 22.08.2025

1. For smooth conduct of the examination, following points may please be adhered to:-
 - (a) The Pr. Commissioner/Commissioner of the field formation where the examination is scheduled to be held shall nominate a Nodal Officer and the details of the said Officer is to be provided in the proforma prescribed at Annexure-III. The said nominated Officer shall 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 confidentiality thereof. The said nominated officer shall acknowledge the receipt of question paper through email (password protected PDF file) to email ID nacenmum@nic.in. The Nodal/Authorized Officer is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly. The required no(s) of Photocopies of question papers shall be done discretely under his/her personal supervision.
 - (b) It is the duty of respective Commissionerates/Directorates to arrange sufficient number of blank answer books for conducting all written examination papers. To maintain the uniformity, the format of cover page of answer book may be as follows, as far as possible: -

Name of the Commissionerate:

To be filled by the candidate:

Name of the examination	Departmental Examination for confirmation of Appraiser (Expert)/Examiners/ Preventive Officers (August 2025)
Roll No. of the Candidate	
Name of Examination Center	
Date & time of Examination	
Name of the Paper & Subject	

To be Filled by Invigilator:

No. of loose answer books used (The Supervisor / Invigilator to sign the loose sheets and also assign page numbers)	
Signature of the Supervisor / Invigilator (on verification that all the details are correctly filled in by the Candidates)	

To be Filled by Evaluator:

Marks obtained / Maximum Marks	
Signature of the evaluator	

- (c) All the candidates may be asked to report 30 minutes before the starting time of the examination so that formalities regarding attendance and distribution of answer books may be completed on time.
- (d) Before the start of the exam of any paper i.e. Paper No. I to VI, each candidate appearing for examination of that paper is required to put his/her initial (signature) against his/her name and roll numbers on the attendance sheet. The format of attendance sheet is as under: -

Name of the Commissionerate:
(Attendance Sheet)

Name of the Examination	Departmental Examination for confirmation of Appraiser (Expert)/Examiners/ Preventive Officers
Centre of the Examination :	
Date & Time of the Examination :	
Name of the paper & Subject :	

Particulars of Candidates: -

Sl. NO.	Roll No.	Name of the Candidate	Signature of the Candidate
1.			
2.			
3.			

Signature of Nodal Officer OR Invigilator

- (e) The candidates appearing in the examination may be directed to fill the required information on the cover page of the answer book. They should also be instructed not to write their name

anywhere in the answer book and if they do so, their result will be declared as FAIL for that paper.

- (f) The Invigilator should put his/her dated signature with name & office seal on the FIRST page of the answer book of each candidate.
- (g) If more than one answer books are used in the examination by a candidate, all such answer books should be signed and tagged together by use of thread/stapler pin.
- (h) The answer books and the attendance sheets should be arranged serially according to allotted Roll No(s).
- (i) In Paper-VI “Computer Application and Use of the Internet (Theory and Practical)”, equal marks and time shall be allocated to Theory (Part-A) & Practical (Part-B). The passing marks for each part will be 50%. The practical test shall be evaluated by the respective Commissionerates/Directorates and the evaluated Answer sheet, shall be dispatched to NACIN ZC Mumbai. The evaluated Answer sheet must contain the signature and seal of the Invigilator and the Evaluator.
- (j) The answer books of Paper-I, II, III, IV, V and Paper-VI (Part-A) should be packed and sealed immediately after the exam is over. The Invigilator and the Nodal officer should sign on the sealed covers. The same shall be dispatched to NACIN ZC Mumbai for further process.
- (k) All the packets of answer books are to be sent in single packing wrapped in a cloth cover with proper sealing. In case packets are broken, damaged or lost in transit, this Academy will not be responsible for the same.

2. To maintain the sanctity of departmental examination, the following may be ensured during the examination process: -

- a) Electronic gadgets such as Mobile Phones, Tablets, I-pad etc should not be allowed to be carried into examination hall by the candidates.
- b) The candidates should not be allowed to discuss the questions among themselves.
- c) In case of paper (without books), Manuals, Tariff and other books etc should not be allowed to be carried into examination hall.
- d) Senior officers may make surprise visits to the examination hall to ensure that no copying is done by the candidates.

- e) In case of paper (with books), only prescribed books shall be allowed to be carried into examination hall by the candidates. They may also be suitably advised to arrange for and come to exam centres with the prescribed books, if need be.
- f) The answer books should be taken away from the candidates immediately on completion of allotted time from the time of starting of examination.
- g) If possible, the examination may be conducted in the room where CCTV cameras are installed.
3. If you have any query pertaining to conduct of the examination, the same may be forwarded to this office on e-mail address nacenmum@nic.in.
4. NACIN, ZC, Mumbai would convey the marks obtained by the candidates only to the CCAs & Nodal Officers via email provided by them in Annexure-III.
5. All Communications in this regard are being/will be made available on website of NACIN and no letters are being sent/shall be sent by post separately.
6. The following format, duly filled is also enclosed with the forwarding letter.

CHECK LIST - DOCUMENTS TO BE KEPT INSIDE THE SEALED ENVELOP / PACKET

Forwarding letter (only one for all answer books)	Attendance Sheets (P- I to VI) <i>printout signed by the Nodal Officer/Invigilator</i>	Answer books (Put Roll numberwise)	Remarks / Feedback (if any)
(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)

Signature of Nodal Officer / Authorised Signatory

NOTE: Only the above-mentioned documents should be kept in the packet. No extra paper to be sent as it may increase the cost of speed post.