



भारत सरकार GOVERNMENT OF INDIA  
 वित्त मंत्रालय MINISTRY OF FINANCE  
 राजस्व विभाग DEPARTMENT OF REVENUE  
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी  
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
 Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.  
 Phone No: 26250157 / 26250159. Fax No: 26250156 / 26250155  
 e-mail: [nacin.chennai@gov.in](mailto:nacin.chennai@gov.in)



12-03-2025

To  
 All Principal Chief Commissioners/ Chief Commissioners of Customs  
 All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST  
 All Principal Director Generals / Director Generals  
 All Principal Additional Director Generals/Additional Director Generals  
 All Principal Commissioners / Commissioners of Customs  
 All Principal Commissioners / Commissioners of Central Excise & GST

Sir/Madam,

**Sub: Promotion Examination for promotion to the grade of Tax Assistants to the grade of Executive Assistants to be held from 21<sup>st</sup> to 23<sup>rd</sup> April 2025 – Reg.**  
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The Departmental Promotion Examination for promotion to the grade of Tax Assistants to the grade of Executive Assistants is proposed to be conducted from **21<sup>st</sup> to 23<sup>rd</sup> April 2025** as per the timelines given below.

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	<b>24.03.2025*</b>
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	<b>BY MAIL ON 10.04.2025</b>
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON <b>21st APRIL 2025</b>	<b>BY MAIL – 18.04.2025 A.N.</b>
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON <b>22nd APRIL 2025</b>	<b>BY MAIL – 21.04.2025 A.N.</b>
RECEIPT OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON <b>23rd APRIL 2025</b>	<b>BY MAIL – 22.04.2025 A.N.</b>

**\*NOMINATIONS RECEIVED AFTER 24.03.2025 WOULD NOT BE CONSIDERED.**

**2. The Schedule for the examination is as under:**

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	<b>CUSTOMS LAW AND PROCEDURES (WITH BOOKS)</b>	3 hours	<b>21.4.2025 MONDAY</b>	10.00 hrs. to 13.00 hrs.	50/100
Paper II	<b>GOODS &amp; SERVICES TAX LAW AND PROCEDURES (WITH BOOKS)</b>	3 hours	<b>21.4.2025 MONDAY</b>	14.00 hrs. to 17.00hrs.	50/100
Paper III	<b>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)</b>	3 hours	<b>22.4.2025 TUESDAY</b>	10.00 hrs. to 13.00 hrs.	50/100
Paper IV	<b>ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES)</b>	3 hours	<b>22.4.2025 TUESDAY</b>	14.00 hrs. to 17.00hrs.	50/100
Paper V	<b>ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)</b>	3 hours	<b>23.4.2025 WEDNESDAY</b>	10.00 hrs. to 13.00 hrs.	50/100
Paper VI	<b>HINDI</b>	3 hours	<b>23.4.2025 WEDNESDAY</b>	14.00 hrs. to 17.00hrs.	50/100

- o **For detailed syllabus in r/o papers mentioned above, please refer to the Departmental Examination (Central Tax, Central Excise, Customs, and Narcotics) Rules, 2024, dated 18.12.2024 (pages 79 to 81) {Copy enclosed}**

**3.** Necessary instructions may be given to the concerned to make arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. The Cadre Controlling Authority (CCA) concerned, shall conduct the Paper – III Computer Applications and Use of Internet as per the guidelines below:

- i. The theory examination in Computer Application will be conducted from 10.00 hrs. to 11.30 hrs. on 22.04.2025. The practical examination is for one hour and 30 minutes duration i.e., from 11.30 hrs. to 13.00 hrs. on the same date i.e., 22.04.2025 immediately after the completion of theory examination.
- ii. Out of the maximum marks of 100, the practical examination carries 50 marks. Candidates are required to score a minimum of 25 marks in theory and practicals separately.
- iii. The Practical examination may be conducted at the respective Commissionerates / Directorates on the basis of the question paper issued from this office under the supervision of the "Nodal Officer (authorized officer)" i.e., Joint Commissioner/ Additional Commissioner/ Dy. Commissioner/ Assistant Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level to provide enough computers, printers etc. for smooth conduct of the practical test.
- iv. After the completion of the Computer examination, the evaluation of the Practical Examination paper has to be carried out 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 : nacinchn-deptexam@gov.in on the very next working day. The answer sheets pertaining to the Computer Theory Paper and evaluated answer sheets of the practical examination shall be sent to NACIN, Chennai along with the examination answer sheets of other five subjects.

4. Each Commissionerate shall appoint an **Examination Coordinator**, who shall be **not below the rank of an Assistant Commissioner** and an **Invigilator**, who shall be a **gazetted officer**. Necessary instructions may kindly be given to the Examination Coordinator to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. Examination Coordinator nominated in each commissionerate shall ensure that the examination is conducted in a fair and transparent manner. **Detailed instructions** on the conduct of examination are given at **Annexure-I**. "Instructions for Examination" are enclosed, which is an integral part of this notification.

5. Each commissionerate shall send the nominations and request for question papers in the proforma prescribed at **Annexure-II** in Excel as well as PDF to email ID: **nacinchn-deptexam@gov.in**. **This request must reach NACIN, Chennai latest by 24.03.2025. Nominations not received in the mail ID mentioned / received after the due date would not be entertained.**

6. **Candidates working on Deputation / Loan basis** who are eligible and willing to appear for the examination, **shall be nominated from their Parent Commissionerate**. The Cadre Controlling Principal Commissioner / Commissioner are requested to include such eligible officers, who are on deputation with other Directorates / Organizations, if any, while forwarding the nominations. **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 the commissionerate located at his/her place of posting.**

7. After the receipt of nominations, along with the Roll No. assigned by the commissionerates, the nominated candidates would be assigned a Unique Roll No. by NACIN, Chennai and the same would be communicated to the formations in the Official Mail ID and also to the mail ID mentioned in Annexure-II on **10.04.2025**. **In case the nominations have been sent and there is non-receipt of correspondence on the said date regarding Roll Nos. assigned, the same may be brought to the immediate notice of NACIN, Chennai to enable this Academy to take necessary action.**

8. The question papers for the examination would be sent in **password protected PDF format** to the Examination Coordinator through e-mail, **on the previous day** of the respective examination. **Password** for opening the PDF will be communicated to the authorized officer mail ID and over phone, **30 minutes before** the commencement of the respective examination.

9. **Eligibility of the candidates shall be decided in line with the eligible Officers mentioned in the Cadre-wise Examination Details of Appendix A of the DER, 2024. In this regard, kind attention is also invited to the Clarification letter in F.No. A.34011/05/2017-Ad.IIIA dated 13.02.2025 regarding the syllabus and Examination process under DER, 2024 (copy enclosed).** As per DG NACIN's instructions, only queries relating to the process of conducting the examination will be clarified by this office. The queries regarding reservation policy pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACIN, as these decisions rest with the respective Cadre Controlling Authority/Jurisdictional Commissionerates. Any reference in this regard shall not be entertained.

10. **NACIN would convey the marks obtained by the candidates only to the CCAs**. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and 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 for record.

11. A close watch may please be kept on the **TIMELINE CHART given in the first page of this notification**. In case of any issues in respect of various examination centres under your charge, the same may be brought to the immediate notice of **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250138 / 9444219289** or **SMT. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI, Contact No. 044-26250139 / 9841971488** so that action needed can be taken immediately.

12. NACIN ZTI, Chennai on directions of NACIN Palasamudram 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.

13. This is issued with the approval of the Competent Authority. It is also being posted on NACIN and CBIC official website.

Yours faithfully,

**ANURADHA RAMESH**  
**ASSISTANT DIRECTOR**

Encl:

1. Gazette Notification- DER, 2024 dated 18.12.20224
2. Board's Clarification letter F.No. A.34011/05/2017-Ad.IIIA dated 13.02.2025
3. Annexure – I – Instructions for Examinations
4. Annexure – II – Proforma for Nominations
5. Annexure – III – Proforma for the first three pages of the Answer booklet with sample
6. Annexure -IV – Proforma for the proceedings while sealing the answer booklets

**ANNEXURE-I**  
**INSTRUCTIONS FOR EXAMINATION**

**1. INSTRUCTIONS FOR THE CCA's / COMMISSIONERATES**

1.1 The Pr. Commissioner / Commissioner shall nominate an **EXAMINATION COORDINATOR not below the grade 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.

1.2 The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority (CCA) and any clarification other than conducting the examination shall not be entertained by this office. Any correspondence on the process / conduct of examination may be made with **SMT. ANURADHA RAMESH, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250138 / 9444219289** or **SMT. D. SUGANYA, ADDITIONAL ASSISTANT DIRECTOR (EXAMINATIONS), NACIN, CHENNAI Contact No. 044-26250139 / 9841971488.**

1.3 The **Timeline Chart given in the first page of the Notification** shall be referred and strictly adhered to ensure smooth conduct of examination.

**2. INSTRUCTIONS FOR THE EXAMINATION COORDINATOR**

2.1 **The candidates shall be assigned Roll No. at the formation level.** The same shall be mentioned in Annexure-II while furnishing the details about the nominated candidates. A **Unique Roll No. would be assigned by NACIN, Chennai to the nominated candidates and the same would be communicated on 10.04.2025** through mail ID as mentioned in Annexure-II. The same may be informed to the nominated candidates.

2.2 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 three pages of the Answer Booklet are given in Annexure III.**

2.3 The soft copy of the Annexure III format is attached as pdf document along with this notification. **The Annexure III format sent along shall be printed out as it is and be attached with the answer booklet. No other format of Annexure III shall be used.** Each page of the answer booklet should contain space to mention Roll No. assigned by NACIN Chennai and Page No.

2.4 The question paper would be sent to the Examination Coordinator's gov mail ID on the said dates as mentioned in the **TIMELINE CHART**. The Examination Coordinator shall acknowledge the receipt of question papers to NACIN, Chennai in the mail ID **nacinchn-deptexam@gov.in**.

2.5 The question paper received shall be downloaded and handed over to the invigilator.

2.6 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 secretly under his/her personal supervision.

2.7 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 (Examinations) and sent to NACIN, Chennai immediately. The same shall be evaluated by NACIN, Chennai.

2.8 **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.**

### **3. INSTRUCTIONS FOR THE INVIGILATOR / EXAMINATION COORDINATOR**

3.1 The Invigilator / Examination Coordinator should check the details written by the candidate on the First page of the Annexure III and fill the Third Page of the Annexure III. The invigilator has to ensure that the candidates write the Roll Nos assigned by NACIN Chennai in the first page of the Annexure III 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 and third page of Annexure III. 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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.

3.6 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 III is duly filled. The answer booklets are then arranged serially according to the Roll No(s) and handed over to the Examination Coordinator.

3.7 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, Chennai.

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**ANNEXURE -II**  
**PROFORMA FOR NOMINATION AND REQUEST FOR SUPPLY OF QUESTION PAPER**

1. Name of the Commissionerate/ Directorate :
2. Name & mail ID of the Cadre Controlling Zone (CCA) :
3. Name of the Centre of Examination :
4. Official mail ID of the formation :  
(Any correspondence related to departmental Examination shall be sent from the Mail ID mentioned only)
5. Office Phone No.
6. Name & Official mail ID of the Examination Coordinator who would be responsible for the conduct of exam and to whose personal gov.in mail ID, the question papers in PDF format are to be sent :

Tel.No.: Fax

No. :

**Gov.in Mail ID :**

**WhatsApp Mobile No. :**

7. Details of the candidates taking examination at the centre - paper wise and subject wise ( **in excel format** ) :

Paper	Subject	No. of candidates	Candidate's details				Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB (dd/mm/yy)	Eligibility criteria met as prescribed in the DER, 2024 (Y/N)	
Paper I	<b>CUSTOMS LAW AND PROCEDURES (WITH BOOKS)</b>						
Paper II	<b>GOODS &amp; SERVICES TAX LAW AND PROCEDURES (WITH BOOKS)</b>						
Paper III	<b>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)</b>						
Paper IV	<b>ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES)</b>						
	<b>ECONOMIC AND</b>						

Paper V	<b>COMMERCIAL GEOGRAPHY AND GENERAL KNOWELDGE (WITHOUT BOOKS)</b>						
Paper VI	<b>HINDI</b>						

8. No. of question papers required :

It is requested that sufficient number of question papers may kindly be sent to this commissionerate.

**Signature of the Examination Coordinator**

**Name:**

**Designation:**



**ANNEXURE-III**  
**PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET**  
**FIRST PAGE OF THE ANSWER BOOKLET**

<b>Name of the Examination</b>	
<b>Name of the Commissionerate</b>	
<b>Name of the Cadre Controlling Authority</b>	
<b>Name of the Exam Centre along with office seal</b>	
<b>Roll No. allotted by NACIN, Chennai</b>	
<b>Date &amp; time of Examination</b>	
<b>Name of the Paper / Subject</b>	
<b>No. of pages written</b>	
a) <b>No. of Blank pages</b>	
b) <b>Page numbers of blank pages</b>	
<b>No. of additional sheets used</b>	
<b>Signature of the Candidate</b>	
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b>	
We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
<b>Signature of the Invigilator with name and designation</b>	
<b>Signature of the Examination Coordinator with name and designation</b>	

**SECOND PAGE OF THE ANSWER BOOKLET**

**READ THE INSTRUCTIONS CAREFULLY**

1. Candidates should fill in all the details on the first page of the Annexure III. Name of the candidate **should not be written** in any page of the answer booklet.
2. Candidate should write only the Roll No. assigned by NACIN, Chennai mandatorily on the first page of the answer booklet and on all pages of the answer booklet.
3. The Invigilator and the Examination Coordinator **should check the details filled in by the candidates in the first page of the Answer Booklet and sign along with Name and Designation** in the space provided on the first and third page of the Answer booklet. **Third page of the Answer Booklet should be filled in by the Invigilator** after verifying the details filled in by the candidates in the first page of the Answer Booklet.
4. The Invigilator **should only sign along with date** in all the pages of the answer booklet and in the additional sheets used by the candidates and **not to affix** the name and designation stamp in any of the written pages.
5. Commissionerate's seal **should be affixed** only on the first page of the answer booklet in the space provided.
6. Candidates **should write the Question Nos.** correctly. Marks would not be awarded if the question number is wrongly mentioned.
7. Candidates should write Page No. on all the pages and mention the total No. of pages written and total No. of blank pages along with the page numbers in the space provided on the first page of the answer booklet.
8. Candidates **should not indulge in unfair means** during the examination.
9. Use of Mobile phones or any electronic medium during the examination is **strictly prohibited**.
10. Writing of answers to the questions using AI tools is strictly prohibited and would lead to disqualification of the answer sheet.

**THIRD PAGE OF THE ANSWER BOOKLET  
(TO BE FILLED IN BY THE INVIGILATOR)**



**भारत सरकार GOVERNMENT OF INDIA**  
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**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS**  
 Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.  
 Phone No:26250157 / 26250159. Fax No: 26250156 / 26250155  
 e-mail: [nacin.chennai@gov.in](mailto:nacin.chennai@gov.in)



<b>Name of the Examination</b>											
<b>Roll No. allotted by NACIN, Chennai</b>											
<b>Date &amp; Time of Examination</b>											
<b>Name of the Paper / Subject</b>											
<b>No. of pages written</b>											
<b>a) No. of Blank pages</b>											
<b>b) Page numbers of blank pages</b>											
<b>No. of Additional sheets used</b>											
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b>											
We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
<b>Signature of the Invigilator with name &amp; designation</b>											
<b>Signature of the Examination Coordinator with name and designation</b>											
<b>(FOR OFFICE USE ONLY)</b>											
<b>MARKS AWARDED</b>											
<b>PART NO.</b>	<b>QUESTION NO.</b>										
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	<b>TOTAL</b>
I											
II											
III											
IV											
V											
VI											
<b>GRAND TOTAL</b>											
<b>SIGNATURE OF THE EVALUATOR WITH NAME STAMP</b>											

**SAMPLE FOR ANNEXURE III****ANNEXURE-III****PROFORMA FOR THE FIRST THREE PAGES OF ANSWER BOOKLET****FIRST PAGE OF THE ANSWER BOOKLET**

<b>Name of the Examination</b>	Promotion Examination for Promotion of Tax Assistants to the grade of Executive Assistants of Central Tax and Customs- April 2025
<b>Name of the Commissionerate</b>	XXXXXXXXXX
<b>Name of the Cadre Controlling Authority</b>	XXXXXXXXXXXXXXXXXXXX
<b>Name of the Exam Centre along with office seal</b>	XXXXXXXXXX
<b>Roll No. allotted by NACIN, Chennai</b>	XXXXXX
<b>Date &amp; time of Examination</b>	21.01.2025 & 10:00 AM – 01:00 PM
<b>Name of the Paper / Subject</b>	Paper I – Central Excise & GST
<b>No. of pages written</b>	10 (1-10)
<b>a) No. of Blank pages</b>	07
<b>b) Page numbers of blank pages</b>	11-17
<b>No. of additional sheets used</b>	0
<b>Signature of the Candidate</b>	
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
<b>Signature of the Invigilator with name and designation</b>	
<b>Signature of the Examination Coordinator with name and designation</b>	

**THIRD PAGE OF THE ANSWER BOOKLET  
(TO BE FILLED IN BY THE INVIGILATOR)**



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
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राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी  
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.  
Phone No:26250157 / 26250159. Fax No: 26250156 / 26250155  
e-mail: [nacin.chennai@gov.in](mailto:nacin.chennai@gov.in)



<b>Name of the Examination</b>	Promotion Examination for Promotion of Tax Assistants to the grade of Executive Assistants of Central Tax and Customs- April 2025										
<b>Roll No. allotted by NACIN, Chennai</b>	XXXXXX										
<b>Date &amp; Time of Examination</b>	22.01.2025 & 10:00 AM – 01:00 PM										
<b>Name of the Paper / Subject</b>	Paper I – Central Excise & GST										
<b>No. of pages written</b>	10 (1-10)										
a) No. of Blank pages	07										
b) Page numbers of blank pages	11-17										
<b>No. of Additional sheets used</b>	0										
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b>											
We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
<b>Signature of the Invigilator with name &amp; designation</b>											
<b>Signature of the Examination Coordinator with name and designation</b>											
<b>(FOR OFFICE USE ONLY)</b>											
<b>MARKS AWARDED</b>											
<b>PART NO.</b>	<b>QUESTION NO.</b>										
	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>TOTAL</b>
I											
II											
III											
IV											
V											
VI											
<b>GRAND TOTAL</b>											
<b>SIGNATURE OF THE EVALUATOR WITH NAME STAMP</b>											

**ANNEXURE -IV**  
**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 Booklets sealed:**

S.No	Name of the Candidate	Roll No assigned by NACIN Chennai	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:**

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**  
(Along with the name & designation)

**Signature of the Examination Coordinator**  
(Along with the name & designation)

## **INSTRUCTIONS FOR SEALING OF ANSWER BOOKLETS**

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- 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 III.
- Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure III.
- 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.