



भारत सरकार
GOVERNMENT OF INDIA
विश्वतन्त्रालय: राजस्वविभाग



MINISTRY OF FINANCE: DEPARTMENT OF REVENUE

राष्ट्रीय सीमाशुल्क, अप्रत्यक्ष कर एवं स्वापक पदार्थ अकादमी, जालहल्ली, बेंगलुरु-560013

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS (NACIN)

No.40, HMT FACTORY MAIN ROAD,

NEXT TO HMT SCHOOL, JALAHALLI, BENGALURU - 560 013

Email- nacen.bangalore@nic.in, Phone No. 080- 23091500

File No. NACIN/II/11/2/2025-CAO-O/o ADG-NACIN-ZC-BENGALURU Dated: As E-signed

EXAMINATION NOTICE

**Subject: Departmental Examination for Confirmation of
Stenographer Grade-II of Central Tax, Central Excise and Customs
for the year 2025-26**

[Ref.: The Departmental Examination (Central Tax, Central Excise, Customs
and Narcotics) Rules, 2024]

The **Departmental Examination for Confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs** for the year 2025-26 as mentioned above will be conducted from 25th June, 2025(Wed), 26th June, 2025(Thu) and 27th June, 2025(Fri) as per the timelines given below: -

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	9 th June, 2025
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY RESPECTIVE FORMATIONS	BY MAIL ON 9 th June, 2025
E-MAILING OF QUESTION PAPER TO EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 25 th JUNE 2025	BY MAIL ON 24 TH JUNE, 2025, A.N.
E-MAILING OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 26 th JUNE 2025	BY MAIL ON 25 TH JUNE, 2025, A.N.
E-MAILING OF QUESTION PAPER IN EXAMINATION COORDINATOR'S MAIL FOR THE EXAMS SCHEDULED ON 27 th JUNE 2025	BY MAIL ON 26 TH JUNE, 2025, A.N.

*NOMINATIONS RECEIVED AFTER 09.06.2025 WOULD NOT BE CONSIDERED.

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

Paper	Subject	Date	Duration	Time	Max Mark
Paper I	ORGANIZATIONAL SETUP AND BASICS OF TAXATION (Objective type)	25 th June, 2025 (Wed)	1 hours	10.00 hrs. to 11.00 hrs.	50
Paper II	ADMINISTRATION & ESTABLISHMENT - (WITH BOOKS)	25 th June, 2025 (Wed)	3 hours	14.00 hrs. to 17.00hrs.	100
Paper III	ADMINISTRATION & ESTABLISHMENT - (WITH BOOKS)	26 th June, 2025 (Thu)	3 hours	10.00 hrs. to 13.00 hrs.	100
Paper IV	COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)	26 th June, 2025 (Thu)	3 hours	14.00 hrs. to 17.00hrs.	100
Paper V	HINDI	27 th June, 2025 (Fri)	1 hours	10.00 hrs. to 11.00 hrs.	50

- 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 93 TO 95) {COPY ENCLOSED}
- Rule 4 of DER-2024 stipulates "Qualifying marks" that an officer shall, in order to pass the examination, be required to secure a minimum of 50% of the total marks in each paper of the departmental examination in which he or she appears.

3. The question paper shall be set in both English and Hindi medium [except for Paper-IV (Computer Application and use of Internet (Theory and Practical) and Paper V(Hindi)]. Candidates shall have the option to write the answers either in English or Hindi.

4. Each Commissionerate shall nominate 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. The details of the Examination Coordinator along with the requisition for the question papers as per **Annexure-A** (enclosed) should be sent to Assistant Director (Examination) or the Additional Assistant Director (Examination), NACIN Bengaluru through email to the email address: nacen.bangalore@nic.in

5. The eligibility of the candidates shall be ascertained by the CCA. In this regard, the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024 and guidelines/instructions issued from time to time may be referred to.

6. Requisition for question papers along with details of the authorized officer in-charge, duly approved by the competent authority, must reach the Assistant Director (Examination) or the Additional Assistant Director (Examination), NACIN, Bengaluru through email only latest by **9th June, 2025**. It may please be noted that the requisitions received thereafter shall not be entertained.

7. While informing the requirement, the name of the post and the Roll nos. of the candidate for which the examination is to be conducted may clearly be stated. The Roll nos. of the candidates may be assigned in the order prefixing the "Name of Station" and "Post" for which they intend to appear. Example: **BENGALURU/STENOGR-2/01**. Any other format of assigning Roll nos. may please be avoided.

8. Candidates working on Deputation/loan basis who are eligible and willing to appear for the examination shall be nominated from their Parent Commissionerate. Such nomination may be sent along with "No Objection Certificate" from the Cadre Control Authority (CCA) in case the candidate has represented to take up the exam in his/her current place of posting.

9. The Syllabus for Confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs is indicated in **Annexure – B** (enclosed).

10. Candidates posted to Customs formations have to answer the Objective Type Question Paper – I pertaining to Customs subject. Similarly, Candidates posted to GST formations have to answer the Objective Type Question Paper – I pertaining to GST subject. In this regard, the candidates may refer to the Syllabus prescribed in the **Annexure- B** pertaining to Customs/GST. The concerned Commissionerate would ensure that the candidates are issued with Question Paper accordingly.

11. 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 is for one hour and 30 minutes' duration which will be conducted from 14.00 hrs. to 15.30 hrs. on 26th June, 2025 (Thu). The practical examination is for one hour and 30 minutes duration i.e., from 15.30 hrs. to 17.00 hrs. on the same date i.e., 26th June, 2025 (Thu) 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 practical 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 Examination Coordinator with the 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: nacen.bangalore@nic.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, Bengaluru along with the examination answer sheets of other subjects.

12. The question papers for the examination would be sent in password protected PDF format to the Examination Coordinator through e-mail, **on 24.06.2025 through e-mail only** who in turn shall acknowledge the receipt of the same to NACIN Bengaluru by return e-mail on the same day. Password for opening the PDF will be communicated to the authorized officer's mail ID and over phone **on 25.06.2025**, one hour before the commencement of the respective examination.

13. 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.

14. 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 Shri Sainath B Naik, Assistant Director (Examination) (Mob. 9742816787) or Shri. Ramachandra M Hegde, Additional Assistant Director (Examination) (Mob. - 9449720834), No.40, HMT Factory Main Road, Next to HMT School, Jalahalli, Bengaluru - 560 013 or at Email-nacen.bangalore@nic.in so that action needed can be taken immediately.

15. NACIN, Bengaluru reserves the right to cancel the whole examination or the examination of a candidate or that of a Center or 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 during the conduct of the examination. The authorized officer or invigilator of the examination Centers also has the right to cancel the examination of a candidate or the whole Center under his jurisdiction with the approval of NACIN, Bengaluru, in case of use of unfair means.

16. The examination notice is also being posted on CBIC and NACIN websites i.e. www.cbic.gov.in and www.nacin.gov.in respectively.

Instruction for examination is enclosed with this examination notice and is an integral part of it.

17. This issues with the approval of the Principal Additional Director General, NACIN, Bengaluru.

18. The Hindi version will follow

(Dr. SUJITKUMAR P SOMPUR)
ADDITIONAL DIRECTOR

Enclosures:

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 – A – Proforma for Nomination & Requisition of Question

Papers

5. Annexure – B – Syllabus for Examination for Confirmation of Direct Recruit Stenographer Grade-II of Central Tax, Central Excise and Customs
6. Annexure – C - Proforma for first page of Each Answer Sheet
7. Annexure -D – Proforma for the proceedings while sealing the answer booklets

Copy to:

1. All Principal Chief Commissioners/ Chief Commissioners of Customs
2. All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST
3. All Principal Director Generals / Director Generals
4. All Principal Additional Director Generals/Additional Director Generals
5. All Principal Commissioners / Commissioners of Customs
6. All Principal Commissioners / Commissioners of Customs Preventive
7. All Principal Commissioners / Commissioners of Central Excise & GST
8. The Addl. Director General (Exam), NACIN, Palsamudram for information, circulation, publication in relevant departmental website and necessary action please.
9. The Manager Website, Directorate General of Systems, New Delhi for uploading on website of CBIC.