



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग

नासेन कॉम्प्लेक्स, सैक्टर-29, फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS  
Government of India, Ministry of Finance, Department of Revenue  
NACEN Complex, Sector-29, Faridabd-121008

फोन /Telephone : 0129-2504652-54

फैक्स / Fax : 0129-2504632

F.No.VI/Estt/36/03/2016-17/NACEN

Dated: 0710.2016

Departmental Examination for promotion of officers of Group 'C' (Sepoy / Havaldar / Record Keeper / Gestetener Operator/MTS) to the cadre of LDC for the year 2016-17.

### Examination Notice

1. The departmental examination for promotion of officers of Group 'C' (Sepoy / Havaldar / Record Keeper / Gestetener Operator/MTS) to the cadre of LDC for the year 2016-17 will be conducted on **06.12.2016**.
2. The examination will have three (3) question papers as below:


| Sl. No.   | Subject                                | Maximum Marks | Pass Marks |
|-----------|----------------------------------------|---------------|------------|
| Paper-I   | General English                        | 100           | 50         |
| Paper-II  | Numerical Aptitude & General Knowledge | 100(50+50)    | 50 (25+25) |
| Paper-III | Hindi                                  | 100           | 50         |

3. The question papers shall be both in English & Hindi. The candidates have the option to write the answer either in English or Hindi.
4. The Concerned Cadre Controlling Authority shall conduct the typing test and its result will be declared as per the Recruitment Rules. Typing Test Answer Sheets will be with CCA, who will also get it evaluated at their end. The Answer Sheets will not be sent to NACEN. A Copy of the result shall be sent to NACEN for records.
5. Requisition for the question papers must reach to the Assistant Director (Exam) NACEN, Faridabad by 06.11.2016. Any demand for question papers after this period may not be entertained. All question papers will be dispatched either by speed post or, if so requested, will be delivered to any special messenger sent and authorized by the Cadre Controlling Authority.
6. The name, address & telephone / fax Nos of Addl/Joint/Deputy/Assistant Commissioner who would be responsible to conduct the examination / to whom question papers are to be sent should also be furnished while sending requisition for the question papers.
7. This examination notice is also being posted on NACEN website. The marks obtained in the examination shall also be displayed on NACEN's website [www.nacen.gov.in](http://www.nacen.gov.in).
8. Eligibility of the candidates shall be decided by the Cadre Controlling Authority.

9. As per latest amendment in Recruitment Rules, the eligibility is 12<sup>th</sup> pass or equivalent from any recognized Board/University. Any reference on the question of eligibility shall not be entertained by NACEN, which is responsible only to facilitate the conduct of the examination.
10. To maintain uniformity within a Commissionerate, result of the examination shall be declared by the Cadre Controlling Authority or by an Authority duly empowered by CCA to do so.
11. NACEN, 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 centre if it is convinced that unfair means were used or allowed to be taken or any partiality or injustice is done to anybody in the examination. In similar circumstances, the Invigilator and the Supervisory officers have the right to cancel the examination of a candidate or the whole of Centre under his jurisdiction.
12. 'Instruction for Examination' is enclosed as an integral part of this Examination Notice.

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


Encl: Instruction (3 pages)

  
07/10/2016  
(Sanjay Sharan)

Additional Director (Exam)

Copy to:

1. The Chief Commissioners of Customs (All)
2. The Chief Commissioner of Customs, Preventive (All)
3. The Chief Commissioner of Service Tax (All)
4. The Chief Commissioners of Central Excise (All)
5. The Chief Commissioners of Customs & Central Excise (All)
6. All Directors General/Addl. Directors General/ Directors under CBEC.
7. The Commissioner of Customs (All)
8. The Commissioner of Central Excise (All) – Including Audit
9. The Commissioner of Service Tax (All) – Including Audit
10. Narcotics Commissioner of India, Gwalior.
11. Additional Directors General, NACEN, RTI (All)
12. The Commissioner of LTU (All).
13. The Chief Chemist, CRCL, New Delhi.
14. I/C NACEN website for uploading on the website.

  
07/10/2016  
(Sanjay Sharan)

Additional Director (Exam)



## Instruction for Examination

1. The examination will have three (3) papers on 06.12.2016 as below:

| Sl. No.   | Subject                                | Maximum Marks | Pass Marks |
|-----------|----------------------------------------|---------------|------------|
| Paper-I   | General English                        | 100           | 50         |
| Paper-II  | Numerical Aptitude & General Knowledge | 100(50+50)    | 50 (25+25) |
| Paper-III | Hindi                                  | 100           | 50         |

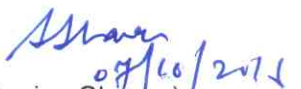
2. The Cadre Controlling Authority shall authorize an officer to be the Supervisor, who will function as the overall in-charge of conducting the examination, and he/she shall be responsible to conduct free and fair examination. He / She shall also be responsible to maintain secrecy. On receipt of the sealed outer cover containing examination documents, the authorized officer shall open it instantly and then acknowledge the receipt of the three sealed envelopes containing the Question Papers by fax to NACEN on Fax No. 0129-2504632/2504615. The three sealed inner envelopes containing the set of question papers must not be opened before 10 minutes of the time of exam. The required No(s). of xerox copies shall be done secretly under personal supervision of the Supervisor. The date and time of examination & time of opening the question papers are also printed on the inner envelopes. Only two question papers of each set is enclosed to avoid leakage/breaking of envelopes on transit. Supervisor is required to select an Invigilator to conduct the examination smoothly and send by hand /special messenger/speed post to NACEN Hqrs. The answer sheets and the attendance sheet arranged serially according to allotted Roll No(s) in sealed cover immediately after the examination.
3. The work will require him/her (supervisor) to allot Roll Numbers to the candidates, to make the seating arrangement for the officers who will appear at the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under his sole supervision with strict secrecy.
4. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that any unfair means or cheating is not occurring 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. NACEN Hqrs. reserves the right to cancel the whole examination or that of an individual candidate or of a Centre or in a group of centers, if any unfair means are established in the examination process. It can also recommend disciplinary actions against the Supervisors or the Invigilators, if necessary.
5. The answer sheets shall contain either in printed form or by affixing rubber stamp of the following particulars like
- 1) The 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 invigilator will sign the loose sheets)
- 7) Signature of the Invigilator (on verification that all the information are correctly filled in by the candidates)
- 8) Marks obtained and
- 9) Signature of the Examiner.

The examinations shall be cancelled if the candidates write their names or use any sings/symbols/signatures etc. in the answer sheets which will hint the identification of the candidates in any way.

6. It shall also be notified to the candidates either in printed form or in affixed rubber stamp in the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from unauthorized sources or talking with anybody on the answer clues inside or outside the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACEN shall render their examination as null and void.
7. The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority 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 Sh. S. K. Dutta, Assistant Director (Exam) or Sh. J. R. Meena, Superintendent (Exam), NACEN, Sector-29, Faridabad-121008 Fax No. 0129-2504632/2504615, Ph. No. 0129-2504612 (Office).
8. NACEN shall publish the marks obtained by the candidates and the result, as the custodian of establishment records, in consultation with the Recruitment Rules and the instructions in force, if any, granting relaxations to the SC, ST & OBC candidates by the Ministry/ Boards from time to time, shall be declared by the Cadre Controlling Authority or anybody duly authorized by him/her with an intimation to this office for record.
9. Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited at the time of 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 and only one person is allowed to be out under reasonable plea after the first 30 minutes during the examination period.
11. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English.

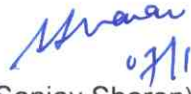
This issues with the approval of the Additional Director General (Exam).

  
(Sanjay Sharan)  
Additional Director (Exam)

contd to P/3

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07/10/16

(Sanjay Sharan)

Additional Director (Exam)