



भारतसरकार GOVERNMENT OF INDIA
 वित्तमंत्रालय MINISTRY OF FINANCE
 राजस्वविभाग DEPARTMENT OF REVENUE
 केन्द्रीयअप्रत्यक्षकरएवं सीमाशुल्कबोर्ड
 CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
 सीमाशुल्क आयुक्तकार्यालय
 OFFICE OF THE COMMISSIONER OF CUSTOMS
 सीमाशुल्कगृह, विलिंगडनआईलैंड, कोचीन
 CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

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Control Room: 0484-2666422
 Fax: 0484-2668468

स्थापना परिपत्र संख्या 20/2024
Establishment Circular No.20/2024

Sub: Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) to be held in the month of July 2024 – Calling for willingness - reg.

In pursuance of Examination Notice dated 07.06.2024 issued by the NACIN, Chennai in F. No. NACIN/II/12/5/2024-EXAM-O/o Pr ADG-NACIN-ZC-CHENNAI on the above subject, eligible officers willing to appear for the Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Customs (EOs & POs) scheduled to be conducted from 24th to 26th July, 2024 are requested to submit their willingness to the undersigned **on or before 18.06.2024**.

2. The schedule of the examination is as mentioned below: -

SL. No	Paper	Subject	Date	Time	Passing Marks
1	PAPER-I	Customs(with books)	25.07.2024 Thursday	10.00hrs to 13.00 hrs	65/100
2	PAPER-II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	24.07.2024 Wednesday	10.00hrs to 13.00 hrs	50/100
3	PAPER-III	Administration (with books)	26.07.2024 Friday	10.00hrs to 13.00 hrs	65/100

3. All eligible officers willing to attend the above examinations, may submit their written willingness to this office latest by 18.06.2024. It is informed that no requests for appearing in the examination after the prescribed date will be entertained by this office.
4. The syllabus for the examination is given as Annexure to this letter.

Signed by

Sbha Chandran

Date: 11-06-2024 11:09:25
(शुभा चंद्रन / Subha Chandran)

सहायक सीमाशुल्क आयुक्त (स्थापना)

Assistant Commissioner of Customs (Estt.)

Encl: As Above.

प्रेषित To: Notice Board/EDI (to upload in the website).

प्रतिलिपि Copy to: All Sections (Through CRU).



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



07-06-2024

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: **Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) to be held in the month of July 2024 -Regarding.**

The Departmental Examination for promotion of Ministerial Officers to the Grade of Inspectors of Central Taxes & Inspectors of Customs (EOs & POs) is proposed to be conducted from **24th to 26th July, 2024** as per the timelines given below.

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	01.07.2024*
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	BY MAIL ON 15.07.2024
RECEIPT OF TEST MAIL BY CO-ORDINATING SUPERVISOR	BY MAIL - 22.07.2024
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 24th July 2024	BY MAIL -23.07.2024 A.N.
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 25th July 2024	BY MAIL -24.07.2024 A.N.
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 26th July 2024	BY MAIL - 25.07.2024 A.N.

***NOMINATIONS RECEIVED AFTER 01.07.2024 WOULD NOT BE CONSIDERED.**

2. The Schedule for the examination is as under:

A. Examination for promotion to the grade of Inspectors of Central Tax

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Central Excise and GST (with Books)	3 hours	24.07.2024 Wednesday	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	25.07.2024 Thursday	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	26.07.2024 Friday	10.00 hrs. to 13.00 hrs.	65/100

B. Examination for promotion to the grade of Inspectors of Customs (EOs & POs).

Paper	Subject	Duration	Date	Time	Pass Mark
Paper I	Customs (with books)	3 hours	25.07.2024 Thursday	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	3 hours	24.07.2024 Wednesday	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	26.07.2024 Friday	10.00 hrs. to 13.00 hrs.	65/100

3. Necessary instructions may kindly be given to the concerned to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates.

4. The question papers for the examination would be sent in password protected PDF format to the Co-ordinating Supervisor 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 / over phone, 30 minutes before the commencement of the respective examination. The Co-ordinating Supervisor nominated in each formation shall ensure that the examination is conducted in a fair and transparent manner.

5. A) The requisition for the question papers along with the details of the nominated candidates (in excel format) may be sent to **Email ID : nacinchn-deptexam@gov.in** in the prescribed proforma i.e., **Annexure- II** along with a covering letter duly signed and attested by the ADC/JC (P&V). **This request must reach NACIN, Chennai latest by 01.07.2024. Nominations not received in the mail ID mentioned / received after the due date would not be entertained. The nominations should not be sent by Post.**

B) After the receipt of nominations along with the Roll No. assigned by the formations, 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 mentioned in Annexure-II on **15.07.2024. In case the nominations have been sent and if there is non-receipt of correspondence on 15.07.2024, regarding Roll Nos. assigned to the candidates, the same may be brought to the immediate notice of NACIN, Chennai** so as to enable this Academy to take necessary action.

C) A Test mail would be sent to the Co-ordinating Supervisor's gov.in Mail ID on **22.07.2024**. The Co-ordinating Supervisor shall send an acknowledgement in reply mail.

6. The following information may be furnished while sending requisition for the question papers.

- i. Name, Designation, Office address with telephone no. and official mail ID (**individual's gov.in mail ID and not the mail ID of the section or office**) of Additional / Joint / Deputy/ Assistant Commissioner of the Commissionerate, who would be nominated as Co-ordinating Supervisor to conduct the examination / to whom the question papers are to be sent.
- ii. Name/designation and complete postal address of concerned Cadre Controlling Authority (CCA). {The Marksheets would be sent by NACIN, Chennai only to the CCA's mentioned therein.}

7 . **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 his current place of posting.**

8. 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 centers 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 **Mrs. D. SUGANYA, ADDL. ASST. DIRECTOR (EXAMINATIONS), NACIN, CHENNAI-Contact No. 044-26250139 / 9841971488**, so that action needed can be taken immediately.

9 . **The syllabus for the examination, Proforma for Nomination, the first Three sheets of the Answer Booklet are enclosed with this notice, as Annexure-I to Annexure-III respectively.**

10. This Notice is also being posted on NACIN and CBIC official website.

11. Eligibility of the candidates shall be decided by the Cadre Controlling Authority. As per DG NACIN's instructions, only queries relating to the process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office.

12. 'Instructions for Examination' are enclosed, which is an integral part of this notification.

Yours faithfully,

Signed by Arun Prasath K
Date: 07-06-2024 10:15:27

JOINT DIRECTOR

Encl: As above.

INSTRUCTIONS FOR EXAMINATION

INSTRUCTIONS FOR THE CO-ORDINATING SUPERVISOR

1. The Pr. Commissioner / Commissioner of the field shall nominate a CO-ORDINATING SUPERVISOR 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. The test mail and the question paper would be sent to the CO-ORDINATING SUPERVISOR on the said dates as mentioned in the **TIMELINE**. The Co-ordinating Supervisor shall acknowledge the receipt of test mail / question papers to NACIN Chennai in the mail ID **nacinchn-deptexam@gov.in**.

2. The examination work requires an Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangement for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. The Head of the Office / Co-ordinating Supervisor is required to nominate an Invigilator to conduct the exam smoothly and if needed the required no(s) of Photocopies of question papers shall be done secretly under his/her personal supervision.

INSTRUCTIONS REGARDING ASSIGNING ROLL NOS.

3 . **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 15.07.2024** to the formations through mail ID as mentioned in ANNEXURE-II.

INSTRUCTIONS REGARDING ANSWER BOOKLET

4. a) The answer booklet 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 format for the first Three pages of the Answer Booklet are given in ANNEXURE-III. The soft copy of the Format is attached as pdf document along with this notification. The format sent shall be printed out as it is and be attached with the answer booklet.** Each page of the answer scripts should contain space to mention the Roll No. assigned by NACIN Chennai.

INSTRUCTIONS TO THE CANDIDATES

5. a) The candidates should fill in the details sought in First page and Third Page. **The candidates should write the Roll Nos. assigned by NACIN Chennai in the first and third page of the answer booklet.**

b) **Roll Nos. assigned by NACIN Chennai should mandatorily be written on all the pages of the answer script.**

c) **The Candidate should not write their name / Roll No. assigned by their Commissionerate in any page of the answer booklet.**

INSTRUCTIONS FOR THE INVIGILATOR / SUPERVISOR

6. a) The Invigilator should check the details given by the candidate on the First and Third Page of the Answer booklet . On verification of details in both the pages, the Invigilator should sign in **FIRST Page along with the name, designation & Commissionerate stamp in the space provided. The Invigilator should not affix name / Commissionerate stamp in any of the pages of the answer booklet and is required to only sign in each page of the answer booklet.**

b) 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 center 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.

c) The Invigilator shall instruct the candidates not to write his / her name or use any sign / symbol / signature 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 behavior of the candidates that may be considered to be cheating by the Invigilator / NACIN, shall render their examination as null and void.

d) Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates should be strictly prohibited during the conduct of examination.

e) The Invigilator shall not allow the candidate 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 may be allowed to go out under reasonable plea after the first 30 minutes during the examination period.

INSTRUCTIONS REGARDING DESPATCH OF ANSWER BOOKLET

7. a) On completion of each day's examination, the invigilator should ensure that the answer booklets are arranged serially according to the Roll No(s) and along with that Day's Attendance sheet is placed inside a Cloth cover and sealed immediately after the examination.

b) On completion of all the papers, the sealed envelopes of each paper (One / Two / Three depending on the nominations sent) are to be placed in a single bigger cloth cover and sealed properly. The sealed bigger envelope containing the three smaller sealed envelopes of the answer papers, may be addressed to Deputy Director (Examinations) and sent to NACIN Chennai immediately. The same shall be evaluated by NACIN, Chennai.

INSTRUCTIONS FOR THE CCO /COMMISSIONERATES

6. 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 **Mrs. D. SUGANYA, ADDL. ASST. DIRECTOR**

(EXAMINATIONS), NACIN, CHENNAI- Contact No. 044-26250139 / 9841971488

7. 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.

8. The Time Line Chart given in the first page of the Notification shall be referred and strictly adhered to ensure smooth conduct of examination.

ANNEXURE – I
SYLLABUS

Central Excise and GST;

Paper I - Inspectors of Central Tax

1. GST Act – CGST Act 2017 -IGST Act, 2017, UTGST Act, 2017 and GST (Compensation to States) Act, 2017
2. CGST Rules, 2017 as amended
3. GST Rates
4. Central Excise Act, 1944.
5. Central Excise Rules (Latest)
6. Central Excise Tariff Act, 1985
7. CENVAT Credit Rules (Latest)
8. Central Excise Valuation (Determination of Price of Excisable goods) Rules, 2000
9. Central Excise (Appeals) Rules 2001
10. CESTAT (Procedure) Rules,1982 as amended

11. Central Excise (Appeals) Rules, 2001
12. Central Excise (Determination of Retail Sale price of Excisable Goods) Rules, 2000
13. Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001

14. Central Excise (Compounding of Offences) Rules, 2005
15. Central Excise (Settlement of Cases) Rules, 2007
16. Customs & Central Excise Settlement Commission Procedure, 2007
17. Central Excise (Advance Rulings) Rules, 2002
18. Customs, Central Excise Duties and Service Tax Drawback Rules, 1995

Customs: Paper II – Inspector of Central Tax.

Paper I – Inspectors of Customs (EOs& POs)

1. Customs Act,1962.
2. Customs Manual (latest edition)
3. Customs Tariff Act, 1975.
4. Indian Evidence Act, 1872.
5. Indian Penal Code, 1860.
6. India New Foreign Trade Policy, 2015 -2020.
7. ITC (HS) Classification of Export & Import Items- latest edition

Allied Acts (including Central Excise & GST)

Paper – II Inspectors of Customs (EOs& POs)

1. GST Act & Rules, 2017 (As amended)
2. Central Excise Act, 1944.
3. Central Excise Rules, (Latest).
4. Central Excise Tariff Act, 1985.
5. CENVAT Credit Rules, (Latest)
6. Customs Act and Rules & Procedures, Customs Tariff Act, 1975.
7. CESTAT (Procedure) Rules, 1982 as amended.
8. Foreign Trade Policy (2015-2020)
9. Foreign Trade (Regulation) Rules, 1993
10. Foreign Trade (Exemption from Application of Rules in certain cases) Order, 1993
11. Foreign Trade (Development & Regulation) Act, 1992 – Notifications
12. Foreign Exchange Management Act, 1999 (42 of 1999)
13. Safeguard Measures (Quantitative Restrictions) Rules, 2012
14. Foreign Exchange Management (Export of Goods and Services) Regulations, 2000
15. Foreign Exchange Management (Current Account Transactions) Rules, 2000
16. Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
17. The Livestock Importation Act, 1898
18. Prevention of Food Adulteration Act, 1954 & Food Safety and Standards Authority Act, 2006
19. Drugs and Cosmetics Act 1962, Drugs and Cosmetics Rules, 1945
20. Destructive Insects & Pests Act, 1914, PFS Order, 1989 and Plant Quarantine (Regulation of Import into India) Order 2003
21. Conservation of Foreign Exchanges and Prevention of Smuggling Activities Act, 1974 (COFEPOSA) (52 OF 1974)
22. Criminal Procedure Code, 1973
23. Civil Procedure Code, 1908
24. SEZ Act 2005 & SEZ (Amendment) Rules 2013
25. Environment Protection Act, 1986

Administration

Paper III - Inspectors of Central Tax

Paper III - Preventive Officers & Examiners of Customs

1. Central Civil Services (Pension) Rules, 1972.
2. Central Civil Services (Classification, Conduct & Appeal) Rules 1965
3. Central Civil Services (Conduct) Rules, 1964
4. General Provident Fund (Central Services) Rules, 1960.
5. General Financial Rules, 2005 and Receipts and Payments, Rules 1983.
6. Central Civil Services (Leave) Rules, 1972.
7. Leave Travel Concession Rules
8. FR & SR Service Rules & Financial Rules.
9. Swamy's Hand Book (latest)

ANNEXURE -II**PROFORMA FOR NOMINATION**

1. Name of the Commissionerate/ Directorate :
2. Name of the Cadre Controlling Zone (CCA) :
3. Mail ID of the Cadre Controlling Zone (to which the Marksheets pertaining to the concerned zone would be mailed) :
4. Name of the Centre of Examination :
5. Official mail ID of the formation :
(Any correspondence related to departmental examination shall be sent from the Mail ID mentioned only)
6. Office Phone No. :
7. Name & Official Address of the Co-ordinating Supervisor who would be responsible for the conduct of exam and to whom the question paper packets have to be despatched /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.:
8. Details of the candidates taking examination at the center - paper wise and subject wise(**in excel format**):

A. Examination for promotion to the cadre of Inspectors of Central Tax

Paper	Subject	No. of candidates	Candidate's details			Roll No. Assigned to the candidate at the formation level
			Name	Designation	DOB	
Paper I	Central Excise and GST (with Books)					
Paper II	Customs (with books)					
Paper III	Administration (with books)					

B. Examination for promotion to the cadre of Inspectors of Customs (EOs& POs)

Paper	Subject	No. of candidates	Candidate's details			Roll No. Assigned to the candidate at the
			Name	Designation	DOB	

						formation level
Paper I	Customs (with books)					
Paper II	Allied Acts (with books)					
Paper III	Administration (with books)					

-1-

ANNEXURE - III**FIRST PAGE OF THE ANSWER BOOKLET**

Name of the Examination	
Name of the Commissionerate	
Name of the Cadre Controlling Authority	
Official Email Id of CCA	
Name of the Exam Centre along with seal	
Roll No. allotted by NACIN, Chennai	
Date & time of Examination	
Name of the Paper / Subject	
No. of additional sheets used (The Invigilator will only sign in the loose sheets and not affix his name/designation stamp)	
Signature of the Invigilator with name stamp (on verification that all the details are correctly filled in by the Candidates)	

-2-

READ THE INSTRUCTIONS CAREFULLY

1. Candidates should fill in all the details on the first and third page of the answer booklet. 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 and third page of the answer booklet and on all pages of the answer booklet
3. Commissionerate's seal **should be affixed** only on first page of the answer booklet in the space provided.
4. The Invigilator **should sign along with Name, Designation and Commissionerate stamp** in the space provided on the first page of the Answer booklet.
5. The Invigilator **should only sign along with date** in the additional sheets used by the candidates and **not to affix** the name and designation stamp.
6. Commissionerate's seal /Invigilator's Name seal **need not be affixed** on all pages of the answer booklet except on the first page of the answer booklet.
7. Candidates **should write the Correct Question Nos.** Marks would not be awarded if the question number is wrongly mentioned.

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**

-3-

ANNEXURE - III

THIRD PAGE OF THE ANSWER BOOKLET



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



SYSTEMIC IMPROVEMENT IN
 KNOWLEDGE SHARING

Name of the Examination											
Roll No. allotted by NACIN, Chennai											
Date & time of Examination											
Name of the Paper / Subject											
(FOR OFFICE USE ONLY)											
MARKS AWARDED											
PART NO.	QUESTION NO.										TOTAL
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
I											
II											
III											
IV											
V											
VI											
VII											
VIII											
GRAND TOTAL											

