

Instruction for Examination

1. The **Cadre Controlling** Authority/Commissionerates/Directorates 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. The authorized officer shall acknowledge receipt of password protected PDF file to NACIN on the mail ID nacinbrd.exam@gmail.com. The required No(s) of Xerox copies shall be done secretly under personal supervision of the Supervisor. Supervisor is required to select an Invigilator to conduct the examination smoothly. **The answer sheets and the attendance sheet arranged serially according to allotted Roll No(s) in sealed cover should be sent to NACIN immediately after the examination.**
2. The **Roll Numbers** are to be allotted to the candidates in the Commissionerates / Customs Houses by their respective Cadre Controlling Office and Directorates may allot Roll Nos. at their end at the time of the nominations itself. The Template for allotting Roll Nos. is as below:

Example:

Sl. No	GST/Customs/ Directorate	Name of GST/Customs/ Directorate	Roll Nos.
01	GST	Ahmedabad South	HV/GST/Ahmedabad South/01
02	CH	Kandla	HV/CH/Kandla/01
03	D	DGHRD	HV/D/DGHRD/01

3. 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. NACIN, Vadodara on directions of NACIN, Faridabad 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.
4. The **answer sheets** shall contain either in printed form or by affixing rubber stamp, the following particulars
 - a. The Name of the Examination
 - b. Roll No.
 - c. Name of Center
 - d. Date & Time of Examination
 - e. Name of the Paper & Subject
 - f. No. of supplementary/loose answer sheets used (The invigilator will sign the loose sheets)
 - g. Signature of the Invigilator (on verification that all the information are correctly filled in by the candidates)
 - h. Marks obtained and
 - i. 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.

5. 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 any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.

6. 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 on 0265-2392140 (Telefax) or nacinbrd.exam@gmail.com
7. The question papers for all the subjects shall be set and evaluated by the NACIN, Vadodara.
8. NACIN shall publish the marks obtained by the candidates. The results shall be declared by the Cadre Controlling Authority or anybody duly authorized by him/her in accordance with the Recruitment Rules, existing instruction and existing norms of relaxation to SC/ST & OBC Candidates issued by Ministry/Board from time to time. Any query regarding reservation policy, pass marks, recruitment rules, eligibility and declaration of results etc. shall not be entertained by NACIN, Vadodara.
9. Use and carrying of Mobile phone and any such electronic gadget in the examination hall by the candidates is strictly prohibited during the time of examination.

Copy to:

- i) All the Chief Commissioners/ Customs/ GST/ Customs (Preventive)/ Audit.
- ii) All the Directorates under CBIC.
- iii) All the Additional Director Generals, NACIN.
- iv) Webmaster for display on the CBIC/ NACIN website.