



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 [NACIN]
Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600058.
Phone No:26250157 / 26250159; Fax No: 26250156 / 26250155
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08-12-2022

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 February, 2023 -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 **8th to 10th February, 2023**.

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	09.02.2023 (Wednesday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Customs (with books)	3 hours	08.02.2023 (Thursday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	10.02.2023 (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	08.02.2023 (Thursday)	10.00 hrs. to 13.00 hrs.	65/100
Paper II	Allied Acts (including Central Excise & GST Act & Rules) (with books)	3 hours	09.02.2023 (Wednesday)	10.00 hrs. to 13.00 hrs.	50/100
Paper III	Administration (with books)	3 hours	10.02.2023 (Friday)	10.00 hrs. to 13.00 hrs.	65/100

3. Necessary instructions may kindly be given to the respective Jurisdictional Commissioners 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

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format on the previous day of the respective examination, to the Co-ordinating Supervisor through e-mail. 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 authorized officer 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 may be sent in the prescribed proforma vide **Annexure- II** along with a covering letter duly signed and attested by the ADC/JC (P&V) and scanned and mailed to **Email ID : nacin-chndeptexam@gov.in only** **This request must reach NACIN, Chennai latest by 10.01.2023. Nominations not received in the mail ID mentioned / received after the due date are strictly not entertained.**

- B) **After the receipt of nominations, 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 25.01.2023.** In case the nominations have been sent and **if 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 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 **03.02.2023.** The Co-ordinating Supervisor shall send an acknowledgement in reply mail. **In case the nominations, have been sent and if there is non-receipt of the test mail by the Co-ordinating Supervisor on 03.02.2023, the same may be brought to the immediate notice of NACIN, Chennai so as to enable this Academy to take necessary action.**

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 may be requested to inform the eligible officers, who are on deputation with other Directorates / Organisations and also include their requirements 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.**

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8. A close watch may please be kept on the **TIME LINE CHART** given in **ANNEXURE-IV**. 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. C. SUBA SANKARI, DEPUTY DIRECTOR (EXAMINATIONS)** at Contact No.: **044-26250183 / 9840191800** 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 sheet of the Answer Booklet, Time Line Chart is enclosed with this notice as Annexure-I to Annexure-IV 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 process of conducting examination will be clarified by this office. Any reference on the question of eligibility shall not be entertained by this office.

13. 'Instructions for Examination' are enclosed, which is an integral part of this letter.

Yours faithfully,

Encl: As above.

(K.R. UDAY BHASKAR)
PR. ADDITIONAL DIRECTOR GENERAL

INSTRUCTIONS FOR EXAMINATION**INSTRUCTIONS FOR THE CO-ORDINATING SUPERVISOR**

1. The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer 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 receipt of test mail and the question papers for each day nomination would be received by the CO-ORDINATING SUPERVISOR as mentioned in the **TIMELINE CHART** in ANNEXURE-IV. The Co-ordinating Supervisor shall acknowledge the receipt of test mail / question papers to NACIN Chennai in the mail ID **nacin-chndeptexam@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 a Roll No. at the formation level. The same shall be mentioned in Annexure-II while furnishing the details about the nominated candidates. The nominated candidates would be **assigned a Unique Roll No. by NACIN, Chennai** and the **same would be communicated on 25.01.2023** to the formations from where the nominations are received before the due date, in the mail ID as mentioned in ANNEXURE-II.

INSTRUCTIONS REGARDING ANSWER BOOKLET

4. a) The answer booklet shall contain a booklet with 20 sheets (ruled / unruled) in the full scape Legal size paper in Portrait mode. The format for the **first sheet of the Answer Booklet is given in ANNEXURE-III** along with the Instructions on the page over-leaf. **The soft copy of the Format is attached as pdf document along with this notification.**

b) The candidates should fill in the details sought in the First page and the same should be checked and attested by the Invigilator along with Name and Designation Stamp. Each page of the answer scripts should contain space to mention the Roll No. assigned to the candidate by NACIN Chennai. **The candidates should be instructed to write the Roll Nos. assigned by NACIN, Chennai in the front page and in all the pages of the answer script.**

INSTRUCTIONS FOR THE INVIGILATOR / SUPERVISOR

5. a) The Invigilator **should sign along with the name, designation & Commissionerate stamp in the first page of the answer booklet. The Invigilator is required to only sign in each page of the answer booklet and need not affix name / Commissionerate stamp in any of those pages.** The answer booklets and the attendance

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sheet arranged serially according to allotted Roll No(s) in sealed cover should be sent to NACIN, Chennai immediately after the examination. The same shall be evaluated by NACIN, Chennai.

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 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.

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 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. C. SUBA SANKARI, DEPUTY DIRECTOR (EXAMINATIONS) at Contact No.: 044-26250183 / 9840191800 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. A **Time Line Chart given in ANNEXURE-IV** shall be referred and strictly adhered to ensure smooth conduct of examination.

9. This issues with the approval of the Pr. Additional Director General, NACIN, Chennai.

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 :

3. Name of the Centre of Examination :

4. Official mail ID of the formation :
(Any correspondence departmental examinations related shall be sent from the Mail ID mentioned only)

4. Name & Official Address of the Co-ordinating Supervisor who would be responsible for the conduct of exam and to whom the question paper packets has to be despatched /whose personal gov.in mail ID, the question papers in PDF format is to be sent :

Tel.No. :

Fax No.:

Gov.in Mail ID:**WhatsApp Mobile No.:**

5. Details of the candidates taking examination at the centre - paper wise and subject wise:

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

Paper	Subject	No. of candidates	Name and Designation of the candidate	Roll No. Assigned to the candidate at the formation level
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	Name and Designation of the candidate	Roll No. Assigned to the candidate at the formation level
Paper I	Customs (with books)			
Paper II	Allied Acts (with books)			
Paper III	Administration (with books)			

ANNEXURE - III Format for First sheet of the Answer Booklet

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT
TAXES & NARCOTICS,
3/86-E, A.T.C ROAD, AMBATTUR INDUSTRIAL
ESTATE, CHENNAI - 600058**



Name of the Examination	
Name of the Commissionerate	
Name of the Cadre Controlling Authority	
Name of the 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)	

EVALUATION OF ANSWERS

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											
SIGNATURE OF THE EVALUATOR WITH NAME STAMP											

READ THE INSTRUCTIONS CAREFULLY

1. Candidates should fill in all the details on the first page. Name of the candidate **should not be written** in any page of the answer booklet.
2. Candidate's Roll No. assigned by NACIN, Chennai **should be written** on the first page of the answer booklet and on all other pages.
3. Commissionerate's seal **should be affixed** only on the 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 in the first page of the Answer booklet.
5. The Invigilator **should 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** in every 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**.

ANNEXURE - IV - TIME LINE CHART

LAST DATE FOR SENDING NOMINATIONS BY THE FORMATIONS	10.01.2023
RECEIPT OF COMMUNICATION OF ROLL NOS. ASSIGNED BY NACIN CHENNAI	BY MAIL ON 25.01.2023
RECEIPT OF TEST MAIL BY CO- ORDINATING SUPERVISOR	BY MAIL - 03.02.2023
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 08.02.2023	BY MAIL -07.02.2023 A.N.
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 09.02.2023	BY MAIL -08.02.2023 A.N.
RECEIPT OF QUESTION PAPER IN CO-ORDINATING SUPERVISOR'S MAIL FOR THE EXAM SCHEDULED ON 10.02.2023	BY MAIL - 09.02.2023 A.N.