



कार्यालय मुख्य आयुक्त
Office of the Chief Commissioner
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
CGST & Central Excise (Jaipur Zone), Jaipur

सेवामें,

अपर/संयुक्त आयुक्त (सी.सी.ओ.),
सीजीएसटी एवं के.उ.शु. (जयपुर परिक्षेत्र)
जयपुर ।

अपर/संयुक्त आयुक्त (का.एवं सत.),
सीजीएसटी एवं के.उ.शु. आयुक्तालय,
जयपुर/ अलवर / उदयपुर /जोधपुर एवं
सीमा शुल्क, जोधपुर (मु.- जयपुर)

महोदय/महोदया,

विषय:- माह-मार्च, 2025 में निरीक्षक (केन्द्रीय कर), के पद पर स्थाईकरण हेतु विभागीय परीक्षा(Departmental Examination for Confirmation of Inspectors of Central Tax) के क्रम में।

उपरोक्त विषयान्तर्गत लेख है कि नासिन, लखनऊ द्वारा दिनांक 19.03.2025 से 21.03.2025 तक निरीक्षक (केन्द्रीय-कर) के पद पर स्थाईकरण हेतु विभागीय परीक्षा (Departmental Examination for Confirmation of Inspectors of Central Tax) आयोजित की जा रही है, जो कि राष्ट्रीय सीमा शुल्क अप्रत्यक्ष कर एवं नाकोटिक्स अकादमी, (नासिन) क्षेत्रीय परिसर, जयपुर (117, संतोष नगर, सिविल लाईन्स मेट्रो स्टेशन के पास, अजमेर रोड़, जयपुर-302006) में ली जानी है। उपरोक्त परीक्षा की समय सारणी, दिशा निर्देश, सिलेबस तथा परीक्षा में बैठने वाले निरीक्षकों की सूची संलग्न है।

2. आपसे आग्रह है कि आपके कार्यालय के क्षेत्राधिकार में कार्यरत निरीक्षकों को उक्त विभागीय परीक्षा में उपस्थित होने हेतु आवश्यक रूप से निर्देशित करें।

3. विभागीय परीक्षा (केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क) नियम, 2024 के पैरा 8 (छूट) के टिप्पण (4), (5) व (6) के अनुसार उपरोक्त परीक्षा में सम्मिलित होने वाला यदि कोई अभ्यर्थी परीक्षा के प्रश्न पत्र संख्या-VI (हिन्दी) में उपस्थित होने से छूट चाहता है, तों उनका 'आयुक्त, मुख्य आयुक्त कार्यालय, केन्द्रीय वस्तु एवं सेवाकर, जयपुर जोन, जयपुर को सम्बोधित प्रार्थना पत्र उनकी जिस परीक्षा

के आधार पर वे छूट चाहते हैं उस परीक्षा की अंकतालिका / प्रमाण पत्र मय की स्वयं प्रमाणित प्रति के साथ इस कार्यालय को अग्रेषित किया जाना चाहिये।

संलग्न – उपरोक्तानुसार

भवदीया,
Digitally signed by
Anupama Saksena
Date: 04-03-2025
20:42:14 (अनुपमा सक्सेना)
सहायक आयुक्त

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है –

1. सहायक निदेशक, राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी (नासिन), क्षेत्रीय परिसर, जयपुर को परीक्षा से संबंधित आवश्यक व्यवस्था के प्रबन्ध हेतु।
2. प्रशासनिक अधिकारी (मु.), केन्द्रीय जीएसटी एवं के.उ.शु. आयुक्तालय, जयपुर को प्रेषित कर लेख है कि उक्त परीक्षा के सम्बन्ध में नासिन, जयपुर के साथ अन्य आवश्यक व्यवस्था एवं पेपर VI हेतु 45 कंप्यूटर मय प्रिंटर का प्रबन्ध भी सुनिश्चित करें।
3. वेबमास्टर, केन्द्रीय जीएसटी एवं के.उ.शु. आयुक्तालय, जयपुर को विभागीय वेबसाइट पर अपलोड करने हेतु।
4. निजी प्रति (नियंत्रण अधिकारी के माध्यम से) / गार्ड फाईल/ नोटिस बोर्ड ।



कार्यालय मुख्य आयुक्त
Office of the Chief Commissioner
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
CGST & Central Excise (Jaipur Zone), Jaipur

LIST OF THE INSPECTORS WHO HAVE TO APPEAR IN THE DEPARTMENTAL EXAMINATION FOR CONFIRMATION TO BE HELD FROM 19.03.2025 to 21.03.2025 AT NACIN, ZONAL CAMPUS, 117, SANTOSH NAGAR, NEAR CIVIL LINES METRO STATION, AJMER ROAD, JAIPUR.

'Y'-INDICATES THE CANDIDATE IS REQUIRED TO APPEAR IN THE PAPER

'N'-INDICATES THE CANDIDATE IS NOT REQUIRED TO APPEAR IN THE PAPER

Sr. No.	Roll No.	Name of Officer Sh./Shri/Ms.	Cat.	Present place of posting	List of Papers in which to Appear				
					I	II	III	IV	V
1	2	3	4	6	7	8	9	10	11
1	MAR-2025-INSP/001	SHUBHAM JAKHAR	UR	CGST DIV F, BIKANER	N	N	N	N	Y
2	MAR-2025-INSP/002	SIDDARTH SHARMA	EWS	CGST DIV I, JAIPUR	N	N	Y	N	N
3	MAR-2025-INSP/003	BHARAT KUMAR	OBC	CGST DIV F, BIKANER	N	N	N	N	Y
4	MAR-2025-INSP/004	ABHISHEK KUMAWAT	OBC	CGST DIV B, JAIPUR	N	N	N	N	Y
5	MAR-2025-INSP/005	ABHISHEK SHARMA	UR	CGST HQ, JAIPUR	N	N	Y	N	N
6	MAR-2025-INSP/006	SANJAY SINGH	UR (PH-OH)	CUSTOMS PREV, JAIPUR	N	N	N	N	Y
7	MAR-2025-INSP/007	NIDHI AGRAWAL (DOB 21.01.1999)	UR	CGST DIV H, KOTA	N	N	N	Y	N
8	MAR-2025-INSP/008	MAHENDRA ROYAL	OBC	CGST DIV D, JAIPUR	N	N	N	N	Y
9	MAR-2025-INSP/009	NAGENDRA SINGH FAUZDAR	UR	CGST DIV C, UDAIPUR	N	N	N	Y	Y
10	MAR-2025-INSP/010	SAMEER KHAN TAK	UR	CGST UDAIPUR	Y	N	N	N	Y
11	MAR-2025-INSP/011	NARENDRA LAL MEENA	ST	CGST DIV D, JAIPUR	N	N	N	N	Y
12	MAR-2025-INSP/012	YURAJ SINGH	EWS	CGST DIV F, BHARATPUR	N	N	N	N	Y
13	MAR-2025-INSP/013	PRAKASH NETWAL	OBC	CGST ALWAR	N	N	N	Y	N
14	MAR-2025-INSP/014	CHETAN CHAUDHARY	OBC	CGST DIV C, UDAIPUR	N	N	N	N	Y
15	MAR-2025-INSP/015	MUKESH KUMAR DHAKA	OBC	CGST DIV G, BIKANER	N	N	N	N	Y
16	MAR-2025-INSP/016	PRADEEP KUMAR BAIRWA	SC	CGST HQ, ALWAR	N	N	N	N	Y
17	MAR-2025-INSP/017	JITESH KUMAR PANCHOLI	EWS	CGST DIV A, UDAIPUR	N	N	N	N	Y
18	MAR-2025-INSP/018	AJAY SAINI	OBC	CGST DIV K, AJMER	N	N	N	N	Y
19	MAR-2025-INSP/019	DIVYA KUMARI	OBC	CGST DIV C, UDAIPUR	N	N	N	N	Y
20	MAR-2025-INSP/020	PRITAM MANJU	OBC	CGST DIV G, JAIPUR	N	N	N	N	Y
21	MAR-2025-INSP/021	KAILASH CHAND SAINI	OBC	CGST DIV G, CHHITORGARH	N	N	N	N	Y
22	MAR-2025-INSP/022	YOGESH PRAJAPAT	OBC	CGST DIV G, CHHITORGARH	N	N	N	N	Y
23	MAR-2025-INSP/023	SANDEEP KUMAR SAINI	OBC	CGST DIV G, JAIPUR	N	N	N	N	Y
24	MAR-2025-	ANSHUMAN TAK	OBC	CGST DIV C, JODHPUR	N	N	N	N	Y

	INSP/024								
25	MAR-2025- INSP/025	MANISH KUMAR	SC	CGST DIV-G, SIKAR	N	N	N	Y	N
26	MAR-2025- INSP/026	JITENDRA MEENA	ST	CGST DIV-C, UDAIPUR	Y	N	N	N	Y
27	MAR-2025- INSP/027	DHEERAJ KUMAR VERMA	SC	CGST DIV-G, JAIPUR	Y	N	N	N	Y
28	MAR-2025- INSP/028	KHEL SHANKAR MEENA	ST	CUSTOMS INTL. AIRPORT	Y	N	N	Y	N
29	MAR-2025- INSP/029	PRADEEP KUMAR MEENA	ST	CGST DIV-H, KOTA	N	N	N	Y	Y
30	MAR-2025- INSP/030	MANEESH KUMAR MEENA	ST	CGST DIV-H, JAIPUR	Y	N	N	N	N
31	MAR-2025- INSP/031	SHWETA AWASTHI	UR (PH-OTH)	CGST DIV-I, JAIPUR	Y	Y	Y	Y	Y
32	MAR-2025- INSP/032	RAHUL VERMA	SC	CGST DIV-E, BEHROAR	Y	N	N	Y	N
33	MAR-2025- INSP/033	RAVI KUMAR	SC	CGST DIV-G, BIKANER	Y	N	N	Y	Y
34	MAR-2025- INSP/034	HIMANSHU VERMA	SC	CGST DIV G, JAIPUR	Y	N	N	Y	N
35	MAR-2025- INSP/035	KAUSHAL	OBC (PH-VH)	CGST DIV-D, BHIWADI	Y	N	N	N	N
36	MAR-2025- INSP/036	PUNIT KUMAR	SC	CUSTOMS ICD KHATUWAS	Y	N	N	N	N
37	MAR-2025- INSP/037	UJJWAL VERMA	SC	CGST DIV-H, JAIPUR	Y	N	N	N	N
38	MAR-2025- INSP/038	YUKTESHVER KUNJ CHAUDHARY	SC	CGST DIV-A, JAIPUR	Y	N	N	N	N
39	MAR-2025- INSP/039	ASHWINI	UR (PH-OH)	CGST DIV-K, AJMER	Y	N	N	N	N
40	MAR-2025- INSP/040	AGAM	EWS	CGST DIV-H, KOTA	Y	N	N	Y	Y
41	MAR-2025- INSP/041	MANISH SAINI	OBC	CGST DIV-B, UDAIPUR	Y	N	N	N	N
42	MAR-2025- INSP/042	DEEPAK	UR	CGST DIV-C, UDAIPUR	Y	Y	Y	Y	Y
43	MAR-2025- INSP/043	JOGINDER SINGH DAHIYA	UR	CUSTOMS RANGE UDAIPUR	Y	Y	Y	Y	Y
44	MAR-2025- INSP/044	MOOL CHAND ROHLANIA	SC	CUSTOMS RANGE, CHURU	Y	Y	Y	Y	Y
45	MAR-2025- INSP/045	PRAHALAD KUMAR MEENA	ST	CUSTOMS, AIRPORT JAIPUR	Y	Y	Y	Y	Y

नोट:- सभी अभ्यर्थियों को निर्देश दिये जाते हैं कि परीक्षा समय से 30 मिनट पूर्व परीक्षा स्थल पर उपस्थित होंगे।

EXAMINATION SCHEDULE

PAPER	SUBJECT	DURATION	DATE	TIME	PASS MARKS
PAPER-I	Central Excise and Goods and Service Tax <i>(With Books)</i>	3 hours	19.03.2025	10.00-13.00 hrs.	50/100
PAPER-II	Customs <i>(With Books)</i>	3 hours	19.03.2025	14.00-17.00 hrs.	50/100
PAPER-III	Administration <i>(With Books Except Conduct Rules)</i>	3 hours	20.03.2025	10.00-13.00 hrs.	50/100

PAPER-IV	Law <i>(With Books)</i>	3 hours	20.03.2025	14.00-17.00 hrs.	50/100
PAPER-V	Hindi (Written)	3 hours	21.03.2025	10.00-13.00 hrs.	50/100
PAPER-VI	Computer Application & use of Internet (Theory)	1.5 hours	21.03.2025	14.00-15.30 Hrs.	25/50
	Computer Application & use of Internet (Practical)	1.5 hours	21.03.2025	15.30-17.00 Hrs.	25/50

ANNEXURE-I

DEPARTMENTAL EXAMINATION
FOR INSPECTORS OF CENTRAL TAX AND CENTRAL EXCISE
FOR CONFIRMATION

EXAMINATION SCHEDULE

<i>PAPER</i>	<i>SUBJECT</i>	<i>DURATI ON</i>	<i>DATE</i>	<i>TIME</i>	<i>PASS MARKS</i>
PAPER-I	Central Excise and Goods and Services Tax <i>(With Books)</i>	3 hours	19.03.2025	10:00-13:00 hrs.	50/100
PAPER-II	Customs <i>(With Books)</i>	3 hours	19.03.2025	14:00-17:00 hrs.	50/100
PAPER-III	Administration <i>(With Books Except Conduct Rules)</i>	3 hours	20.03.2025	10:00-13:00 hrs.	50/100
PAPER-IV	Law <i>(With Books)</i>	3 hours	20.03.2025	14:00-17:00 hrs.	50/100
PAPER-V	Hindi (Written)	3 hours	21.03.2025	10:00-13:00 hrs.	50/100
PAPER-VI	Computer Application and Use of Internet (Theory and Practical)	3 hours (1½ hr. + 1½ hr.)	21.03.2025	14:00-17:00 hrs.	(25+25) /100

APPENDIX 'B'
[See Rule 2(1) of DER, 2024]

**SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR INSPECTORS OF
CENTRAL TAXES and CENTRAL EXCISE**

(Maximum marks for each paper will be 100)

PAPER-I: CENTRAL EXCISE AND GOODS & SERVICES TAX (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. *The Central Excise Act, 1944 (1 of 1944).*
2. The Central Excise Rules, 2002.
3. The Central Excise Tariff Act, 1985 (5 of 1986).
4. Provisional Collection of Taxes Act, 1931 (16 of 1931).
5. CENVAT Credit Rules, 2004.
6. Board's Standing Orders, Notifications and Circulars relating to Central Excise.
7. Central Goods and Services Tax Act, 2017.
8. Integrated Goods and Services Tax Act, 2017.
9. State Goods and Services Tax Acts, 2017.
10. Union Territory Goods and Service Tax Act, 2017.
11. Goods and Services Tax (Compensation to States) Act, 2017.
12. Central Goods and Services Tax Rules, 2017.
13. Integrated Goods and Services Tax Rules, 2017.
14. All State Goods and Services Tax Rules, 2017.
15. Constitution (One Hundred and First Amendment) Act, 2016.
16. Notifications, Circulars and Orders relation to GST issued from time to time.
17. Finance Act, 1994.
18. Service Tax Rules 1994.
19. Place of Provision of Services Rules, 2012.

PAPER-II: CUSTOMS (WITH BOOKS)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. The Customs Act, 1962 (52 of 1962).
2. The Customs Tariff Act, 1975 (51 of 1975).
3. Customs Rules and Procedures.
4. Foreign Trade Policy-2015-20.
5. Hand book of Export and Import Procedure.
6. Customs, Allied Acts and Rules made there under.
7. The Special Economic Zone Act, 2005 and Rules made there under.
8. Export Promotion Schemes under the Foreign Trade Policy of India.
9. Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
10. Prevention of Illicit Traffic in Narcotics Drugs and Psychotropic Substances Act, 1988 (46 of 1988).

PAPER-III: ADMINISTRATION (WITH BOOKS, EXCEPT CONDUCT RULES)

- | | | | |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks | - | 50 |
| (c) | Time allowed | - | 3 hours |

Syllabus:

1. The Fundamental Rules and Supplementary Rules.
2. The Central Civil Services (Classification, Control and Appeal) Rules 1965.
3. The Central Civil Services (Conduct) Rules, 1964.
4. The Central Civil Services (Leave) Rules, 1972.
5. The General Provident Fund (Central Services) Rules, 1972.
6. The General Financial Rules, 2017.

Note: The questions will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical cases. For this purpose, the paper will contain questions on the practical aspect of the word, for example, preparation of pay or travelling allowance bill, contingent bill, calculation of leave due, joining time etc.

PAPER-IV: LAW (WITH BOOKS)

- | | | | |
|-----|---------------|---|---------|
| (a) | Maximum Marks | - | 100 |
| (b) | Pass Marks | - | 50 |
| (c) | Time allowed | - | 3 hours |

Syllabus:

1. The Constitution of India.
2. Bharatiya Nyaya Sanhita, 2023.
3. Bharatiya Nagarik Suraksha Sanhita, 2023.

पता: अप्रत्यक्ष कर भवन, ए-ब्लॉक, पाँचवा और छठा तल विभूति खंड, गोमती नगर लखनऊ-226010

Address: Apratyakshkar Bhawan, A-Block, 5th & 6th Floor, Vibhuti Khand, Gomti Nagar, Lucknow-226 010

फोन नंबर 0522-2989319 (महानिदेशक), 0522-2317400 (कार्यालय)

ई-मेल: nacen.kn-up@nic.in

4. Bharatiya Sakshya Adhiniyam, 2023.
5. Code of Civil Procedure, 1908 (5 of 1908).

PAPER-V: HINDI (WRITTEN)

(a)	Maximum Marks	-	100
(b)	Pass Marks	-	50
(c)	Time allowed	-	3 hours

Syllabus:

1. Translation of a passage from English to Hindi and from Hindi to English.
2. Correction of sentences and giving Hindi words equivalents for English words.
3. Answer from the Hindi passage.
4. Comprehension of petitions and documents written in manuscripts in Hindi.
5. Official Language Act, 1963 (19 of 1963).
6. Official Language Rules, 1976.

PAPER-VI: COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)

(a)	Maximum Marks	-	100 (50+50)
(b)	Pass Marks	-	50 (25+25)
(c)	Time allowed	-	3 hours (1½ hr. + 1½ hr.)

Syllabus:

1. Overview of Hardware and Software:
 - A) Basics of input devices
 - B) Basics of output devices
 - C) Basics of CPU
 - D) Basics of software
2. Windows Including:
 - A) Logging into Windows
 - B) Use of Passwords
 - C) Shutting down and using of CTRL - ALT – DEL
 - D) Desktop including customization and screen saver
 - E) Taskbar
 - F) Windows Explorer
 - G) Use of Find or Search

- H) Using various external storage devices
3. MS OFFICE – MS WORD, MS EXCEL AND MS POWERPOINT
- A) MS WORD INCLUDING:
- (i) Creating a new document
 - (ii) Basic formatting including bullets and numbering, Header & Footer
 - (iii) Find and Replace
 - (iv) Auto Correct, spell check and corrections in track changes mode
 - (v) Saving documents
 - (vi) Sending documents through mail and external drives
 - (vii) Printing documents including print preview and layout
 - (viii) Help menu
 - (ix) Table insertion
 - (x) Mail Merger
- B) MS EXCEL INCLUDING:
- (i) Introduction to Excel
 - (ii) Creating simple worksheet
 - (iii) Relation between cells, use of \$ sign
 - (iv) Basic functioning
 - (v) Simple functions and calculations
 - (vi) Saving/printing of documents
 - (vii) Print preview
- C) MS POWERPOINT INCLUDING:
- (i) Introduction of PowerPoint
 - (ii) The Power point screen
 - (iii) The auto content wizard
 - (iv) The slide views-an overview
 - (v) Using the slide views
 - (vi) Customizing slide structure
 - (vii) Adding text to Slides
 - (viii) Moving through presentations
 - (ix) Inserting pictures
 - (x) Printing
 - (xi) Running a presentation
- D) INTERNET INCLUDING:
- (i) Use of webmail including attachment and download of files
 - (ii) Browsing including Searches

ANNEXURE-III**INSTRUCTIONS FOR DEPARTMENTAL EXAMINATION**(Inspectors of Central Tax for confirmation scheduled from [19.03.2025 to 21.03.2025](#))**1. For smooth conduct of the examination, following points may please be adhered to:-**

- (a) The Pr. Commissioner / Commissioner of the field formation where the examination is scheduled to be held shall nominate an officer, 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 confidentiality thereof. The nominated officer shall acknowledge the receipt of question paper through email (password protected PDF file) to email ID nacen.kn-up@nic.in. The Authorized Officer is further required to nominate a Supervisor / Invigilator to conduct the exam smoothly. The required no(s) of Photocopies of question papers shall be done discretely under his/her personal supervision.
- (b) It is the duty of respective Commissionerates / Directorates to arrange sufficient number of blank answer books for conducting all written examination papers. To maintain the uniformity, the format of **cover page of answer book** may be as follows: -

Name of the Commissionerate:

To be Filled by Candidate:

Name of the examination	Inspectors of Central Tax for confirmation (March-2025)
Roll No. of the Candidate	
Name of Examination Center	
Date & time of Examination	
Name of the Paper & Subject	

To be Filled by Invigilator:

No. of loose answer books used (The Supervisor / Invigilator to sign the loose sheets and also assign page numbers)	
Signature of the Supervisor / Invigilator (on verification that all the details are correctly filled in by the Candidates)	

To be Filled by Evaluator:

Marks obtained / Maximum Marks	
Signature of the evaluator (with name stamp)	

- (c) All the candidates may be asked to **report 30 minutes before** the starting time of the examination so that formalities regarding attendance and distribution of answer books may be completed on time.
- (d) Before the start of the exam of any paper i.e. Paper No. I to VI, each candidate appearing for examination of that paper is required to put his/her initial (signature)

against his/her name and roll numbers on the attendance sheet. The **format of attendance sheet** is as under: -

Name of the Commissionerate:

(Attendance Sheet)

Name of the Examination	:	Inspectors of Central Tax for confirmation
Centre of the Examination	:	
Date & Time of the Examination	:	
Name of the paper & Subject	:	

Particulars of Candidates: -

Sl. NO.	Roll No.	Name of the Candidates	Signature of the Candidates	Signature of the candidates (If additional sheet used)
1.				
2.				

Signature of Nodal Officer OR Invigilator

- (e) The candidate whose name was not submitted at the time of requisition cannot appear in the examination. The answer books of such candidate shall not be considered for evaluation by this Academy.
- (f) The candidates appearing in the examination may be directed to fill the required information on the **cover page** of the answer book. They should also be instructed **not to write their name anywhere in the answer book and if they do so, their result will be declared as FAIL for that paper.**
- (g) The Invigilator should put his/her **dated signature with name & office seal on the FIRST and LAST page of the answer book of each candidate, at the least.**
- (h) If more than one answer books are used in the examination by a candidate, all such answer books should be signed and **tagged together by use of thread/stapler pin.**
- (i) The answer books and the attendance sheets should be arranged serially according to **allotted Roll No(s).**
- (j) In Paper-VI "Computer Application and Use of the Internet (Theory and Practical)", equal marks and time shall be allocated to Theory (Part-A) & Practical (Part-B). The passing marks for each part will be 50%. The practical test be shall be evaluated by the respective Commissionerates/Directorates and the evaluated Answer sheet, shall be dispatched to NACIN ZC Lucknow. The evaluated Answer sheet must contain the signature and seal of the Invigilator and the Evaluator.
- (k) The **answer books of Paper-I, II, III, IV, V and Paper-VI (Part-A) should be packed and sealed immediately** after the exam is over. The Invigilator and the Nodal officer should sign on the sealed covers. The same shall be dispatched to NACIN ZC Lucknow for further process.
- (l) In case departmental examination is also conducted at the Divisions (other than Commissionerates / Directorates), all the answer books should be collected at the Commissionerates / Directorates in sealed covers.
- (m) All the packets of answer books are to be sent in **single packing wrapped in a cloth cover with proper sealing.** In case packets are broken, damaged or lost in transit, this Academy will not be responsible for the same.

2. **To maintain the sanctity of departmental examination, the following may be ensured during the examination process: -**

- (a) **Electronic gadgets** such as **Mobile Phones, Tablets, I-pad etc should not be allowed** to be carried into examination hall by the candidates.
- (b) The candidates should not be allowed to discuss the questions among themselves.
- (c) In case of paper (without books), Manuals, Tariff and other books etc should not be allowed to be carried into examination hall.
- (d) Senior officers may make surprise visits to the examination hall to ensure that no copying is done by the candidates.
- (e) In case of paper (with books), only prescribed books shall be allowed to be carried into examination hall by the candidates. They may also be suitably advised to arrange for and come to exam centres with the prescribed books, if need be.
- (f) The answer books should be taken away from the candidates immediately on completion of allotted time from the time of starting of examination.
- (g) If possible, the examination may be conducted in the room where CCTV camera are installed and whole process of examination may be video recorded.
3. If you have any query pertaining to conduct of the examination, the same may be forwarded to this office on e-mail address nacen.kn-up@nic.in.
4. NACIN, ZC, Lucknow would convey the marks obtained by the candidates only to the CCAs & Nodal Officers via **email provided by them in Annexure-II**.
5. 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 the CCA under intimation to this office for record.
6. All Communications in this regard are being/will be made available on website of NACIN, Faridabad and no letters are being sent / shall be sent by post separately.
7. The following format, duly filled is also enclosed with the forwarding letter.

CHECK LIST - DOCUMENTS TO BE KEPT INSIDE THE SEALED ENVELOP / PACKET

Forwarding letter (only one for all answer books)	Attendance Sheets (P- I to VI) printout signed by the Nodal Officer/Invigilator	Answer books (Put Roll number- wise)	Remarks / Feedback (if any)
(Yes / No)	(Yes / No)	(Yes / No)	(Yes / No)

Signature of Nodal Officer / Authorised Signatory

NOTE: Only the above-mentioned documents should be kept in the packet. No extra paper to be sent as it may increase the cost of speed post and also the paper work of this Academy.
