



भारतसरकार GOVERNMENT OF INDIA  
 वित्तमंत्रालय MINISTRY OF FINANCE  
 राजस्वविभाग DEPARTMENT OF REVENUE  
 केन्द्रीय अप्रत्यक्षकर एवं सीमाशुल्क बोर्ड  
 CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS  
 सीमाशुल्क आयुक्त का कार्यालय  
 OFFICE OF THE COMMISSIONER OF CUSTOMS  
 सीमाशुल्क गृह, विलिंगडन आईलैंड, कोचीन  
 CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009  
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Date: As e-assigned.

**स्थापना परिपत्र संख्या 09/2025 / Establishment Circular No. 09/2025**

**Sub:** Promotion Examination for promotion of Tax Assistants to the grade of Executive Assistants to be held from 21st to 23rd April 2025 – Reg.

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In pursuance of Examination Notice issued by NACIN, Chennai in F. No. NACIN/II/12/3/2025-EXAM-O/o Pr ADG-NACIN-ZC-CHENNAI dated 12.03.2025 on the above subject, eligible Tax Assistants (who have completed at least half of the eligible service in the grade of Tax Assistant, i.e, 5 years as Tax Assistants – as per Annexure A of the Departmental Examination Rules, 2024 dated 18.12.2024) willing to appear for the Departmental Examination for promotion of Tax Assistants to the Grade of Executive Assistants of Central Taxes & Customs scheduled to be conducted from 21.04.2025 to 23.04.2025 are requested to submit their willingness to the undersigned (through e-mail: [esttCUS-cochin@gov.in](mailto:esttCUS-cochin@gov.in)) **on or before 20.03.2025** in the prescribed format. Nominations not received in the mail ID mentioned / received after the due date would not be entertained.

2. An officer, who has passed his matriculation or an equivalent or higher examination with Hindi as one of the subject may intimate the same (enclosing the relevant certificate) along with the willingness so as to avail exemption from appearing for the Hindi examination.

The format for submission of Willingness:

Name & Designation of the Candidate	Emp. Code	DOB	Gov. ID	Whether Seeking exemption from appearing in Hindi (Paper VI) of the Exam (Y/N). <b>If Yes</b> , whether proof of the supporting document enclosed.

3. The Examination notice along with the Departmental Examination Rules, 2024 dated 18.12.2024 is enclosed for reference.

सीमा शुल्क उप आयुक्त (स्थापना)  
**DEPUTY COMMISSIONER OF CUSTOMS (Estt.)**

Encl: As Above.

**प्रेषित To:**

1. Notice Board/EDI (to upload in the website).
2. The Assistant Commissioner (Establishment), O/o The Commissioner of Customs (Prev.), Broadway, Catholic Centre, Ernakulam (Through mail)

**प्रतिलिपि Copy to:** All Sections (Through CRU).