

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, विलिंग्डन आईलैंड, कोचिन
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009
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दिनांक यथा ई- हस्ताक्षरित

स्थापना परिपत्र संख्या Establishment Circular No. 05/2025

विषय: वर्ष 2024-2025 के लिए केंद्रीय कर, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क के हवलदारों की पुष्टि के लिए विभागीय परीक्षा के आयोजन - से संबंधित।
Sub: Conduct of Departmental Examination for Confirmation of Havaladar of Central Tax, Central Excise and Customs for the Year 2024-2025 - reg.

[संदर्भ: विभागीय परीक्षा (केंद्रीय कर, केंद्रीय उत्पाद शुल्क, सीमा शुल्क एवं नारकोटिक्स) नियमावली, 2024]।
[Ref: Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024].

उपर्युक्त विषय पर प्रधान अपर महानिदेशक, नासिन जोनल कैंपस, वडोदरा के कार्यालय द्वारा फा. सं. नासिन/II/12/1/2025-प्रशासन-कार्या.एडीजी-नासिन-जेडसी-वडोदरा में जारी परीक्षा नोटिस दिनांक 04.02.2025 के अनुसरण में, 18.03.2025 से 19.03.2025 तक हवलदारों की अपने पद पर पुष्टि हेतु आयोजित होने वाली विभागीय परीक्षा में उपस्थित होने के इच्छुक पात्र अधिकारियों से अनुरोध है कि, वे 03.03.2025 को या उससे पूर्व अधोहस्ताक्षरी को अपनी इच्छा प्रस्तुत करें।

2. परीक्षा में नीचे दर्शाए गए अनुसार 04 पेपर होंगे: -

पेपर Paper	विषय Subject	अधिकतम अंक Maximum Marks	उत्तीर्णांक Passing Marks	दिनांक Date	समय Time
I.	सामान्य अंग्रेजी (कार्यालय से संबंधित) (वैकल्पिक)	50	25	18.03.2025	10.00 से 11.00 बजे
II.	सामान्य कार्यालयीन प्रक्रिया तथा आधारभूत कंप्यूटर ज्ञान(वैकल्पिक)	50	25	18.03.2025	12.00 से 13.00 बजे

III.	सामान्य हिंदी(कार्यालय से संबंधित) (वैकल्पिक)	50	25	18.03.2025	15.00 से 16.00 बजे
IV.	शारीरिक क्षमता परीक्षा 5 किमी. चलना(35 से 40 मिनट के समयावधि के भीतर) 5 कि.मी. साइकल चलाना (समय सीमा 20-25 मिनट) सलामी/ मार्च पास्ट/ ड्रिल इत्यादि।	50	25	19.03.2025	10.00 बजे

3. प्रश्न पत्र अंग्रेजी और हिंदी दोनों भाषाओं में होंगे (पेपर-III हिंदी को छोड़कर)। उम्मीदवारों के पास अंग्रेजी या हिंदी में उत्तर लिखने का विकल्प उपलब्ध है।

4. ऐसे अधिकारी, जिन्होंने मैट्रिकुलेशन या समकक्ष या उच्चतर परीक्षा हिंदी विषय के साथ उत्तीर्ण की है, वे हिंदी परीक्षा में बैठने से छूट प्राप्त करने हेतु अपनी इच्छा व्यक्त करते समय सहायक दस्तावेज़ के साथ इसकी सूचना प्रदान करें।

हस्ता/-

राजेश जैकब के. Rajesh Jacob K.

सीमा शुल्क उप आयुक्त (स्थापना)

DEPUTY COMMISSIONER OF CUSTOMS (Estt.)

को प्रेषित To: सूचना पट्ट/ ईडीआई(वेबसाइट में अपलोड करने हेतु)Notice Board/EDI(to upload in the website).

प्रतिलिपि प्रेषित Copy to: सभी अनुभाग(सीआरयू द्वारा) All Sections (Through CRU).



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Website: www.cochincustoms.gov.in

2666422 E-mail: cochincustoms@nic.in

Control Room: 0484-

Date: As e-assigned.

स्थापना परिपत्र संख्या 05/2025 / Establishment Circular No. 05/2025

Sub: Conduct of Departmental Examination for Confirmation of Havaladar of Central Tax, Central Excise and Customs for the Year 2024-2025 - reg.

[Ref: Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024].

In pursuance of the Examination Notice dated 04.02.2025 issued by the Office of the Pr. Additional Director General, NACIN Zonal Campus, Vadodara in F. No. NACIN/II/12/1/2025-ADMIN-O/o ADG-NACIN-ZC-VADODARA on the above captioned subject, eligible officers willing to appear for the Departmental Examination for Confirmation of Havaladar scheduled **to be conducted from 18.03.2025 to 19.03.2025** are requested to submit their willingness to the undersigned **on or before 03.03.2025**.

2. The examination will have 04 papers as mentioned below: -

Paper	Subject	Maximum Marks	Passing Marks	Date	Time
I	Basic English (Related to the department) - Objective type	50	25	18.03.2025	10.00 to 11.00 Hrs
II	General Office Procedure and Basic Computer (Objective type)	50	25	18.03.2025	12.00 to 13.00 Hrs
III	Basic Hindi (Related to the department) Objective type	50	25	18.03.2025	15.00 to 16.00 Hrs
IV	PHYSICAL TEST Walking 5 Km (time limit 35-40 Minutes), Cycling 5 Km (time limit 20-25 Minutes), Salute / March-past / Drill etc.	50	25	19.03.2025	10.00Hrs

3. The question paper shall be both in English & Hindi (except Paper-III Hindi). The candidates have the option to write the answer either in English or Hindi.

4. An officer, who has passed his matriculation or an equivalent or higher examination with Hindi as one of the subject may intimate the same along with

supporting document while submitting the willingness so as to avail exemption from appearing for the Hindi examination.

Signed by

Rajesh Jacob Koottummel


Date: 27-02-2025 15:27:00

सीमा शुल्क उपआयुक्त स्थापना))

DEPUTY COMMISSIONER OF CUSTOMS (Estt.)



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

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



प्रधान अपर महानिदेशक का कार्यालय
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी
आचार्यक प्रशिक्षण संस्थान, वडोदरा
दूसरी मंजिल जीएसटी भवन, सुभानपुरा, वडोदरा, गुजरात 390023, भारत

Office of the Principal Additional Director General
National Academy of Customs, Indirect Tax and Narcotics
Zonal Campus Vadodara
2nd Floor GST Bhavan, Subhanpura, Vadodara, Gujarat 390023, India
email: nacin.vadodara@gov.in, Telefax: +91(265)239-2140


**आज़ादी का
अमृत महोत्सव**

A DIGITAL WORKPLACE SOLUTION

Vadodara, Date: 04-02-2025

Examination Notice

Conduct of Departmental Examination for Confirmation of Havaladar of Central Tax, Central Excise and Customs for the Year 2024-2025.
(Ref: Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024.)

NACIN, Palasamudram vide their letter under F. No. NACIN/II/12/4/2024-ADG II -O/o Pr. D.G.-NACIN-Faridabad dated 20.05.2024 has communicated the Annual Calendar of Departmental Examinations for the year 2024-2025. The undersigned is directed by the Competent Authority to notify the schedule of the Departmental Examination for Confirmation of Havaladar of Central Tax, Central Excise and Customs. The schedule of the said Examination and the important dates are given as under;

Sl. No.	Subject	Max. marks	Pass marks	Date	Time
1	Paper I:- Basic English (Related to the department)- Objective type	50	25	18.03.2025	10:00 to 11:00 Hrs
2	Paper II: General Office Procedure and Basic Computer (Objective type)	50	25	18.03.2025	12:00 to 13:00 Hrs
3	Paper III:- Basic Hindi (Related to the department) Objective type	50	25	18.03.2025	15:00 to 16:00 Hrs
4	Paper IV:- PHYSICAL TEST Walking 5 Km (time limit 35-40 Minutes), Cycling 5 Km (time limit 20-25 Minutes),	50	25	19.03.2025	Decided by the respective Zone or Commissionerate

Salute / March-past / Drill etc.				
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Note: The syllabus in detail for each paper are enclosed as Annexure-A.

2. The Paper IV shall be conducted by the jurisdictional Chief Commissioner's office/ Director General/Commissionerates/ Directorates and the results of this may be declared by the concerned Chief Commissioner's office with intimation to this office.
3. It may be noted that, this office will not declare/ communicate/ upload any separate results for paper IV. All the offices where the Physical Test is conducted are requested to send the results directly to their respective Cadre Controlling office.
4. The claim for exemptions from appearing in Hindi Examination shall be governed as per the instructions issued by DOPT from time to time and the decision in this regard rests with the respective jurisdictional Commissionerates. Hence, no query in this regard may be sent to NACIN.
5. The question paper shall be both in English & Hindi (except Paper-III Hindi). The candidates have the option to write the answer either in English or Hindi.
6. Requisition for the question papers must reach to the Assistant Director (Exam), NACIN, Vadodara latest by 06.03.2025. Question paper for the said exam, in password protected PDF format, shall be sent to the nominated authorized officer through e-mail on 14.03.2025. Password for opening the PDF file will be provided on 17.03.2025. The authorized officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question Papers may be sent to E-mail id: exams.nacinvdr@gov.in
7. The name, address & Official telephone/email id of Addl./Joint/Deputy/Assistant Commissioner who would be authorized to conduct the examination/to whom question papers are to be sent should also be furnished while sending requisition for the question papers.
8. This examination notice is also being posted on NACIN website. The marks obtained in the examination shall also be displayed on NACINs website.
9. All the Chief Commissioners' offices are requested to circulate this

Notification to all the Commissionerates/ Customs Houses within their jurisdiction, NACIN, Vadodara will not be communicating with any of the individual Commissionerates separately in this regard.

10. The queries regarding reservation policy, pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACIN, as these decisions rest with the respective Cadre Controlling Authority/Jurisdictional Commissionerates. Any reference in this regard shall not be entertained by NACIN.
11. NACIN Vadodara on directions of NACIN Palasamudram reserves the right to cancel the whole examination or the examination of a Candidate or that of a Centre or of a cluster of centers, if it is found that unfair means were used or allowed to be used.
12. Instructions for Examination are **enclosed** with this letter.

Signed by
Ashir Tyagi

आपका आभारी,

Date: 04-02-2025 18:17:43

Encl: As above.

(Dr. ASHIR TYAGI)

PRINCIPAL ADDITIONAL DIRECTOR GENERAL

वडोदरा, दिनांक 04-02-2025 :

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.

आपका आभारी,

(Dr. ASHIR TYAGI)

PRINCIPAL ADDITIONAL DIRECTOR GENERAL

Instruction for Examination

1. The details of examinations scheduled to be conducted is mentioned below.

Sl. No.	Subject	Max. marks	Pass marks	Date	Time
1	Paper I:- Basic English (Related to the department)- Objective type	50	25	18.03.2025	10:00 to 11:00 Hrs
2	Paper II: General Office Procedure and Basic Computer (Objective type)	50	25	18.03.2025	12:00 to 13:00 Hrs
3	Paper III:- Basic Hindi (Related to the department) Objective type	50	25	18.03.2025	15:00 to 16:00 Hrs
4	Paper IV:- PHYSICAL TEST Walking 5 Km (time limit 35- 40 Minutes), Cycling 5 Km (time limit 20-25 Minutes), Salute / March-past / Drill etc.	50	--	19.03.2025	Decided by the respective Zone/Commis sionerate.

2. 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 exams.nacinvdr@gov.in. 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.**

3. 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.

4. 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, Palasamudram 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.

5. The **answer sheets** shall contain either in printed form or by affixing rubber stamp, the following particulars

- The Name of the Examination
- Roll No.
- Name of Center
- Date & Time of Examination
- 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.

6. 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.

7. 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 or **exams.nacinvdr@gov.in**

8. The question papers for all the subjects shall be set and evaluated by the NACIN, Vadodara.

9. 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.

10. 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.