केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
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C.No. II/12/01/2015 Estt. (PF) Dated: 17 /06/2016

Sub: **INSTRUCTIONS** for Holding Central Excise Departmental Examination of Inspectors for confirmation from 21.06.2016 to 24.06.2016

Sl. No.	Letter No. and date	Subject
1	F.No. II(12)32/Estt./ NACEN/ RTI/KNP/ 2015/ 328 (S/L) dated 13.06.2016	Instructions for Holding of Central Excise Departmental Examination of Inspectors for confirmation from 21.06.2016 to 24.06.2016-Reg.

Copy of the mentioned letter may be downloaded from the website of Cochin Commissionerate-www.cenexcisekochi.gov.in for information.

(AMARNATH KESARI)
JOINT COMMMISSIONER (P&V)

Copy submitted to: The Commissioner of Central Excise, Calicut/TVM/CCP/Audit for information.

Copy to:
The DC (CCO) Hqrs., Cochin for information.
The Superintendent (EDP) for uploading in website.

NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
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F.NO.II(12)32/Estt/NACEN/RTI/KNP/2015/**328 (S/L)** DATED: **13.06.2016**

To,

All Principal Commissioners/Commissioner of Customs /Customs (P)/Central Excise/Service Tax/Audit
All Principal ADGs / ADGs in the Department of Customs/Central Excise/Service Tax

Sir /Madam,

Subject: INSTRUCTIONS for Holding of Central Excise Departmental Examination of Inspectors for confirmation from **21.06.2016 to 24.06.2016** - Reg.

Your kind attention is invited to this office letter even **F.NO.178(S/L) dated 30.03.2016** and your online requisition regarding departmental examination for confirmation in the grade of Inspectors of Central Excise.

2. The **question papers (Hindi / English version)** except paper-V Hindi (Viva-Voce) and Paper - VI (Viva-Voce) as required by your Directorate / Commissionerate of Customs / Central Excise / Service Tax / Audit, **will be made available 40 Minutes before the scheduled time of exam (Paper)**. The steps for **downloading the papers** has already been communicated vide **Point No.6** of *Annexure-II* of the above said letter. The number of **question paper may be photocopied** in the presence of the Nodal Officer for conduct of the examination as per requirement.

3. **For smooth conduct of the examination following points may please be adhered to:-**

(a) It is the duty of respective Commissionerate / Directorate to arrange the sufficient number of blank answer books for conducting of all written examination papers. The **cover page of answer book** may be downloaded from **tab 'Cover Page > Answer Book' under the dashboard** of respective Commissionerate to maintain uniformity.

(b) All the candidates may be asked to **report 30 minutes before** start of the examination so that formalities regarding attendance and distribution of answer book could be completed on time.

(c) 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) before his/her name and roll numbers on the attendance sheet. The **format of attendance sheet may be downloaded** by the steps given in **Point No.4** of *Annexure-II* of the above said letter.

(d) **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.**

(e) 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.***

(f) The Invigilator should put his **dated signature with name & office seal on the first and last pages of the answer book.**

(g) If more than one answer books are used in the examination by a candidate, all such answer books should be **tagged together by use of thread.**

(h) **After examination the attendance of candidates must be updated online in the site through their 'Dashboard'. In case of failure, the Academy shall not declare the result of the said Commissionerate / Directorates.**

(i) **The result for the examination of June,2016 will not to be sent by post, it has to be downloaded through their dashboard by the Commissionerates/Directorates and it is possible only after up-dation of the attendance sheet online.**

(j) **Online Updated Attendance Sheets of candidates with initial of 'Nodal Officer'** are to be put in packets containing answer books **arranged in the order of the Roll No. of the candidates appearing in the attendance sheets.**

(k) The **answer book should be packed and sealed immediately** after the exam is over, the Invigilator and the Nodal officer should sign on the sealed covers. No delay on this count is permitted.

(l) The Examination of paper Hindi Viva-Voce and paper-VI Viva-Voce (General) are to be conducted by the respective Commissionerates/Directorates at their centers of examination. Since the examinations of these papers **are to be conducted orally so no question papers will be provided.**

(m) **The Interview Board for holding Viva-Voce** may comprise of three members consisting of **One Chairman and Two Members**. The **Chairman** of the Board may be Commissioner / Additional / Joint Commissioner and other **two members** may be Additional / Joint / Deputy / Assistant Commissioners for the purpose of taking **General Viva-Voce and Hindi Viva-voce**. The **name & designation of the Chairman and Members** for the 'General Viva' & 'Hindi Viva' to be filled in the '**Viva**' tab under their Dashboard.

(n) **After putting the name & designation of Chairman and Members, auto-generated** printout can be taken for filling the '**Marks**' of the candidates. After Viva-Voce is over, **online updated attendance sheets and Mark-sheets** should be kept in a sealed cover for onward submission to this Academy for declaration of result.

(o) It may kindly be ensured that the sealed packets containing the answer books (Paper-I, II, III, IV & V), **online updated attendance sheets** and Mark-Sheets of Viva-Voce (Paper-V & Paper-VI) be sent to this Academy for evaluation, addressed to **the Additional Director General (By Name), after completion of all papers of the examinations at the earliest. Spare Question Papers, if any, should not be sent with the answer books.**

(p) In case departmental examination is also conducted at Divisions (other than Commissionerates / Directorates Headquarters), all the answer books should be collected at the Commissionerate / Directorates Headquarters in sealed covers and then dispatched from there for the **entire Commissionerate / Directorate in one packet** to this Academy.

(q) All the packets of answer books and Viva-Voce marks are to be sent in **single packing wrapped in a cloth with proper sealing** to ensure safe delivery of answer books in this Academy. In case packets are broken and lost in transit, this Academy will not be responsible for the same.

(r) A **check list for proper documentation** is also enclosed with this letter. Duly filled check list may be sent along with sealed envelope / packet to this Academy.

4. 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) Candidates should not be allowed to discuss the questions among themselves.

(c) In case paper (without books), Manual, Tariff, other books etc should not be allowed to be carried into examination hall.

(d) Senior officer may visit examination hall by surprise to ensure that no copying is done by the candidates.

(e) In case of paper (with book), only prescribed books shall be allowed to be carried into examination hall by the candidate

(f) The answer sheets should be taken away from the candidates immediately on completion of 3 hours from the time of starting of examination.

(g) If possible, the examination may be conducted in the room where camera is fitted & whole process of examination may be video recorded.

5. If you have any query pertaining to conduct of the examination, the same may be forwarded to this office at any early date by e-mail at e-mail address **nacen.kn-up@nic.in.**

6. The result of this examination shall be available in the **Dashboard of Commissionerate / Directorates under website www.nacenkanpur.gov.in in due course.**

7. An office order issued by ADG (Admn.), NACEN, Faridabad under F.No.VI/Estt./36/01/2016-NACEN/8022 dated 07.06.2016 regarding revision of rates of honorarium / fees for Departmental Examination is also enclosed for information please.

Yours faithfully

Encl: Check List & Office Order dt.07.06.2016

Sd/-13.06.2016
(C. P. GOYAL)
ADDITIONAL DIRECTOR GENERAL

CHECK LIST

Cover Page Printout for Answer Books taken	**Blank** Attendance Sheets **(P- I to VI)** printout taken **(Before Examination)**	Attendance sheets signed by the Invigilator after candidates signatures	**Updated** Attendance Sheets **(P- I to VI)** printout taken **(After Examination)**	Attendance sheet signed by the Invigilator **after online updation**	Auto-generated printout for **'Marks'** taken for **Vive-Voce**	**Kept in Sealed Envelope / Packet**			**Remarks / Feedback**
						Answer books **(Roll number-wise)**	Attendance sheets **(Original & Online updated)**	Mark sheets **(General & Hindi)**	
(Y/N/NA)	**(Y/N)**	**(Y/N)**	**(Y/N)**	**(Y/N)**	**(Y/N)**	**(Y/N/NA)**	**(Y/N)**	**(Y/N)**	