



पता: चतुर्थ तल, यूपी.एस.आई.डी.सी. बिल्डिंग, ए-१/४, लखनपुर कानपुर-२०८०२४  
Address: 4<sup>th</sup> Floor, UPSIDC Building, A-1/4, Lakhanpur, Kanpur-208024

Tel.No. (0512): 2582985(ADG), 2580682(ADM) FAX: 2585033,  
E-mail: [nacen.kn-up@nic.in](mailto:nacen.kn-up@nic.in), Web Site: [nacenkanpur.gov.in](http://nacenkanpur.gov.in)

F.NO. II(12)14/Estt./NACIN/ZC/KNP/2019/185(S/L)

DATED: 27.02.2020

To,

All Principal Chief Commissioners / Chief Commissioners of Customs / Customs (P) / CGST/Audit/Appeal  
All Principal Director Generals / Director Generals of the Directorates  
All Principal Commissioners/Commissioners of Customs / Customs (P) / CGST/Audit/Appeal  
All Principal Additional Director Generals / Additional Director Generals of the Directorates

Sir/Madam,

**Subject: Guidelines for Departmental Examination** of Inspectors of Central Tax for Confirmation from 03.03.2020 to 06.03.2020- Reg.

Kind attention is invited to this office letter of even **F.NO.804(S/L) dated 16.12.2019 and 119(S/L) dated 29.01.2020** regarding departmental examination for confirmation in the grade of Inspectors of Central Tax. In this regard, the undersigned has been directed to convey the following:-

The **question papers (Hindi / English version)** except paper-V Hindi (Viva-Voce) and Paper - VI (Viva-Voce) as required by the Directorates / Commissionerates of Central Tax, **will be made available 40 Minutes before the scheduled time of exam (Paper)**. The steps for **downloading the papers** have already been communicated vide **Point No.7** of **Annexure-II** of the above said letter. The **question paper may be photocopied** in the **presence of the Nodal Officer** for conduct of the examination as per requirements.

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

- (a) It is the duty of respective Commissionerates / Directorates to arrange sufficient number of blank answer books for conducting all written examination papers. The **cover page of answer book** may be downloaded from **tab 'Cover Page > Answer Book'** under the **dashboard of Nodal Officer** of Commissionerates / Directorates to maintain uniformity.
- (b) All the candidates may be asked to **report 30 minutes before** the start of the examination so that formalities regarding attendance and distribution of answer books may 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) against his/her name and roll numbers on the attendance sheet. The **format of attendance sheet may be downloaded** by the steps given under **Point No.4** of **Annexure-II** of the above said letter.
- (d) It is experienced in the past that some of the Commissionerates / Directorates had taken printout of attendance sheet of all candidates belonging to the Commissionerates / Directorates instead of restricting the same to the candidates appearing at the particular centres of examination. As such, it is requested to take printout of the candidates **from Roll No. - To Roll No.** pertaining to the specified Centre only.



- (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) **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 / Directorate. **For, the result of the examination will not be sent by post.** It has to be downloaded through their dashboard by the Commissionerates/Directorates and it is **possible only after Updation of the attendance sheet online.**
- (j) **Only Printout of online updated attendance sheets of candidates with initial of 'Nodal Officer'** are to be **put in packets** containing answer books, duly **arranged in the order of the Roll Nos. of the candidates as appearing in the attendance sheets.**
- (k) The **answer books should be packed and sealed immediately** after the exam is over. No delay on this account is allowable. The Invigilator and the Nodal officer should sign on the sealed covers.
- (l) It is advisable that the Examination of paper V (Hindi Viva-Voce) and paper-VI (Viva-Voce General) be conducted by the respective Commissionerates/Directorates at their centers of examination. Since the examinations of these papers **are to be conducted orally, 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 Pr. Commissioner /Commissioner / Additional / Joint Commissioner and other two members may be Additional / Joint / Deputy /Assistant Commissioners** for the purpose of conducting **General Viva-Voce and Hindi Viva-voce.** The **name & designation of the Chairman and Members** for the '**General Viva**' & '**Hindi Viva**' are to be filled in the '**Viva**' tab under their Dashboard.
- (n) **After feeding 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 despatch to this Academy for declaration of result.
- (o) **If required to create more Interview Boards,** the details of another Chairman, Member-I and Member-II may be fed under the tab '**Viva > General Viva OR Hindi Viva →Add new**',



- (p) 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.
- (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. In case packets are broken and lost in transit, this Academy will not be responsible for the same.
- (r) It may be ensured that the sealed packets contain answer books (Paper-I, II, III, IV & V) for evaluation, online updated attendance sheets and Mark-Sheets of Viva-Voce (Paper-V & Paper-VI) alongwith duly filled check list.
- (s) **The label to be pasted on the sealed packets may be downloaded from tab 'Cover Page > Answer Book Bundle' under the dashboard of Nodal Officer** by respective Commissionerate to maintain uniformity. Question paper need not be sent with the answer books.
- (t) A duly filled check list for proper documentation is also enclosed with the forwarding letter.
3. 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 sheets 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 camera is fitted & whole process of examination may be video recorded.
4. 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.
5. The mark sheet of this examination shall be available in the **Dashboard of Nodal Officer under website www.nacenganpur.gov.in** in due course.
6. All Communications in this regard are being /will be made available on our website viz. www.nacenganpur.gov.in and no letters are being / shall be sent by post separately.

**Encl: Check List**

Yours faithfully,



**(PRADEEP CHANDRA YADAV)**  
ASSISTANT DIRECTOR (EXAM)

## CHECK LIST - DOCUMENTS INSIDE THE SEALED ENVELOP / PACKET

<b>Forwarding letter</b> (only one for all answer books)	<b>Updated Attendance Sheets (P- I to VI)</b> printout signed by the Nodal Officer/Invigilator	Auto-generated printout of <b>'Mark-sheet'</b> (General Viva Voce & Hindi Viva Voce) signed by all Interview Board Members	Answer books (Roll number-wise)	<b>Remarks / Feedback (if any)</b>
<b>(1)</b> (Yes / No)	<b>(2)</b> (Yes / No)	<b>(3)</b> (Yes / No)	<b>(4)</b> (Yes / No)	<b>(5)</b> (Yes / No)

Signature of Nodal Officer / Invigilator

**NOTE:** Only the above-mentioned documents should be put 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.