

	<p>प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL) कार्मिक एवं स्थापना अनुभाग, नवीन सीमा शुल्क भवन, बलार्ड एस्टेट, मुंबई 400001- P&E Section, New Custom House, Ballard Estate, Mumbai- 400 001 (Tel: 022 - 2275 7738), Email id: p.estt-mum-cus- zone1@gov.in</p>	 आज़ादी का अमृत महोत्सव
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I/2990015/2025

05-06-2025

CIRCULAR

Subject: Departmental Examination for confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs for the Year 2025-26 -reg.

As uploaded by the Additional Director, NACIN, Bengaluru with reference to letter F. No. NACIN/II/11/2/2025-Exams regarding the departmental Examination for confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs for the Year 2025-26 scheduled to be held from **25th June to 27th June, 2025.**

Detailed schedule is as under:

Paper	Subject	Date	Duration	Time	Max. Marks
Paper-I	Organizational setup and basics of taxation (Objective Type)	25.06.2025	1 Hour	10.00 hrs to 11.00 hrs	50
Paper-II	Administration & Establishment (with books)	25.06.2025	3 Hour	14.00 hrs to 17.00 hrs	100
Paper-III	Administration & Establishment (with books)	26.06.2025	3 Hour	10.00 hrs to 13.00 hrs	100
Paper-IV	Computer Application and Use of Internet (Theory and Practical)	26.06.2025	3 Hour	14.00 hrs to 17.00 hrs	100
Paper-V	Hindi	27.06.2025	1 Hour	10.00 hrs to 11.00 hrs	50

- All the willing and eligible candidates are directed to submit their application form in the prescribed format to P&E, NCH, Zone-I. Timeline to appear in the departmental examination as per Para 5 of DER-2024 is as under-

“Officers appointed on probation shall pass the departmental confirmation

examination within their specified probationary period i.e. 2 years (or any extended period of probation) and in any case before they are permitted to cross the probationary stage.”

3. As per Rule 4 of DER-2024 dated 18.12.2024, an officer shall in order to pass the examination, be required to secure a **minimum of 50 of the total marks in each paper of the departmental examination** in which he or she appears.
4. The Question Papers shall be both in English and Hindi (except Paper-IV & V). Candidates have the option to write the answer either in English or in Hindi.
5. Candidates posted to Customs formations have to answer the Objective Type Question Paper-I pertaining to Customs Subject.
6. The application should be reached in the P&E Section, 2nd floor, not later than **06.06.2025** in the prescribed proforma (**Annexure ‘C’**) **by hand only**. Application received after **06.06.2025** will not be entertained under any circumstances. Incomplete details may result in rejection of the application/form (Annexure ‘C’) without any further intimation to the officer.
7. Further, All the head of department are requested to bring this circular to the notice of all the concerned officers working under them, including those on leave, on deputation with other Directorate/ Organizations, so as the willingness of the candidates reaches in time to enable this department to conduct the examinations effectively.
8. Candidates are directed to arrange books for Paper-II & III at their own. In respect of Paper-IV, theory examination will be conducted from 14:00 hrs to 15:30 hrs and practical examination will be conducted from 15:30 to 17:00 hrs on the same date immediately after the completion of theory examination. Candidates are required to score a **minimum of 50% marks in theory and practical separately**.

Note: - Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.

Dy./Asstt. Commissioner of Customs,
P&E Section, NCH
Mumbai -01

Encl: Annexure-C.

Copy to:

1. The Pr. Chief/Chief Commissioner of Customs, Mumbai Customs, Zone-I, II & III
2. The Pr. Commissioner/Commissioner of Customs (General/Import-I,II/Export and Audit), Zone – I, II & III
3. All Additional/Joint Commissioner of Customs, Zone – I, Zone-II, Zone-III
4. Ministerial table, P&E Section.
5. The EDI Section (for uploading the same please).
6. Office Copy.

ANNEXURE- 'C'

(Departmental Examination for confirmation of Stenographer Grade-II of Central Tax, Central Excise and Customs scheduled to be held from 25nd to 27th July, 2025)

01

Name of the Candidate

:

02

Designation

:

03

Date of appointment

:

04

Paper(s) for which
appearing

:

05

Paper(s) in which passed during :
last departmental examination
(if passed, copy of such order be
enclosed)

:

06

Whether belonging to
SC/ST (If yes, enclose copy)

:

07

Present posting

:

08

Date of Birth

:

09

Contact No.

:

UNDERTAKING

I, hereby declare that the particulars given above are true and in case any of the above said information is found to be incorrect, I shall be disqualified from the examination.

Date :

Signature of the candidate

“CERTIFIED THAT THE ABOVE PARTICULARS HAVE BEEN VERFIED WITH THE SERVICE BOOK AND FOUND CORRECT”

CAO/ACAO/AO

Note: The report should be sent only after verification of the information given by the candidates with reference to their service book.
(In case of married women candidate, she may state her married name also, if changed after appointment in the department)

