

	<p>प्रधानआयुक्त 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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F. No. GEN/1358/2025- P&E/NCH

23-04-2025

CIRCULAR

Subject:-Departmental Examination for confirmation of Junior Hindi Translator of Central Taxes & Customs to be held in the month of May, 2025-reg.

As intimated by the Assistant Director, NACIN, Zonal Campus, Bhopal vide email/letter F. No. NACIN/TRNG/EXAM/DE/2/2025-TRNG dated 08.04.2025 the Departmental Examination for confirmation of Junior Hindi Translator of Central Taxes & Customs to be held on **8th and 9th May, 2025**. Detailed schedule is as under:

Paper	Subject	Max. Marks	Pass marks	Time duration	Date	Time
Paper-I	Official Hindi and Departmental procedures (Objective Type) (with books)	100	50	3 Hours	08.05.2025	10.00 hrs to 13.00 hrs
Paper-II	General Office Procedure	100	50	3 Hours	08.05.2025	14.30 hrs to 17.30 hrs
Paper-III	Computer Test and Translation	100	50	3 Hours	09.05.2025	10.00 hrs to 13.00 hrs

Junior Hindi Translator to appear for the said examination as per the eligibility conditions is as under:-

“Directly recruited officers (other than those appointed on probation) shall pass the departmental confirmation examination **within two years of their appointment.**”

- All the candidates are required to arrange for their own books for the ensuing examination.
- The **application should reach in the P&E Section, 2nd floor, not later than 23.04.2025 in the prescribed proforma (Annexure ‘A’) by hand only.** Application received after 23.04.2025 will not be entertained under any

circumstances. Incomplete details may result in rejection of the application/form without any further intimation to the officer.

4. Candidates are requested to inform whether Hindi version of question papers is required or otherwise.
5. 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.

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.

This issues with the approval of the Pr. Commissioner (G)

Afaq Ahmad Giri
Joint Commissioner of Customs,
P&E Section, NCH
Mumbai -01

Encl: Annexure- A.

Copy to:

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

ANNEXURE- 'A'

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(Departmental Examination for confirmation of Junior Hindi Translator scheduled to be held in the 8th and 9th May, 2025)

- 01 Name of the Candidate :
- 02 Designation :
- 03 Date of appointment to the :
present grade.
- 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 VERIFIED 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)

Annex-A

CONFIRMATION EXAMINATION OF DIRECT RECRUIT JUNIOR HINDI TRANSLATOR

<p>PAPER-I</p> <p>OFFICIAL HINDI AND DEPARTMENTAL PROCEDURES (Objective type) (WITH BOOKS) (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Official Language Policy of the Union. 2. Official Language Act, 1963 (19 of 1963). 3. Official Language Rules, 1976. 4. Comprehension of petitions and documents written in manuscripts in Hindi. 5. Information about the incentive schemes of the Official Language Department. 6. Information on filling the questionnaire of Parliamentary Committee on Official Language and quarterly progress report. 7. Inspection by Headquarters / Ministry. 8. Information about inspection done by the Official Language and Official Language Department Regional Implementation Office.
<p>PAPER-II</p> <p>GENERAL OFFICE PROCEDURE (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Noting and drafting in Hindi. 2. Hindi Technical Terminology / Administrative / Revenue Terminology. 3. Conduct Rules, CCS (CCA) Rules, Leave Rules, Sevottam, CPGAMS, RTI, Pension Rules.
<p>PAPER-III</p> <p>COMPUTER TEST AND TRANSLATION (Time allowed: 3 hours) (Max marks: 100)</p>	<ol style="list-style-type: none"> 1. Translation from Hindi to English and from English to Hindi typing of the same in computer through Unicode. 2. Usage of E-office.