

	<p>प्रधानआयुक्त सीमाशुल्क (सामान्य) 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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25-02-2025

CIRCULAR NO. 08/2025**Sub: Departmental Examination for Confirmation of Havaldar of Central Tax,
Central Excise and Customs for the Year 2024-2025.**

As intimated by Pr. Addl. Director General, NACIN, Vadodara regarding conduct of **Departmental Examination for Confirmation of Havaldar of Central Tax, Central Excise and Customs for the Year 2024-2025.** (Ref: *Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024.*). The schedule of the said Examination are as given as under;

Sr. 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 - Objectice type	50	25	18.03.2025	12:00 to 13:00 Hrs
3	Paper III:- Basic Hindi (Related to department) – Objective type	50	25	18.03.2025	15:00 to 16:00 Hrs
4	Paper IV:- Physical Test Walking 5km (Time limit 35-40 Mins), Cycling 5km (time limit 20-25 Mins), Salute/ March-past/ Drill etc.	50	25	19.03.2025	To be conducted by Sports section

The above exam will be conducted in accordance with the new Examination Rule, 2024.

The application of all eligible candidates should reach the Examination Table/P&E Section, NCH **latest by 04.03.2025** in the prescribed proforma (Annexure 'A' with certified by AO/CAO/Account Pay Bill) **by hand.**

- Those candidates who have passed their matriculation or an equivalent or higher examination with Hindi as one of the subjects are exempted from taking the examination in Hindi. Such candidates have to submit their relevant self attested certificates (Xerox copy of Mark sheet) for exemption along with their willingness Annexure 'A'.**

2. The question paper shall be both in English and Hindi (except Paper-III Hindi).
The candidates have the option to write the answer either in English or Hindi.
3. All the head of sections / departments are requested to bring this circular to the notice of all the concerned officers, including those on leave and to take the initiative so as the willingness of the candidates reaches well in time to enable this department to conduct the examination effectively.

Note: 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. Any infringements of these instructions shall entail disciplinary action.

(Afaq Ahmad Giri)
Assistant Commissioner of Customs
P&E, NCH, Mumbai Zone-I

Encl: Proforma (Annexure 'A')

Copy to:-

1. The Pr. Chief/Chief Commissioner of Customs Mumbai Zone-I,II&III
2. The Pr. Commissioner/ Commissioner of Customs (General / Import / Export / Audit),Zone – I, II & III
3. The DC/CHS, Mumbai Zone-I,II& III.
4. Ministerial Table, P&E Section.
5. Group-C table/P&E Section, NCH, Mumbai.
6. The Superintendent, Group-C Establishment, Mumbai Zone-I,II& III.
7. The Superintendent, MTO, Mumbai Zone-I,II& III.
8. EDI Section(for uploading the same please).
9. Notice board(CHS Section) NCH, Mumbai.
10. Office Copy.

ANNEXURE-'A'**(Departmental Examination for Confirmation Sepoy/Havaldar for the Year 2024-25,****to held on 18th & 19th March, 2025)**

1. Name of the Candidate : _____

2. Designation : _____

3. Date of appointment to

the present grade

: _____

4. Paper(s) for which : _____
appearing5. Paper(s) in which passed : _____
during last
departmental
examination (if passed,
copy of such order be
enclosed)6. Whether belonging to : _____
SC/ST

7. Present posting : _____

08 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 :
candidate **Contact No.** :

Signature of the

**"CERTIFIED THAT THE ABOVE PARTICULARS HAVE BEEN
VERIFIED WITH THE SERVICE BOOK AND FOUND CORRECT"**

CAO/CAAO/AO

(The report should be sent only after verification of the information given by the candidates with reference to their service book. Incomplete details may result in rejection of the application/form without any further intimation to the officer)

(In case of married women candidate, she may state her married name also, if changed after appointment in the department)