



I/2963750/2025

28-05-2025

CIRCULAR No. 30

Subject: Departmental Examination for promotion to the grade of Lower Divisional Clerks (LDC) for the officers namely Havaldar and Multi Tasking Staff of Central Taxes & Customs to be held in the month of June, 2025-reg.

As intimated by the Assistant Director, NACIN, Faridabad vide letter F. No. NACIN/Sys/13/2023-Exam-O/o Pr. DG-NACIN-Faridabad, the Departmental Examination for promotion of Havaldar and MTS to LDC of Central Taxes & Customs to be held on **16th June, 2025**.

Detailed schedule is as under:

Paper	Subject	Max. Marks	Pass marks	Time
Paper-I	General English	100	50	16.06.2025 (10.00 hrs to 11.00 hrs) (Time allowed-1 hr)
Paper-II	Numerical Aptitude & General Knowledge	100 (50+50)	50 (25+25)	16.06.2025 (12.00 hrs to 13.00 hrs) (Time allowed-1 hr)
Paper-III	Hindi	100	50	16.06.2025 (14.00 hrs to 15.00 hrs) (Time allowed-1 hr)

- Eligibility criteria for Havaldar and MTS for appearing in the said examination as per Recruitment Rules of LDC is ***two years regular service in the grade of Havaldar and Multi Tasking Staff (MTS) as per Recruitment Rules of LDC and DER-2024.***
- The Question paper-II shall be in both English and Hindi. Candidates have the option to write the answer either in English or in Hindi. However, Paper-I will be in English and must be answered in English and Paper-III will be in Hindi and the same must be answered in Hindi. The Examination will commence at 10:00 hrs.
- The application should be reached in the P&E Section, 2nd floor, not later than **30.05.2025** in the prescribed proforma (**Annexure enclosed**) **by hand only**. Application received after **30.05.2025** 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.

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.

PRAMOD ANAND MENDON

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

Encl: Annexure-C.

Copy to:

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

ANNEXURE- 'C'

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(Departmental Examination for promotion of Havaldar and Multi Tasking Staff to Lower Divisional Clerks scheduled to be held in the 16.06.2025)

- 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 : _____

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

ANNEXURE- 'C'

(Departmental Examination for promotion of Havaladar and Multi Tasking Staff to Lower Divisional Clerks scheduled to be held in the 16.06.2025)

- 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 VERIFIED WITH THE
SERVICE BOOK AND FOUND CORRECT”**

CAO/CAAO/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)