



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS  
CUSTOMS HOUSE:: PORT AREA :: VISAKHAPATNAM- 35  
[PHONE :(0891)2564552: FAX: (0891)2562613**

F.NO.S6/03/2003-Estt.

Date: 27.10.2016

**CIRCULAR**

**Sub:** Departmental Examination for promotion of Officers of Group 'C' (Sepoy/Havaldar/Record Keeper/ Gestetener Operator /MTS) to the grade of Lower Division Clerk for the year 2016-17 – reg.

The Departmental Examination for promotion to the grade of Lower Division Clerk will be held on 06.12.2016 as per the following schedule:

S.No.	PAPER	SUBJECT	DATE	MAXIMUM MARKS	PASS MARKS
1.	PAPER-I	General English	06.12.2016	100	50
2.	PAPER-II	Numerical Aptitude & General Knowledge		100 (50+50)	50 (25+25)
3.	PAPER - III	Hindi		100	50
4.	PAPER - IV	Computer Application* (Theory & Practical)		100 (50+50)	50 (25+25)

\* a) The officer should pass typewriting test in English with a minimum speed of thirty five words per minute or in Hindi with a minimum speed of thirty words per minute on computer &

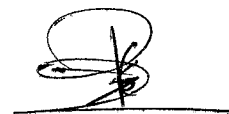
b) Correspond to 10500 Key Depressions per Hour / 9000 Key Depressions per hour on an average of five key depression of each word &

c) Knowledge of Computer Applications.

**Eligibility Conditions:**

- The officer should have a minimum qualification of 12<sup>th</sup> class or equivalent from a recognised Board or University.
- The Maximum age limit for eligibility for examination is 45 Years (50 years for S.C / S.T).

Eligible Officers in the grade of Havaldar are hereby asked to submit their willingness on or before 02.11.2016 to the Establishment Section.

  
27-10-2016  
(T.RAVI VARMA)  
ASST. COMMISSIONER (ESTT)

**Copy to:**

- All Concerned Officials
- EDI
- Notice Board