

## **Examination for confirmation of enrolment of GST Practitioners**

### **GUIDELINES FOR THE CANDIDATES**

(Please refer sub-rule (9) of rule 83A of the Central Goods and Services Tax Rules, 2017)

#### **A. Guidelines for filling up application form:**

1. All GST Practitioners who are eligible to appear in the examination are required to submit online application on the Examination registration portal. Link of the portal shall be provided on official websites of NACIN and CBIC.
2. Landing page of the portal will display guidelines for filling up the application and also important dates namely- (i) date of commencement of online registration, (ii) last date of submitting application form, (iii) date from when admit card can be downloaded, (iv) date of examination, and (v) date of result declaration.
3. Candidates are required to login on the portal with the help of GST enrolment number (login id) and PAN no. (password).
4. The GST enrolment number has been provided to each eligible candidate by GSTN on his enrolment on the GST portal.
5. Application form will appear on the screen after a candidate successfully logs in.
6. Based on the GST enrolment number and PAN number provided by a candidate on the login page, the application form will auto-populate candidate's data already available with the GST Network such as name, address, mobile number, email address etc. This data is the same which was provided by the candidate in Form PCT-01 while applying for enrolment as GST Practitioner on the GST portal.
7. Hence, in the online application form on this Examination registration portal, a candidate is required to fill in/provide only the following information/documents:
  - i) Three choices of test centres (stations) from the drop-down menu,
  - ii) Softcopy of passport size photograph (File Type JPG, JPEG, PNG of Size 20 to 60 KB),
  - iii) Softcopy of signatures (File Type JPG, JPEG, PNG of Size 10 to 30 KB), and
  - iv) Whether the candidate falls under the category 'person with disability'

8. The candidates will be prompted fill in three choices from a list of test centres (stations). To the extent possible, center will be allocated to a candidate according to the choices indicated by him.

9. Once a candidate submits completed application form on the registration portal, he will be prompted to pay the examination fee online.

10. On completion of online fee payment, the candidate will be guided to access 'Candidate's Dashboard' from where the submitted application as well as Admit Card can be downloaded. Score card and Examination Certificate will also be made available for download on the same Dashboard.

11. A mock test of 15-20 questions will also be available on Candidate's Dashboard.

**B. Guidelines for appearing in the Examination:**

1. Candidates are advised to report at the Examination Centre one and a half hour before the scheduled examination time. Gate will be closed fifteen minutes before commencement of examination after which no candidate shall be allowed to enter the examination venue.

2. Entry in the examination hall will be allowed on production of printout of Admit Card and a valid identity document in original {Aadhar, PAN Card, Driving License, EPIC (Electoral Photo ID Card) or Passport}.

3. PROHIBITED ITEMS, such as watches, books, pens, pencil, paper, chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, pen/buttonhole cameras, scanner, calculator, storage devices etc.) are STRICTLY NOT ALLOWED in the examination hall.

4. Each candidate shall be provided with complete examination infrastructure including hardware (a desktop computer) loaded with examination software.

5. Before the start of the test, a candidate will be required to enter the Roll No. (Roll no. displayed in Admit Card) and password (PAN no.) to start the test.

6. On designated time, the question paper shall be made available on computer screen of the candidates.

7. The test will be in Computer Based mode in a secure environment such that while the test is taken, access to all possible web resources i.e. browsing chatting etc. will be blocked from the

computer of the candidates as well as any other computer peripherals such as printers. Similarly, functions like "Copy-Paste" will be disabled in the question paper page appearing in the test.

8. For answering a question, candidate has to click on the correct / most appropriate option from the given answer choices.

9. Pen/pencil for rough work will be provided in the examination hall. Rough work needs to be done on the back side of Admit card. No separate rough sheet will be provided to the candidates.

10. Electronic watch (timer) will be available on the computer screen allotted to the candidates.

11. It is reiterated that Candidates should not bring Bags and prohibited/valuable items as mentioned above to the examination venue as arrangements for safe custody of such items cannot be assured.

12. Candidates must not indulge in use of unfair means or practices. An illustrative list of use of unfair means or practices by a person is as below:

- a) Obtaining support for his candidature by any means;
- b) Impersonating;
- c) Submitting fabricated documents;
- d) Resorting to any unfair means or practices in connection with the examination or in connection with the result of the examination;
- e) Found in possession of any paper, book, note or any other material, the use of which is not permitted in the examination center;
- f) Communicating with others or exchanging calculators, chits, papers etc. (on which something is written);
- g) Misbehaving in the examination center in any manner;
- h) Tampering with the hardware and/or software deployed; and
- i) Attempting to commit or, as the case may be, to abet in the commission of all or any of the acts specified in the foregoing clauses.

Resorting to unfair means or practices shall be considered as a serious offence. If any candidate is or has been found to be indulging use of unfair means or practices, his candidature will be cancelled and he will be disqualified for the examination.

13. Candidates shall maintain silence in the examination venue. Any conversation or gesticulating or disturbance or attempt to change seats/admit cards in the Examination Hall shall be deemed as use of unfair means.

14. Candidates are not allowed to leave the examination hall until completion of the test and handing over the Admit card to the Invigilator.

15. Candidates are not allowed under any circumstances to go out of the hall in the first thirty minutes even on completion/submission of the paper.

16. The question papers shall be in English and in Hindi. In case of any discrepancy, English version will prevail.

17. Smoking and eating are strictly prohibited in the examination hall.

**C. Guidelines for post-examination representation and its disposal:**

1. Any candidate, not satisfied with his result may send a representation to Assistant / Deputy Director (Examination), National Academy of Customs, Indirect Taxes and Narcotics, NACIN Complex, Sector-29, Faridabad-121008, clearly specifying the reasons of representation, within seven days of declaration of results on NACIN website.

2. If the representation requires re-evaluation, it shall be entertained only in cases where a candidate has failed the examination. In such a case, the representation shall be sent along with re-evaluation fee in the form of a Demand draft of Rs. 200/- in favour of PAO, CBEC, payable at New Delhi.

3. NACIN shall inform result of representation to the candidate, preferably within one month of receipt of the representation.

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