

	<p>भारतसरकार : <b>GOVERNMENT OF INDIA</b>          वित्त मंत्रालय:राजस्व विभाग  <b>MINISTRY OF FINANCE : DEPARTMENT OF REVENUE</b>          राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी  <b>NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES &amp; NARCOTICS</b>          क्षेत्रीय कैंपस:भुवनेश्वर : <b>ZONAL CAMPUS : BHUBANESWAR</b>          प्लॉट नंबर- 35, सत्य नगर,भुवनेश्वर-751007  <b>Plot No – 35, Satya Nagar, Bhubaneswar-751007</b>  <b>Email: nacinbbsr.od@gov.in   PHONE: 0674-2974055</b></p>
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Date: as e-signed

**EXAMINATION NOTICE****Subject: Confirmation Examination of Sub Inspector of Central Bureau of Narcotics for the year 2025-26***[Ref.: The Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024]*

The departmental examination for confirmation of officers in the grade of Sub-Inspector of the Central Bureau of Narcotics for the year 2025-26 will be conducted from **24.09.2025 to 26.09.2025** within the jurisdiction of Central Bureau of Narcotics (HQ), Gwalior, Madhya Pradesh.

1. The papers and schedule for the said examination are as below:-

Paper	Maximum Marks	Passing Marks	Date	Time
PAPER-I: INTERNATIONAL AND NATIONAL LAWS ON NARCOTICS (WITH BOOKS)	100	50	24.09.2025	10.00 to 13.00 Hrs.
PAPER-II: NARCOTICS CONTROL POLICY AND PROCEDURES (BOOKS WILL BE PERMITTED FOR ITEM NUMBERS 3)	100	50	24.09.2025	14.00 to 17.00 Hrs.
PAPER-III: ADMINISTRATION (WITH BOOK, EXCEPT FOR CONDUCT RULES)	100	50	25.09.2025	10.00 to 13.00 Hrs.
PAPER-IV: Hindi	100	50	25.09.2025	14.00 to 17.00 Hrs..
PAPER-V COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND	100	50	26.09.2025	10.00 to 13.00 Hrs.

## PRACTICAL)

***Note: For detailed syllabus, the Departmental Examination Rules, 2024 as notified by the Ministry of Finance, CBIC vide Gazette Notification dated 18.12.2024 may be referred to (pages- 86-89). The same is also enclosed herewith.***

3. The question paper shall be set in both English and Hindi medium (except for Paper-IV: Hindi). Candidates shall have the option to write the answers either in English or Hindi.

4. The Deputy Narcotics Commissioner, Central Bureau of Narcotics, Gwalior vide letter F.No.II(12)7/Estt/Deptt-Exam/Sub-Inspector/2025-1562 Dated 08.07.2025 has nominated Shri Manoj Kumar, Assistant Narcotics Commissioner, Central Bureau of Narcotics, 19, the Mall Morar Gwalior, (M.P.)-474006, who will function as the overall in-charge for conduct of the said examination. The details of Shri Manoj Kumar, Assistant Narcotics Commissioner is detailed as per **Annexure-A**.

5. Requisition for the question papers must reach to the Assistant Director (Exam), NACIN, Bhubaneswar latest by **04.09.2025**. Question paper for the said exam, in password protected PDF format, shall be sent to the nominated authorized officer through e-mail on 22.09.2025. Password for opening the PDF file will be provided on 23.09.2025 after 5 PM through personal gov-mail id of the authorised officer. The authorised officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question Papers may be sent to **E-mail id: sarbeswarn.g4s9401@gov.in**. It may please be noted that the requisitions received thereafter shall not be entertained.

6. While informing the requirement, the name of the post and the Roll Nos. of the candidate for which the examination is to be conducted may clearly be stated. The Roll Nos. of the candidates may be assigned in the order prefixing the "Name of Station" and "Post" for which they intend to appear. E.g. GWALIOR/SI/01. Any other format of assigning Roll Nos. may please be avoided. The answer sheets and the attendance sheet arranged serially according to allotted Roll No(s) in sealed cover should be sent to NACIN, Bhubaneswar immediately after the examination.

7. The queries regarding reservation policy, pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACIN, as these decisions rest with the respective Cadre Controlling Authority/Jurisdictional field formations. Any reference in this regard shall not be entertained.

8. Candidates working on deputation/loan basis who are eligible and willing to appear for the examination shall be nominated from their Parent Cadre Controlling Authority (CCA). Such nomination may be sent along with "No Objection Certificate" from the Cadre Control Authority (CCA) in case the candidate has represented to take up the exam in his/her current place of posting.
9. The examination notice is also being posted on CBIC and NACIN websites i.e. [www.cbic.gov.in](http://www.cbic.gov.in) and [www.nacin.gov.in](http://www.nacin.gov.in) respectively.
10. The marks obtained in the examination shall be communicated to the concerned CCA through email only.
11. NACIN, Bhubaneswar in consultation with NACIN, Palasamudram reserves the right to cancel the whole examination or the examination of a candidate or that of a center or a cluster of centers, if it is found that unfair means were used or allowed to be used or any partiality or injustice is done to anybody during the conduct of the examination. The authorized officer or invigilator of the examination centers also has the right to cancel the examination of a candidate or the whole center under his jurisdiction with the approval of NACIN, Bhubaneswar, in case of use of unfair means.
12. It should be ensured that the candidates are clearly notified in either printed form or by seal using rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any form of indulgence in unfair means during the examination hour or any behavior that may be considered as cheating by the invigilator/supervisor/NACIN shall render their examination as null and void.
13. Instruction for examination is enclosed with this examination notice and is an integral part of it.
14. The Central Bureau of Narcotics office is requested to circulate this Notification to all the field formations within their jurisdiction as NACIN, Bhubaneswar in this regard will not be communicating with any of the individual offices/officers separately.
15. This issues with the approval of the Additional Director General, NACIN, Bhubaneswar.
16. The Hindi version will follow.

(S. P. PANDA)  
Additional Director,  
NACIN, Bhubaneswar.

Copy to:

1. The Narcotic Commissioner, Central Bureau of Narcotics, Gwalior for information, circulation, publication in relevant departmental website and necessary action please.
2. The Additional Director General (Exam), NACIN, Palsamudram for information, circulation, publication in relevant departmental website and necessary action please.
3. The Manager Website, Directorate General of Systems, New Delhi for uploading on website of CBIC.

**Confirmation Examination of Sub Inspector  
of Central Bureau of Narcotics for the year  
2025-26**

**ANNEXURE-A**

**(Proforma for Nomination & Requisition of Question Papers)**

1. Name of the Commissionerate/Directorate : Central Bureau of Narcotics
2. Name of the Cadre Controlling Zone : Central Bureau of Narcotics
3. Name of the Centre of Examination : Central Bureau of Narcotics, Gwalior
4. Official email ID of the formation (CCA) : supdt-estt@cbn.nic.in

(Any correspondence w. r. t. departmental examinations i.e. marks of the candidates shall be communicated to/from this email ID)

5. Details of the nominated Authorized Officer (ADC/JC/DC/AC or equivalent rank officer) who would be responsible for the conduct of exam and to whom the question papers in PDF format would be sent by e-mail. (please provide following details)
  - i. Name: Manoj Kumar
  - ii. Designation: Assistant Narcotics Commissioner
  - iii. Official address: Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior, Madhya Pradesh:474006
  - iv. Gov.in mail ID: manojk.g039202
  - v. Tel. No.: 0751-2368996
  - vi. WhatsApp mobile no.: 9827559251

**DETAILED SYLLABUS FOR THE DEPARTMENTAL EXAMINATION FOR  
CONFIRMATION OF OFFICERS IN THE GRADE OF SUB-INSPECTOR OF THE  
CENTRAL BUREAU OF NARCOTICS**

<b>CONFIRMATION EXAMINATION OF SUB INSPECTOR IN CENTRAL BUREAU OF NARCOTICS</b>	
<b>PAPER-I</b> <b>INTERNATIONAL</b> <b>AND</b> <b>NATIONAL LAWS</b> <b>ON</b> <b>NARCOTICS</b> <b>(WITH BOOKS)</b> <b>(Time allowed: 3</b> <b>hours)</b> <b>(Max marks: 100)</b>	1. The Narcotic Drugs and Psychotropic Substances Act, 1985 2. The Narcotic Drugs and Psychotropic Substances Rules, 1985 (61 of 1985) 3. Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (46 of 1988). 4. Drugs and Cosmetics Act, 1940. 5. Vienna Convention on Psychotropic Substances, 1971. 6. United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances. 7. Single Convention on Narcotic Drugs 1961 (New York Convention). 8. Narcotic Drugs and Psychotropic Substances (Madhya Pradesh) Rules, 1985. 9. Rajasthan Narcotic Drugs and Psychotropic Substances Rules, 1985. 10. Uttar Pradesh Narcotic Drugs Rules, 1986
<b>PAPER- II</b> <b>NARCOTICS</b> <b>CONTROL</b> <b>POLICY AND</b> <b>PROCEDURES</b> <b>(BOOKS WILL BE</b> <b>PERMITTED FOR</b> <b>ITEM</b> <b>NUMBERS 3 AND</b> <b>4)</b> <b>(Time allowed: 3</b> <b>hours)</b> <b>(Max marks: 100)</b>	1. General Orders, Standing Orders, Circulars and Instructions issued by the Government of India, Board and the Narcotics Commissioner, relating to Opium Poppy Cultivation and Narcotics. 2. Principles for Licensing of Opium Cultivators. 3. Preventive and Intelligence Manual, Record Rules and Secret Service Fund Procedure.
<b>PAPER-III</b> <b>ADMINISTRATION</b> <b>(WITH BOOK,</b> <b>EXCEPT</b>	1. Fundamental Rules and Supplementary Rules 2. Central Civil Services (Classification, Control and Appeal) Rules, 1965. 3. Central Civil Services (Conduct) Rules, 1964.

FOR CONDUCT RULES) (Time allowed: 3 hours) (Max marks: 100)	<p>4. Central Civil Services (Leave) Rules, 1972.</p> <p>5. General Provident Fund (Central Services) Rules, 1972.</p> <p>6. General Financial Rules, 2017.</p> <p>Note: The question will be designed to test the candidate's ability to refer intelligently to the books and to apply the rules and regulation to practical cases. For this purpose, the paper will contain questions on the practical aspect of the work, for example, preparation of pay or travelling allowance bill, contingent bill, calculation of leave due, joining time etc.</p>
PAPER-IV HINDI (Time allowed: 3 hours) (Max marks: 100)	<p>1. Translation of a passage from English to Hindi and from Hindi to English.</p> <p>2. Correction of sentences and giving Hindi words equivalents for English words</p> <p>3. Answer from the Hindi Passage.</p> <p>4. Comprehension of petitions and documents written in manuscripts in Hindi.</p> <p>5. Official Language Act, 1963 (19 of 1963).</p> <p>6. Official Language Rules, 1976.</p>
PAPER-V COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL) (Time allowed: 3 hours) (Max marks: 100)	<p>1. OVERVIEW OF HARDWARE AND SOFTWARE</p> <p>a) Basics of input devices</p> <p>b) Basics on output devices</p> <p>c) Basics of CPU</p> <p>d) Basics of software</p> <p>2. WINDOWS INCLUDING:</p> <p>1) Logging into Windows</p> <p>2) Use of Passwords</p> <p>3) Shutting down and using of CTRL – ALT – DEL</p> <p>4) Desktop including customization and screen saver</p> <p>5) Taskbar</p> <p>6) Windows Explorer</p> <p>7) Use of Find or Search</p> <p>8) Using various external storage devices</p> <p>3. MS OFFICE - MS WORD, MS EXCEL AND MS POWERPOINT</p> <p>A. MS WORD INCLUDING:</p> <p>1) Creating a new document</p> <p>2) Basic formatting including bullets and numbering, Header &amp; Footer</p> <p>3) Find and Replace</p> <p>4) Auto correct, spell check and corrections in track changes</p>

mode

- 5) Saving documents
- 6) Sending documents through mail and external Drives
- 7) Printing documents including print preview and layout
- 8) Help menu
- 9) Table insertion
- 10) Mail merger

**B. MS EXCEL INCLUDING:**

- 1) Introduction to Excel
- 2) Creating simple worksheet
- 3) Relation between cells, use of \$ sign
- 4) Basic functioning
- 5) Simple functions and calculations
- 6) Saving / printing of documents
- 7) Print preview

**C. MS POWERPOINT:**

- 1) Introduction of PowerPoint
- 2) The power point screen
- 3) The auto content wizard
- 4) The slide views-an overview
- 5) Using the slide views
- 6) Customizing slide structure
- 7) Adding text to slides
- 8) Moving through presentations
- 9) Inserting and deleting slides
- 10) Inserting pictures
- 11) Printing
- 12) Running a presentation

**D. INTERNET INCLUDING:**

- 1) Use of webmail including attachment and download of files
- 2) Browsing including searches.