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09/05/2025

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी

आंचलिक प्रशिक्षण संस्थान, दिल्ली

नासिन कॉम्प्लेक्स, सेक्टर - 29, फरीदाबाद, हरियाणा - 121008.

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS

ZONAL TRAINING INSTITUTE, DELHI

NACIN COMPLEX, SECTOR - 29, FARIDABAD, HARYANA - 121008.

परीक्षा सूचना / Examination Notice

Departmental Examination for promotion to the grade of LDC for the officers namely Havaldar of Central Tax, Central Excise and Customs; Multi-Tasking Staff of Central Tax, Central Excise and Customs; and Group 'C' staff with grade pay of ₹1800/- in Central Bureau of Narcotics for the Year 2025-26.

1. The Departmental Examination for promotion to the grade of Lower Division Clerk (LDC) for the year 2025-26, for the officers as detailed above, will be conducted on **16th June 2025 (Monday)**.

2. The examination will consist of the following three papers as per the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024 (DER-2024) notified vide G.S.R. 773(E) dated 18.12.2024:

| Paper | Subject | Maximum Marks | Passing Marks | Time | Duration (Hrs) |
|-----------|--|----------------|---------------|-----------------------|----------------|
| Paper-I | General English | 100 | 50 | 10:00 am - 11:00 am | 1 |
| Paper-II | Numerical Aptitude & General Knowledge | 100 (50+50) | 50 (25+25) | 12:00 noon - 01:00 pm | 1 |
| Paper-III | Hindi | 100 | 50 | 02:00 pm - 03:00 pm | 1 |

3. Paper-II shall be bilingual (English and Hindi), and candidates may 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 must be answered in Hindi. The examination at all centers will commence at 10:00 A.M. sharp. **The Cadre Controlling Authority (CCA) concerned shall have the sole discretion to determine the eligibility of candidates, based on the latest Recruitment Rules, as amended from time to time. Any reference on the question of eligibility shall not be entertained by NACIN, ZTI Delhi, Faridabad.**

4. The concerned Commissionerate/Directorate where the examination is scheduled to be held shall nominate an officer (ADC/JC/DC/AC or equivalent rank officer), who will be authorized to function as the overall in-charge for the conduct of the said examination. The details of the Authorized Officer along with the requisition for the question papers as per "**Annexure-A**" (enclosed with this notice) should be sent to the Assistant Director (Exam), NACIN ZTI Delhi, Faridabad on the email id **exam-nacinztidelhi@gov.in.**

5. The requisition for the question papers and the details of the nominated authorized officer, duly approved by the competent authority, must reach the Assistant Director (Exam), NACIN ZTI Delhi, Faridabad through e-mail only, **latest by 06.06.2025**. It may please be noted that the requisitions received after **06.06.2025 shall not be entertained.**

6. Question paper for the said exam, in password-protected PDF format, shall be sent to the nominated authorized officer through e-mail only on **13.06.2025 (Friday)**, who shall acknowledge the receipt of the same to NACIN ZTI Delhi, Faridabad by return email.

7. **Password for opening the PDF file will be provided on 16.06.2025, one hour before** the start of the exam. The authorized officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question papers can be sent at e-mail id: **exam-nacinztidelhi@gov.in.**

8. While informing the requirement, the name of the post and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. The Roll Numbers are to be allotted to the candidates in the Commissionerates /Customs Houses by their respective Cadre Controlling Office and Directorates may allot Roll Nos. at their end at the time of the nominations itself. The Template for allotting Roll Nos. is given below:

Example:

| Sl. No | GST/Customs /Directorate | Name of GST/Customs/ Directorate | Roll Nos. |
|--------|--------------------------|----------------------------------|----------------------------|
| 1 | GST | Ahmedabad South | LDC/GST/Ahmedabad South/01 |
| 2 | CH | Kandla | LDC/CH/Kandla/01 |
| 3 | D | DGHRD | LDC/D/DGHRD/01 |

9. **Such requisitions from the Commissionerates/Directorates shall be forwarded to NACIN ZTI Delhi, Faridabad only through their respective Cadre Controlling Authority (CCA).** The marks obtained in the examination shall be communicated solely to the CCAs after the completion of the examination. Hence it may be ensured that correct details of CCA are entered in "**Annexure-A**".

10. All the Chief Commissioners' offices are requested to circulate this examination notice to all the Commissionerate/Customs House within their respective jurisdictions. NACIN ZTI Delhi, Faridabad will not be communicating with any of the individual commissionerates in this regard.

11. Candidates working on deputation/loan basis, who are eligible and willing to appear for the examination, shall be nominated by their parent Commissionerate. The Cadre Controlling Principal Commissioner/Commissioner may be requested to inform the eligible officers who are on deputation with other Directorates/Organizations and also include their requirements while forwarding the nominations. Such nominations may be sent along with a "No Objection Certificate" from the Cadre Controlling Authority in case the candidate has represented to take up the exam at his current place of posting.

12. The syllabus for Paper-I, Paper-II and Paper-III is enclosed as **Annexure "B"**.

13. The examination notice is also being published on the official websites of CBIC, NACIN Palasamudram, and NACIN ZTI Delhi (Faridabad Campus), namely: <https://www.cbic.gov.in>, <https://www.nacin.gov.in>, and <https://www.nacin.gov.in/ZCDelhi/ZTIDelhi.html>.

14. NACIN ZTI Delhi, Faridabad on direction of NACIN Palasamudram reserves the right to cancel the whole examination or the examination of a candidate or that of a center or of 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 in 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 of the Centre under his jurisdiction with the approval of NACIN, Palasamudram, in case of unfair means.

16. It shall also be notified to the candidates either in printed form or by affixing a

rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.

16. **"Instructions for Examination"** are enclosed, which are an integral part of this Examination Notice.

17. This issues with the approval of Additional Director General, NACIN ZTI Delhi, Faridabad.

18. Hindi version will follow.

Enclosure: As above

Dr.
09/5/2025

(Dr. Bijendra Kumar Meena)
Additional Director
National Academy of Customs, Indirect Taxes & Narcotics (NACIN)
Zonal Training Institute, Delhi (Faridabad Campus)

Copy to:

1. All Principal Chief Commissioners/ Chief Commissioners of Customs
2. All Principal Chief Commissioners/ Chief Commissioners of Customs (Preventive)
3. All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,
4. All Principal Director Generals / Director Generals/Principal Additional Director Generals/ Additional Director Generals NACIN ZTI/RTIs
5. All Principal Commissioners / Commissioners of Customs
6. All Principal Commissioners / Commissioners of Central Excise & GST
7. All Principal Director Generals/Director General/ Principal Additional Director Generals /Addl. Director General/ Director under CBIC.
8. The Chief Departmental Representative, CESTAT, New Delhi.
9. The Commissioner of CGST & Central Excise (All) – including Audit.
10. The Commissioner of Customs (All)
11. The Chief Chemist, CRCL, New Delhi
12. Webmaster for uploading on the websites of NACIN and CBIC

Instructions for Examination

Departmental Examination for promotion to the grade of LDC for the officers namely Havaladar of Central Tax, Central Excise and Customs; Multi-Tasking Staff of Central Tax, Central Excise and Customs; and Group 'C' staff with grade pay of ₹1800/- in Central Bureau of Narcotics for the Year 2025-26.

1. The examination will have three (3) papers as mentioned below: -

| Sl. No. | Paper | Subject | Max. Marks | Pass Marks | Date & Time of Paper |
|---------|-----------|--|----------------|---------------|--|
| 1. | Paper-I | General English | 100 | 50 | 16.06.2025, 10:00 am – 11:00 am (Time allowed: 1 hour) |
| 2. | Paper-II | Numerical Aptitude & General Knowledge | 100 (50+50) | 50 (25+25) | 16.06.2025, 12:00 PM – 01:00 PM (Time allowed: 1 hour) |
| 3. | Paper-III | Hindi | 100 | 50 | 16.06.2025, 02:00 PM – 03:00 PM (Time allowed: 1 hour) |

2. The concerned Commissionerate/Directorate where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge, for the conduct of said examination and he/she shall be responsible for conducting the said examination in a free and fair manner and maintain secrecy thereof. The Authorized Officer is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly, and the required no(s) of Xerox copies of question papers shall be done secretly under his/ her supervision in person.
3. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates who will appear in the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under the supervision of the Authorized Officer with strict secrecy. The Supervisory officers/ Invigilator of the examination centers also have the right to cancel the examination of a candidate or the whole of center under their jurisdiction, in case of use of unfair means.
4. **The first page of answer sheets shall contain the following particulars, either in printed form or by affixing rubber stamp as per "Annexure-C"**

(enclosed with this notice): -

- 1) Name of the Examination
 - 2) Roll No.
 - 3) Name of Center
 - 4) Date & Time of Examination
 - 5) Name of the Paper & Subject
 - 6) No. of loose answer sheets used (The Supervisor/ Invigilator will sign the loose sheets and also assign page numbers).
 - 7) Signature of the Supervisor/ Invigilator (on verification that all the details are correctly filled in by the candidates)
 - 8) Marks obtained and
 - 9) Signature of the Supervisor/ Invigilator.
5. It shall also be notified to the candidates either in printed form or by affixing rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.

The examination of any candidate shall be cancelled if that candidate writes his/her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.

6. The Invigilators and the Supervisors shall maintain confidentiality, impartiality & discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted so as to do justice to all. NACIN ZTI Delhi, Faridabad under the directions of NACIN Palasamudram reserves the right to cancel the whole examination or that of an individual candidate or of a center or in a group of centers, if use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators, if required.
7. **The Supervisor/invigilator shall sign on the front page of the Answer sheet (As detailed in Annexure-C) after verification of all the details filled by the candidates. The Supervisor/invigilator shall also sign each loose sheet and assign page numbers to each loose sheet used by the candidates.**
8. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of the examination shall not be entertained by NACIN ZTI DELHI (FARIDABAD CAMPUS). Any correspondence, on the process/conduct of examination may be made to **Sh. Bijay Kumar Sinha, Assistant Director (Exam.) (Mob 9711461121)** or **Shri Kanhaiya Prasad, Additional Assistant Director (Exam) (Mob- 7827721377)**, NACIN ZTI Delhi, Sector-29, Faridabad-121008 or at email id: exam-nacinztidelhi@gov.in.

9. 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.
10. 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 and only one person at a time is allowed to be go out of the examination hall under reasonable plea after the completion of first 30 minutes, during the examination period.
11. Paper-I and Paper-III will be in English and Hindi respectively. Paper-II will be bilingual and the candidates have the option to write the answers either in Hindi or English.
12. **Answer Sheets of all candidates, properly tagged / bunched, shall be sent to NACIN ZTI Delhi, Faridabad immediately after the examination. The same shall be evaluated by NACIN ZTI Delhi Faridabad.**
13. Answer sheets and the attendance sheet, arranged serially according to allotted Roll No(s). shall be sent in a sealed cover.
14. NACIN ZTI Delhi, Faridabad would convey the marks obtained by the candidates only to the concerned CCA, only to the email as provided in Annexure-A. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry/Board from time to time, granting relaxations to the SC, ST & OBC candidates, as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA with intimation to this office for record.
15. This issues with the approval of Additional Director General NACIN ZTI Delhi, Faridabad.
16. The Hindi Version will follow.

Sd/-

(Dr. Bijendra Kumar Meena)
Additional Director
National Academy of Customs, Indirect Taxes & Narcotics (NACIN)
Zonal Training Institute, Delhi (Faridabad Campus)

ANNEXURE A - PROFORMA FOR NOMINATION

1. Name of the Commissionerate/ Directorate: _____
2. Name of the Cadre Controlling Zone: _____
3. Name of the Centre of Examination: _____
4. Official mail ID of the formation: _____ (Any correspondence w.r.t. departmental examination shall be sent from the Mail ID mentioned here)
5. Name & Official Address of the nominated Authorized Officer (ADG/JC/DC/AC or equivalent rank officer) who would be responsible for the conduct of the exam and to whom the question papers in PDF format are to be sent by e-mail.

Tel.No.: _____ Fax No.: _____ Gov.in Mail ID: _____
WhatsApp Mobile No.: _____

6. Details of the candidates appearing for the examination at the Centre:

| Departmental Examination for promotion to the grade of LDC for the year 2025-26 | | | | | | |
|---|-----------------------|-------------|-------------------|--|--|----------------------------|
| S. No. | Name of the Candidate | Designation | Roll No. assigned | Papers in which appearing (please indicate Yes/No) | | |
| | | | | Paper I (General English) (Yes or No) | Paper II (Numerical Aptitude and General Knowledge) (Yes/No) | Paper III (Hindi) (Yes/No) |
| 1 | | | | | | |
| 2 | | | | | | |

Annexure 'B'

| PROMOTION EXAMINATION OF HAVALDAR AND MULTI TASKING STAFF OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS AND GROUP 'C' STAFF WITH GRADE PAY OF Rs.1800/- IN CENTRAL BUREAU OF NARCOTICS | |
|--|--|
| PAPER-I GENERAL ENGLISH (Time allowed: 1 hour) (Max marks: 100) | Spot the error, fill in the blanks, Synonyms, Antonyms, Spellings / detecting mis-spelt words, One-word substitution, Improvement of sentences, Active / Passive voice of verbs, Conversion into Direct / Indirect narration, shuffling of sentence parts, Shuffling of sentences in a passage, Comprehension passage. |
| PAPER-II NUMERICAL APTITUDE AND GENERAL KNOWLEDGE (Time allowed: 1 hour) (Max marks: 100) | Questions are designed to test the candidate's ability to interpret, analyse and solving basic numerical problems and to test the candidate's general awareness about current events and of such matters of everyday observation and experience, questions relating to India and its neighboring countries. |
| PAPER-III HINDI (Time allowed: 1 hour) (Max marks: 100) | <ol style="list-style-type: none">1. Translation of a passage from English to Hindi and from Hindi to English.2. Correction of sentences and giving Hindi words equivalents for English words.3. Answer from the Hindi passage.4. Comprehension. |

ANNEXURE 'C'

(Proforma for first page of Each Answer sheet)

| Full Address of the Exam Center | | |
|--|--|--|
| 1. | Name of the Examination | |
| 2. | Roll No. of the Candidate | |
| 3. | Name of Exam Centre | |
| 4. | Date & Time of Examination | |
| 5. | Name of the Paper & Subject | |
| 6. | No of loose answer sheets used (The Supervisor/Invigilator will sign each loose sheet and also assign page numbers) | |
| 7. | Signature of the Supervisor/Invigilator (on verification of all the details filled by the candidates) | |
| 8. | Marks Obtained/Maximum Marks | |
| 9. | Signature of Examiner | |

Note: The examination shall be cancelled if the candidates write their names or use any signs/symbols signatures etc. in the answer sheets which may hint the identification of the candidates in any way.