

INSTRUCTION FOR EXAMINATION

Confirmation Examination of (a) Upper Divisional Clerk (UDC) of Central Bureau of Narcotics for the year 2025-26 and (b) Lower Divisional Clerk (LDC) of Central Bureau of Narcotics for the year 2025-26

1. 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 conduct of said examination and he/she shall be responsible to conduct the 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 Photo copy of question papers shall be done secretly under his/her personal supervision. The Proforma for Nomination & Requisition of Question Papers is attached as **Annexure-C**.
2. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates, to arrange standard stationery like answer sheets and the question papers as many as required. In the event it is found that unfair means were used or allowed to be used in the examination centre, NACIN Shillong on the receipt of report on such complaint from the nominated Authorised Officer (as per Annexure-A) of the examination centre and on the directions of NACIN Palasamudram, reserves the right to cancel the whole examination or the examination of a candidate or that of a Centre.
3. The first page of each answer sheets shall compulsorily contain the following particulars, either in printed form or by affixing rubber stamp as per attached **Annexure-D**: -
 - 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 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/Maximum Marks
 - 9) Signature of the of Examiner
4. 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 candidate in any way.
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 behaviour of the candidates that may be considered to be cheating by the Invigilator/ Supervisor/NACIN shall render their examination as null and void.
6. The Supervisor/Invigilator shall sign on the front page of the Answer sheet (As detailed in **Annexure-D**) 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 sheets used by a candidate.

7. 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 reserves the right to cancel the whole examination or that of an individual candidate or of a Centre or 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.
8. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of examination shall not be entertained by NACIN. Any correspondence with respect to the process/conduct of examination may be made to Shri Animesh Tiwari, Deputy Director (Exam) (Mob. 9817684907) or Dr. L Vanchhawng, Additional Assistant Director (Exam) (Mob. - 8415967128), NACIN, Meghalaya State Housing Financing Cooperative Society Ltd Bldg, Nongrim Hills, Shillong, Meghalaya-793003 or at email id nacin.shillong@gov.in.
9. Use and carrying of mobile phones and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of the 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. Only one person at a time should be allowed to go out of the examination hall under reasonable plea after the completion of the first thirty minutes of the examination.
11. Paper-II will be set in Hindi only. Paper-I & III will be bilingual, and the candidates have the option to write the answer either in English or Hindi.
12. Answer sheets of all candidates properly tagged / Bunched, shall be sent to NACIN, Shillong immediately after the examination. The same will be evaluated by NACIN, Shillong.
13. Answer sheets and the Attendance sheet should be arranged serially according to allotted Roll No(s) and sent in a sealed cover.
14. NACIN would convey the marks obtained by the candidates only to the CCAs. Result [in consonance with the relevant Recruitment Rules; the instructions in force, if any, (by the Ministry/Board from time to time etc.), grant of 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 under intimation to this office.
15. This issues with the approval of Additional Director General (Exam), NACIN Shillong.
16. The Hindi version will follow.

(ISAAC R KHARKONGOR)
Addl. Director,
NACIN, Shillong.

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ANNEXURE-C

(Proforma for Nomination & Requisition of Question Papers)

1. Name of the Commissionerate/Directorate :

2. Name of the Cadre Controlling Zone :

3. Name of the Centre of Examination :

4. Official email ID of the formation (CCA) :

(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:

(ii) Official address:

(iii) Gov.in mail ID:

(iv) Tel. No.:

(v) WhatsApp mobile no.:

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

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S. No.	Name of the Candidate	Designation	Roll No. assigned	Papers in which appearing (please indicate Yes/No)		
				Paper-I (Administration)	Paper-II (Hindi)	Paper-III (Computer application)
1						
2						

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year 2025-26**

ANNEXURE-D

(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 that may hint at the identification of the candidates in any way.