

**GOVERNMENT OF NAGALAND
NAGALAND STAFF SELECTION BOARD
NAGALAND: KOHIMA**



**MANUAL OF NSSB UNDER
RIGHT TO INFORMATION ACT, 2005
(As on 19th July 2022)**

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PART- 1

Particulars of organization, functions and duties.
(Section 4 (I) (b) (i) of Right to Information Act, 2005).

A. Organization.

1. Introduction:

The NSSB was set up in 2020 to recruit suitable candidates through examination for Group-C services/posts (pay level 3-7) under the Government of Nagaland. The Board at present, comprises of one Chairman and two members.

2. Name of the organization:

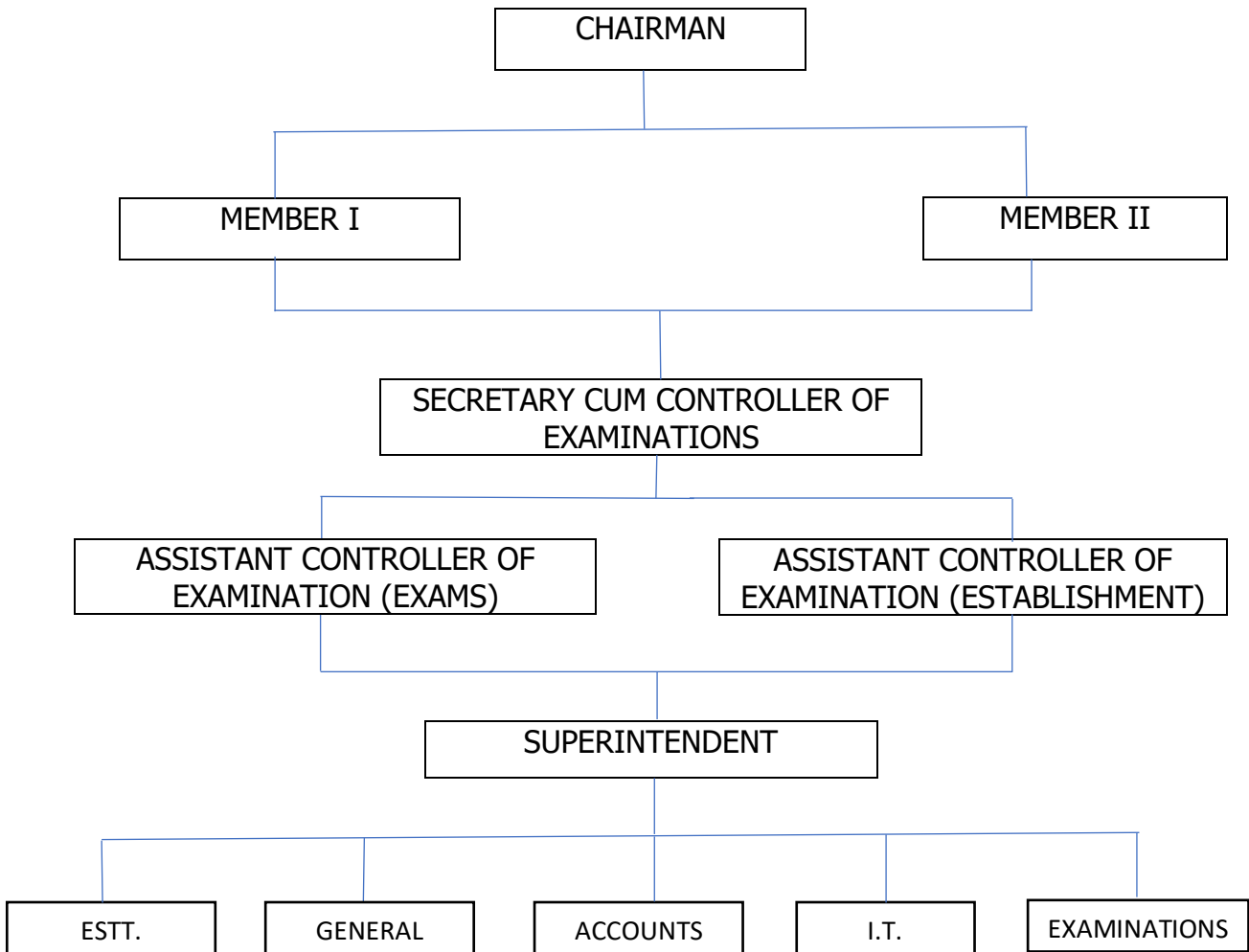
Nagaland Staff Selection Board,
Near NPSC, Speaker Road,
New Capital Complex.
Nagaland, Kohima 797004

3. Activities/ Functions of the organization are:

The activities and functions of the organization are:-

- (i) Release of Advertisement /Notification for direct recruitment and in-service examinations.
- (ii) Conduct various competitive examinations for direct recruitment and recruitment by interview only.

4. Organizational Structure:



5. Address of the organization

: Nagaland Staff Selection Board,
Speaker Road,
New Capital Complex, Kohima – 797004
Phone no. : **9366495971**
Email : nssb-nql@gov.in

6. Office timings

: Summer - 9:30 AM to 4: 30 PM
Winter - 9: 00 AM to 4: 00 PM
Working days : Monday to Friday
Holidays : Saturday (2nd & 4th) & Sunday

PART- 2

The powers and duties of its officers and employees.
(Section 4 (I) (b) (ii) of Right to information Act, 2005).

1. Powers and Duties of Officers

A. Details of Powers and Duties of officers

Sl. No.	Name & Designation	Powers and duties
1.	Shri Sedevikho Khro, Chairperson	The NSSB functions as per provisions contained in the NSSB Regulations, 2020
2.	Er. Ghukhui Zhimomi, Member - I	
3.	Member - II	
4.	Shri B. Henok Buchem, NCS Secretary-cum- Controller of Examination (Joint Secretary level)	HoD
5.	Shri Vekhrope K. Lasuh, Assistant-cum- Controller of Examination (Establishment) (Deputy Secretary level) I	Establishment, Accounts & General
6.	Smt. T. Kalivi Yephthomi, Assistant-cum- Controller of Examination (Examination) (Deputy Secretary level) II	Exam Branch & IT Branch
7.	Shri Kenedy K Yephthomi, Superintendent	Over-all branch supervision Nodal Officer for AG & Finance
8.	Smt. Watisenla Pongener, Assistant Superintendent - I	Exam branch, IT branch Nodal Officer for e-Governance
9.	Shri Rugozeto Iralu, Assistant Superintendent - II	Establishment, Accounts, General Nodal Officer for P & AR and PIMS

B. Duties and Responsibilities of Grade III staff.

Sl. No	Name & Designation	Duties
1.	Smt. Vesuzolu Kezo Personal Assistant (I)	Attached to Chairperson

2.	Smti Peteneinuo Kehie, Personal Assistant (II)	Attached to Secretary cum Controller
3.	Smt. Imnasangla, UDA - I	Establishment & Accounts
4.	Shri Abel Tsopoe, UDA - II	Exams (Logistics)
5.	Shri Alumpti Sangtam, UDA - III	General
6.	Shri Vizayieto Kweho, UDA - IV	Exam branch, IT branch
7.	Smt. Majemshila Ozukum, LDA-cum- Computer Assistant	Establishment, Accounts & General
8.	Shri Chumben Odyuo, LDA-cum- Computer Assistant	Exam branch & IT branch
9.	LDA-cum- Computer Assistant	
10.	LDA-cum- Computer Assistant	
11.	LDA-cum- Computer Assistant	
12.	LDA-cum- Computer Assistant	

C. Duties and Responsibilities of Grade IV staff

S.no	Name	Duties
1.	Multi-tasking Assistant - I	1. Physical maintenance of records of branch 2. General cleanliness & upkeep of the branch 3. Carrying of files & other papers within the building 4. Photocopying, sending FAX etc 5. Other non-clerical work in the branch 6. Assisting in routine office work like diary, dispatch etc including on computer 7. Delivering of Dak (inside & outside the building) 8. Watch & branch duties 9. Opening & closing of office building & rooms 10. Cleaning of rooms etc 11. Dusting of furniture etc 12. Cleaning of building, fixture etc 13. Work related to his/her skills or ITI qualification
2.	Multi-tasking Assistant - II	
3.	Multi-tasking Assistant - III	
4.	Multi-tasking Assistant - IV	
5.	Multi-tasking Assistant - V	
6.	Multi-tasking Assistant - VI	

		14. Driving of official vehicles 15. Upkeep of parks, lawns, potted plants etc 16. Any other work assigned by superior authority
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D) Duties and Responsibilities of Drivers.

Sl. No.	Name	Vehicle Number	Attachment	Duties
1.	Driver 1		Chairperson	➤ He is required to drive official vehicles for conveyance of the concerned officer, other guest/visitors and officials/staff of the Board.
2.	Driver 2		Member - I	➤ Proper cleanliness and maintenance of car. ➤ Maintenance of Log book, records of fuel consumed/taken and others prescribed records are also part of his duties.
3.	Driver 3		Member - II	➤ He is responsible to get servicing/repair of cars done under his direct supervision, wherever required.
4.	Driver 4		Secretary-cum-Controller	➤ Personal hygiene and proper etiquette while on duty.
5.	Driver 5		Assistant-cum-Controller (Estt)	➤ In addition, he will be required to perform such others duties and responsibilities as may be assigned to him from time to time.
6.	Driver 6		Assistant-cum-Controller (Exams)	

PART- 3

Procedures followed in decision- making process including channels of Supervision and Accountability.

(Section 4 (I) (b) (iii) of Right to information Act, 2005).

All Policy matters are placed before the board for decision reduced to writing through a minute. The minutes so arrived at are implemented by the Secretary-cum-Controller of Examination.

In a narrative form, the stages through which procedures for decision making for each proposal are shown in the format below:-

1. ESTABLISHMENT BRANCH

Activity :

1. Matters relating to Chairman, Members of the Board.
2. Matters relating to Officers and staff of the Board.
3. Reports and Compilation of Reports.
4. Service matters relating to officers, staff including contingency/ fixed pay staff of the Board.
5. Maintenance of Service Book, leave accounts, appointment and promotion orders, Disciplinary cases, pension cases Orders, Notifications within the Board.
6. Maintenance of Personal files/Service Book/Leave of all Grade –IV Staff.
7. Appointment/Discharge/Disciplinary cases of Grade-III & IV under the Establishment of the Board.
8. All matters relating to NSSB Regulation.
9. Civil List/Census of Government Employees.
10. Administrative orders relating to Service conditions.
11. Matter relating to PIMS.
12. Assist the Nodal Officer for P & AR, PIMS.

Level of Action:

1. All Establishment matters are put up by the Dealing Assistant to Asstt. Superintendent or Superintendent concerned.
2. The Asstt. Superintendent or Superintendent then puts up the file to the Assistant Controller concerned who in turn put up the matter to the Secretary cum Controller of Examination for decision after giving his/her comments.
4. If the matter pertains to usual office establishment matters or any other matter which have prior approval of the Controlling Authority or Government the final decision is taken by the Secretary cum Controller of Examination for execution. However, if the matter is a policy matter, then it is put up to the Controlling Authority of the Board for its deliberation and decision.

2. General Branch

Activity:

1. Matters relating to Transport.
2. Matters relating to Assets & Infrastructures.
3. Right to Information (RTI).
4. Issue and Stock register.
5. Telephone, Electricity bills and all sundry expenditures.
6. Issue of Stationery articles.
7. Court cases and related matters.

Level of actions:

1. All concerned matters are put up by the Dealing Assistant to Asstt. Superintendent or Superintendent concerned.
2. The Asstt. Superintendent or Superintendent then puts up the file to the Assistant Controller concerned who in turn put up the matter to the Secretary cum Controller of Examination for decision after giving his/her comments.
4. If the matter pertains to usual office matters or any other matter which have prior approval of the Controlling Authority or Government the final decision is taken by the Secretary cum Controller of Examination for execution. However, if the matter is a policy matter then it is put up to the Controlling Authority of the Board for its deliberation and decision.

3. Accounts Branch:

Activity:

1. Matters relating to Accounts.
2. Pay Bill and Other Bills relating to office expenses, advertisement etc.
3. GPF Accounts of Grade-IV.
4. Amendment of ROP.
5. GPF Register for all advances.
6. Assist the Nodal Officer for Finance Department and A.G.
7. Matters relating to pay & allowances, house rent/tax.
8. GPF files for withdrawal and final settlement.
9. Matters relating to audit reply.

Level of Action:

1. The Bill Assistant/Dealing Assistant puts up the matter to Assistant Supdt/Superintendent.
2. After verification, the same is put up to the Assistant Controller concerned for further perusal and comment.
3. The Assistant Controller concerned then puts up the matter to Senior Accounts officer after giving his/her comments etc.
4. The Senior Accounts officer then puts up the matter to Secretary cum Controller of Examination for decision after giving his/her comments etc.

5. If the matter pertains to usual office accounts matter or any other matter which have prior approval of the Controlling Authority or Government, the final decision is taken by the Secretary cum Controller of Examination for execution. However, if the matter is a policy matter, then it is put up to the Controlling Authority of the Board for its deliberation and decision.

4. Examination Branch:

Activity: Exam-Logistics

1. Matters relating to Medical, Security, Magistrate on duty etc during examinations.
2. Matters relating to examination venues, supervisors, invigilators etc.
3. All correspondences with Government/Other State SSBs/NPSC and any matter relating to the Board from outside.
4. Compilation of Recruitment Rules, etc.
5. Service Rules of various departments.

Activity: Exams

1. Correspondence with other department, relating to timely submission of requisition of all posts within the preview of the NSSB.
2. Receipt of all requisition.
3. Release of advertisement.
4. Receipt and scrutiny of documents.
5. Proper maintenance of files relating to all post.
6. Record Sorter.
7. Statement/scrutiny of candidates for interview/ viva-voce.
8. Direct interview matter thereof.
9. Nomination of selected candidates.
10. Publication of result.
11. Syllabus and matters relating to using unfair means in examinations.

Level of actions:

1. All concerned matters are put up by the Dealing Assistant to Asstt. Superintendent concerned or Superintendent.
2. The Asstt. Superintendent or Superintendent then puts up the file to the Assistant Controller concerned who in turn put up the matter to the Secretary cum Controller of Examination for decision after giving his/her comments.
4. If the matter pertains to usual office matters or any other matter which have prior approval of the Controlling Authority or Government the final decision is taken by the Secretary cum Controller of Examination for execution. However, if the matter is a policy matter, then it is put up to the Controlling Authority of the Board for its deliberation and decision.
5. If the matter pertains to usual examination matter such as requisition of posts from various Departments or release of advertisement etc. final decision is

taken by the Secretary. However, for all other examination matters, decision is taken by the Controlling Authority.

6. Post Examination Matters: The Controller of Examination supervise officials and staff. For this confidential work, officials and staff are assigned duties on day to day basis.

6. IT Branch:

Activity:

1. Maintain all files pertaining to purchase/up-gradation, maintenance of systems.
2. Update necessary information in the official website of the Board, Social Media and maintain records thereof.
3. Collect all data such as requisition received, requisition allowed to be withdrawn, results of all examinations etc.
4. Matter relating to e-Governance & IT.
5. Assist the Nodal Officer for e-Governance & IT.
6. Matters relating to all IT matters.
7. Compilation of all records and digitization.

Level of Action :

1. All IT matters are put up by the Assistant who is also the Dealing Assistant to the Assistant Superintendent (IT)/IT Expert.
2. The Assistant Superintendent (IT)/ IT Expert then puts up the file to the Assistant Controller of Examination (IT).
3. The Assistant Controller of Examination (IT) after studying the matters puts up the file to Secretary for decision after giving his/her comments etc.
4. If the matter pertains to usual office establishment matters or any other matter which have prior approval of the Controlling Authority or Government, the final decision is taken by the Secretary for execution. However, if the matter is a policy matter then it is put up to the Controlling Authority for its deliberation and decision.

Accountability:

All the officers and staffs are accountable for their respective assigned works/duties.

Communication arrangements:

Communications of decisions to the public are made by the Secretary through official letters/orders/press releases/ notice boards Websites/etc.

Authority of final decision:

The main authority for the final decision-making lies with the person who have the delegated authority by the Board within the respective limit and cognate power.

PART- 4

Norms set for discharge of functions.

(Section 4 (I) (b) (iv) of Right to information Act, 2005).

The norms/standards set by the board for execution of various activities:

Types of Norms

1. Norms for officers: The Secretary may assign or delegate to any officer as he/she deem fit from time to time.
2. Staff norms: Every staff shall serve the Board honestly & faithfully with outmost integrity and maintain absolute confidentiality while discharging the duties assigned to him/her.
3. Quality norms: The whole time of an employee shall serve the Board in its mandated duties in such capacity and at such place he/she may be from time to time may be assigned.
4. Monitoring & Evaluation norm: The Annual Performance Assessment report (APAR) is prepared taking into account based on employee performance.

Sl. NO.	Activity	Time frame/norms	Remarks
1.	Conduct of recruitment examinations as per requisition sent by various Departments	Annual exam schedule as under process	All Clerical & Allied Service

PART- 5

(Rules, Regulations, Instructions, Manuals and records for Discharging Functions).
(Section 4 (I) (b) (v) of Right to information Act, 2005).

SL. NO	Name of the Act, Rules, regulations, instructions, manuals, and records	Type of document	Brief gist of document	From where one can get a copy	Fee charged by the dept. for the copy of rules, regulations, instructions, manuals and records
1.	Nagaland Staff Selection Board Regulations, 2020	Regulate the composition and conditions of service of the chairman, members and office staff of the board	Power functions and duties of Chairman, members and staff	Department of Personnel & Administrative Reforms, Nagaland Kohima or download from P& AR Department.	No Fee
2.		Regulation for conduct of recruitment examinations		Download from Department of Personnel & Administrative Reforms, Nagaland.	
3.	All standing Instruction/ Notifications Issued by Government pertaining to recruitments, absorptions, regularization in service.	Recruitment, Regularization, absorption.			

PART-6

A statement of the categories of documents that are held by it or under its control.
(Section 4 (I) (b) (vi) of Right to information Act, 2005).

Sl. No.	Name / nature/ category of the document	Procedure to obtain the document	Held/ Under control of
1	All Clerical & Allied Service Examination	After declaration of results, individual candidates may apply to the board for marksheet enclosing copy of their call letter to the respective examination.	Board
2	Skill test Examination	After declaration of results, individual candidates may apply to the board for marksheet enclosing copy of their call letter to the respective examination.	Board
3	Waiting list	Cannot be disclosed.	

PART- 7

Particulars of any arrangement that exists for consideration with or representation by the public in relation to the formulation of its policies or implementation thereof.
(Section 4 (I) (b) (vii) of Right to information Act, 2005).

Does not arise

PART-8

(Statement of boards, councils, committees and other bodies constituted).
(Section 4 (I) (b) (viii) of Right to information Act, 2005).

The board consists of one committee and one board:-

1. Interview Board
2. Verification Committee

1) Recruitment Board

The Board also has one Interview board, where recruitment by Viva-voce for various technical and non-technical posts are held. The interview board is held by the Chairman, NSSB, representative of the Chief Secretary not below the rank of Secretary and subject experts.

2) Verification Committee

A committee consisting of representative from Personnel & Administrative Reforms Department is constituted to verify the complaints of candidates of the examination after publication of the answer keys to the questions of the examination conducted.

PART-9

A directory of its Officers and employees.
(Section 4 (I) (b) (ix) of Right to information Act, 2005).

Sl. NO.	Name	Designation	Mobile
1.	Shri Sedevikho Khro	Chairperson	
2.	Er. Ghukhui Zhimomi	Member I	
3.		Member II	
4.	Shri B. Henok Buchem	Secretary-cum-Controller	
5.	Shri Vekhrope K. Lasuh	Assistant Controller (Establishment)	
6.	Shri T. Kalivi Yepthomi	Assistant Controller (Examinations)	
7.	Shri Kenedy K. Yepthomi	Superintendent	
8.	Smti Watisenla Pongener	Assistant Superintendent I	
9.	Shri Rugozeto Iralu	Assistant Superintendent II	
10.	Smt. Imnasangla	UDA I	
11.	Shri Abel Tsopoe	UDA II	
12.	Shri Alumpti Sangtam	UDA III	
13.	Shri Vizayieto Kweho	UDA IV	
14.	Smti Vezosulu	Personal Assistant I	
15.	Smti Peteneinuo Kehei	Personal Assistant II	
16.	Smt. Majemshila Ozukum	LDA-cum-Computer Asstt. I	
17.	Shri Chumben Odyuo	LDA-cum-Computer Asstt. II	
18.		Driver	
19.		Driver	
20.		Driver	
21.		Driver	
22.		Driver	
23.		Driver	
24.		Multi Tasking Staff	
25.		Multi Tasking Staff	
26.		Multi Tasking Staff	
27.		Multi Tasking Staff	

28		Multi Tasking Staff	
29		Multi Tasking Staff	

PART-10

The monthly remuneration of officers and employees and system of compensation.

PART-11

The Budget Allocated for sanctions to each agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

(Section 4 (I)(b) (xi) of Right to information Act, 2005)

Budget for the year 1-4-2020 to 31-3-2021

Head of Account	Salaries	Wages	Travel expenses	Office expenses	Motor Expenses	Rent, rates & taxes	Prof. & spl. Services	Adv. & Publicity	Total

EXPENDITURES FOR 2020-21

	Allotment	Actual expenditure
Salaries		
Wages		
Travel Expenses		
Rent, rates, taxes		
Office expenses		
Motor Vehicles		
Prof. & spl services		
Advt. & Publicity		
Total		

PART-12

The Manual of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

(Section 4 (I) (b) (xii) of Right to information Act, 2005).

Not applicable in respect of NSSB

PART-13

(Particulars of recipients of concession, permits or authorizations granted by it).

(Section 4 (I) (b) (xiii) of Right to information Act, 2005).

Does not arise

PART-14

Details in respect of the information available in electronic format.

(Section 4 (I)(b) (xiv) of Right to information Act, 2005).

Sl. No.	Information / Activities for which data is available in electronic format	Can it be shared with the public	Is it available on the website or is it being used as back and database	With whom it is held / available	Whom to contact.
1.	Advertisement, Notifications, Instructions to candidates, etc.	Yes	Website	Controller of Examinations	PIO
2.	Results of various examinations held by the commission	Yes	Website	-do-	-do-
3.	List of candidates of each examination	Yes	Database	-do-	-do-
4.	Application forms	Yes	Uploaded as and when advertised	-do-	-do-
5.	Detail result of each candidate with marks, etc.	Yes (individual)	Database	-do-	-do-

PART-15

The particulars of facilities available to citizens for obtaining information.
(Section 4 (I)(b) (xv) of Right to information Act, 2005).

1. Information counter: No specific information counter. However, public can avail information from Office during office hours.
 - : Summer : 9.30 A.M. to 4.30 P.M. (April to September).
 - : Winter : 9.00 A.M. to 4.00 P.M. (October to March). (Mon to Fri. Sat (2nd & 4th) & Sun closed).
2. Notice Board : During Office Hours.
3. Website : www.nssb.co.in
4. Email : nssb-nql@gov.in
5. Facebook : Access 24x7
6. Printed Manual : During Office Hours.
7. Inspection of records : During Office Hours. in the office .
8. System of issuing : During Office Hours. of copies of documents.
9. Others : During Office Hours.

PART-16

The names, designations and other particulars of the Public Information Officers.
(Contact information about the Public Information Officers, Assistant Information Officers and Departmental Appellate Authority of the public authority).
(Section 4(I)(b)(xvi) of Right to Information Act, 2005).

A) Departmental Appellate Authority (DDA)

Name	Designation	Phone (Off)	Mobile	Address
Shri B. Henok Buchem	Secretary		9436062332	Nagaland Staff Selection Board, Near NPSC, Speaker Road, New Capital, Complex. Nagaland, Kohima, 797004

B) Public Information Officer (PIO)

Name	Designation	Phone (Off)	Mobile	Address
Shri Vekhrope K. Lasuh	Assistant Controller of Examination		9402697333	Nagaland Staff Selection Board, Near NPSC, Speaker Road, New Capital, Complex. Nagaland, Kohima, 797004

C) Assistant Public Information Officer (APIO)

Name	Designation	Phone (Off)	Mobile	Address
Shri Kenedy K. Yepthomi	Superintendent		9366322882	Nagaland Staff Selection Board, Near NPSC, Speaker Road, New Capital Complex. Nagaland, Kohima, 797004

PART-17

Right to information (Regulation of Fee and Cost) Rules, 2005.
(Section 4(I) (b) (xvii) of Right to Information Act, 2005).

RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES 2005.

In case some body wants to get more information on topics covered in the handbook as well as other information they may make the payment and send their request in writing addressed to the concerned official(s) :

1. Shri Vekhrope K Lasuh , Public Information Officer (PIO)
ADDRESS : NAGALAND STAFF SELECTION BOARD
NEW CAPITAL COMPLEX, KOHIMA 797001
TELEPHONE – 9366495971
Website ; www.nssb.co.in E Mail : nssb-ngl@gov.in

FEE/COST RATES

1. Application Fee : Rs.10/-
2. A3/A4 Size Paper(created or copied) : Rs.2/- per page
3. Copy in larger size paper : Actual charge or cost
4. Samples or models : Actual cost
5. Information in Floppy/Diskette : Rs.50/- per Floppy/Diskette
6. Printed material : Cost of printing or @Rs.2/-per page of photocopy for extracts from the publication.
7. Inspection of records : No fee for the first hour, and a fee of Rs.5/- for each subsequent hour (or fraction thereof) thereafter.

To obtain information, prescribed fee can be deposited with the PIO of NSSB or Demand Draft/Bankers Cheque/Postal Order in favour of Nagaland Staff Selection Board, payable at Kohima.