

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

NO.NSSB/EXAM-4/CASE/15/2023

Dated Kohima the 8th August, 2023

CLERICAL AND ALLIED SERVICES EXAMINATION 2023

ADVERTISEMENT NO.NSSB-1/CASE (Clerical & Allied Services Examination)- 2023

IMPORTANT DATES	
Opening date for submission of online application	14th August 2023 (12:00 Noon)
Last date for submission of online application forms	8th September 2023 (4:00 pm)
Date of written examination (Tentative)	21st October 2023

- 1. Online Applications** are invited from Indigenous Inhabitants of Nagaland for filling up the following Group C vacancies under the Government of Nagaland to be recruited by the **Nagaland Staff Selection Board (NSSB)** in the manner prescribed below:

	Name of The Post	Department	Code for post	Pay Matrix Level	Number of vacancy	Reservation for PwBDs/ Backward Tribe
Item No 1	LDA cum Computer Assistant (Directorate)	Nagaland Lokayukta	110	Level 7	1	
Item No 2	LDA cum Computer Assistant (Directorate)	Director General of Police	035	Level 5	11	1 post BT Chakhesang 1 post BT Chang 1 post BT Khiamniungan 1 post BT Konyak
		Economics & Statistics	036		3	1 post BT Khiamniungan
		Employment, Skill Development & Entrepreneurship	037		2	1 post BT Konyak
		Land Records & Survey	044		1	Reserved for BT Konyak
		Nagaland State Lotteries	046		1	
		Printing & Stationery	048		2	1 post BT Sumi Kiphire
		Registrar of Cooperative Societies	050		2	1 post BT Yimkhiung/Tikhir
		SCERT	053		4	1 post BT Chakhesang 1 post BT Chang 1 post PwBD (B)
		Youth Resources & Sports	057		1	
		Electrical Inspectorate	111		1	

Item No 2	LDA cum Computer Assistant (Directorate)	Information Technology & Communication	112		1	
		Nagaland State Human Rights Commission	113		1	
		New & Renewable Energy	114		1	
		Sericulture	115		1	
		Excise and Prohibition	116		2	1 post BT Konyak
		Fisheries & Aquatic Resources	117		2	1 post BT Phom
		Geology & Mining	118		4	1 post BT Sangtam
		Nagaland State Transport	119		5	1 post BT Chakhesang 1 post BT Yimkhuing / Tikhir
		Power	120		2	1 post BT Zeliang
Item No 3	LDA cum Computer Assistant (District)	Director General of Police	079	Level 4	26	1 post BT Konyak 1 post BT Phom 1 post BT Sumi Kiphire 1 post BT Pochury 1 post BT Sangtam 1 post BT Yimkhuing/ Tikhir 1 post BT Zeliang 1 post BT Chakhesang 1 post BT Chang 1 post PwBD (A)
		Employment, Skill Development & Entrepreneurship	081		7	1 post BT Yimkhuing / Tikhir 1 post BT Zeliang 1 post PwBD (B)
		Higher Education	083		4	1 post BT Sumi Kiphire
		Land Records & Survey	087		2	
		Prisons	090		2	1 post BT Konyak
		Registrar of Cooperative Societies	092		1	
		Youth Resources & Sports	098		1	
		Sericulture	121		1	
		Electrical Inspectorate	122		2	1 post BT Konyak
		Excise and Prohibition	123		6	1 post BT Phom 1 post BT Sangtam
		Fisheries & Aquatic Resources	124		5	1 post BT Chakhesang 1 post BT Yimkhuing / Tikhir
		Nagaland State Transport	125		4	1 post BT Zeliang 1 post PwBD (C)

Item No 3	LDA cum Computer Assistant (District)	Power	126		51	3 post BT Chang 2 post BT Khiamniungan 3 post BT Konyak 1 post BT Sumi Kiphire 1 post BT Pochury 2 post BT Phom 2 post BT Sangtam 2 post BT Yimkhuing/ Tikhir 2 post BT Zeliang 2 post BT Chakhesang 1 post PwBD (A) 1 post PwBD (B)
		Rural Development	127		21	1 post BT Khiamniungan 1 post BT Konyak 1 post BT Phom 1 post BT Sumi Kiphire 1 post BT Pochury 1 post BT Sangtam 1 post BT Yimkhuing/ Tikhir 1 post BT Zeliang 1 post PwBD (C)
Item No 4	Store Keeper	Director General of Police	128	Level 4	1	
		Employment, Skill Development & Entrepreneurship	101		1	Reserved for BT Konyak
		SCERT	129		1	
		Youth Resources & Sports	104		1	Reserved for BT Chakhesang
Item No 5	Record Supplier	Nagaland Lokayukta	130	Level 3	1	
Item No 6	Sub Inspector	Evaluation	064	Level 5	1	CSRE 2022 Backlog BT Chakhesang
Item No 7	Junior Accounts Assistant (District)	Treasuries & Accounts	058	Level 5	1	CSRE 2022 Backlog

2. Educational Qualification:

	Required Qualification
Item No 1, 2 & 3	Graduate in any discipline with working knowledge of Computer.
	10 + 2 with working knowledge of Computer for Backward Tribes
Item No 4, 5 & 7	Graduate in any discipline
Item No 6	Graduate with Statistics/Economics/Mathematics/ Commerce/ Agriculture Economics/ Social Work/ Rural Economics/ Education

3. Age as on 01-01-2023:

Minimum : 21 years

Maximum : 30 years

4. Venue of Written Examination:

Candidates can choose two venue/centres of examination basing on the District of his/her choice:

Kohima	Mokokchung	Tuensang	Mon
Zunheboto	Wokha	Phek	Noklak
Longleng	Kiphire	Peren	Shamator
Tseminyu	Niuland	Chumoukedima/ Dimapur	

Note :

- A. In districts where there are less than 500 applicants, the candidates will be shifted to the second option exercised. In exam districts exceeding the maximum capacity of applicants allotted in case of both options exercised, the Board has the right to select the exam district independently irrespective of options exercised.**

5. Computer Proficiency Test (CPT)

- For all clerical and allied post, CPT will be a mandatory qualifying criteria. Hence, marks secured in the CPT will not be added to the final total marks.
- The Board will hold Computer Proficiency Test (CPT), comprising of basic working skills/knowledge of Computer for candidates shortlisted on the basis of their score in the written examination. **The qualifying benchmark for the CPT shall be 30% of the total marks allocated for CPT.**

6. Mode of Recruitment:

The mode of examination will be as follows:

	Component of Examination	Marks allocation	Time duration	Remarks
Tier I	General Paper MCQ based	200 marks	3 hours	Each incorrect answer will carry a Negative Marking . (1/3 rd of the total marks of each question)
Tier II	Computer Practical/ Skill Test	50 marks	-	CPT will be of qualifying criteria only
Tier III	Viva Voce	5% of the total marks allocated in written exams (Tier- I)		*Refer Section 45(12) of NSSB Regulations 2020

**Marks awarded to a candidate appearing in the Personal Interview shall not be less than 40% of the total marks allotted for Interview and generally not more than 80% of the total marks allotted for Interview.*

NOTE :

- The upper age limit is relaxable by:
 - 5 (five) years for candidates belonging to SC/ST.
 - Age concession for serving Government employees will be allowed, the equal number of years they are in service subject to a maximum of 5(five) years.
 - Upper Age relaxation will be admissible for a period of two years w.e.f 22nd April 2021 as per Government OM NO.AR-5/ASSO/98(Vol-I) Dated 28-02-2022.

2. **Revised Syllabus** General Paper may be downloaded from the official website: <https://nssb.nagaland.gov.in/>
3. 100% of the vacancies are reserved for Indigenous Inhabitant of the State of Nagaland.
4. Candidates shall be given an opportunity for exercising preference of posts and department before the conduct of Viva voce.
5. Implementation of reservation for Backward Tribes in the State shall be in accordance with the Notification issued vide NO.RCBT 5/87(pt-II) dated 14-04-2011, 15-06-2012 & 04.09.2015.
6. Reservation for Persons with Benchmark Disabilities (PwBDs), wherever applicable as sanctioned by the user department in accordance with the Government Notification NO.AR-3/Gen-9/97 dated 13th August 2020. And as per Rights of Persons with disabilities Act, 2016, Section 2 (r), Person with Benchmark Disability means a person with not less than Forty percent (40%) of a specified disability.
7. Terms & conditions.
 - i. *Only those candidates who possess the requisite qualification acquired from recognized university/institution at the time of applying/ or before the close of registration will be eligible to apply for the post(s).*
 - ii. *Candidates must produce attested/self-attested photocopies of the following documents/materials to the Board as and when called for:*
 - a) *HSLC/Matriculation/Equivalent Admit Card for proof of Date of Birth. No other Certificate will be accepted for age proof.*
 - b) *Indigenous Inhabitant Certificate, Scheduled Tribe Certificate, Backward Tribe Certificates as relevant and applicable (new FORMAT).*
 - c) *For Persons with Benchmark Disabilities (PwBDs), certificate from Competent Medical Authority is required.*
 - d) *Proof of Educational Qualifications: Mark Sheet/transcript & Pass Certificates/Provisional Pass certificates from matriculation onwards till requisite qualification. If for any reason, pass certificates/ provisional pass certificates are not issued by the Board/ Institute/University, a letter/certificate to that effect from the Board/Institute/University must be submitted.*
 - e) *No Objection Certificate from the Head of Department/Public Undertaking to be furnished in case the applicant is an employee of the Government or Public Undertaking. The signing Authority shall be the Head of the Department only.*
 - f) *All relevant documents/certificates to be submitted should have been issued by the concerned authority/institution/board/university on or before the last date of submission of application form.*
 - g) *All original documents are also to be produced as and when called for and also during interview without which candidates will not be allowed to appear the interview.*
8. Indigenous Inhabitant Certificate, Scheduled Tribe & Backward Tribe Certificates should be signed only by District Authority not below the rank of Additional Deputy Commissioner.

Information is given in advance that henceforth Schedule Tribe/ Indigenous Inhabitant Certificate and Backward Tribe Certificate are to be submitted to the

Board as per the new revised Government Format at the time of document verification. Therefore, candidates are informed to keep the documents ready in advance.

10. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished incorrect/false information or has suppressed any material fact(s), his/her candidature shall stand cancelled.
11. The Board will not entertain any relaxation in the educational qualification criteria from the Departments after the close of the registration.
12. The decision of the Board in all matters regarding eligibility, conduct of examination, other tests and selection would be final and binding on all candidates. No representation or correspondence shall be entertained by the Board in this regard.
13. Application forms **will not** be issued from the office of the Nagaland Staff Selection Board (NSSB). Only online application is available. Candidates can submit the online application through <http://nssb.nagaland.gov.in>
14. **One Time Registration** (OTR) is mandatory. Candidates are to first register themselves in the OTR and further proceed for registration of online submission of forms.
15. The Online application will be available **from 14th August 2023 (12:00 Noon) till 4:00 PM of 8th September 2023**
16. Examination Fee of **Rs 300/- (Rupees Three Hundred)** only will be charged for all Clerical and Allied Services Examination 2023. PwBDs candidates are exempted from payment of examination fee.
17. For candidates who are Government employees, **“NO OBJECTION CERTIFICATE”** signed by the Head of Department (HoD) only should be uploaded while submitting online application. NOC format may be downloaded from the Board’s website <http://nssb.nagaland.gov.in>. No other format will be accepted.
18. For any queries / assistance candidates can call the NSSB helpdesk number: **9366495971** or send an email at helpdesk@nssbrecruitment.in during office hours (10:00 hrs to 15:00 hrs)

(B. HENOK BUCHEM), NCS
Secretary,
Nagaland Staff Selection Board (NSSB).