

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



**MANUAL OF NSSB UNDER
RIGHT TO INFORMATION ACT, 2005
(As on 31th March 2024)**

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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 Nagaland Staff Selection Board was set up as per the provision under Nagaland Staff Selection Board Regulation 2020. The objective of the Board is to conduct recruitment 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:

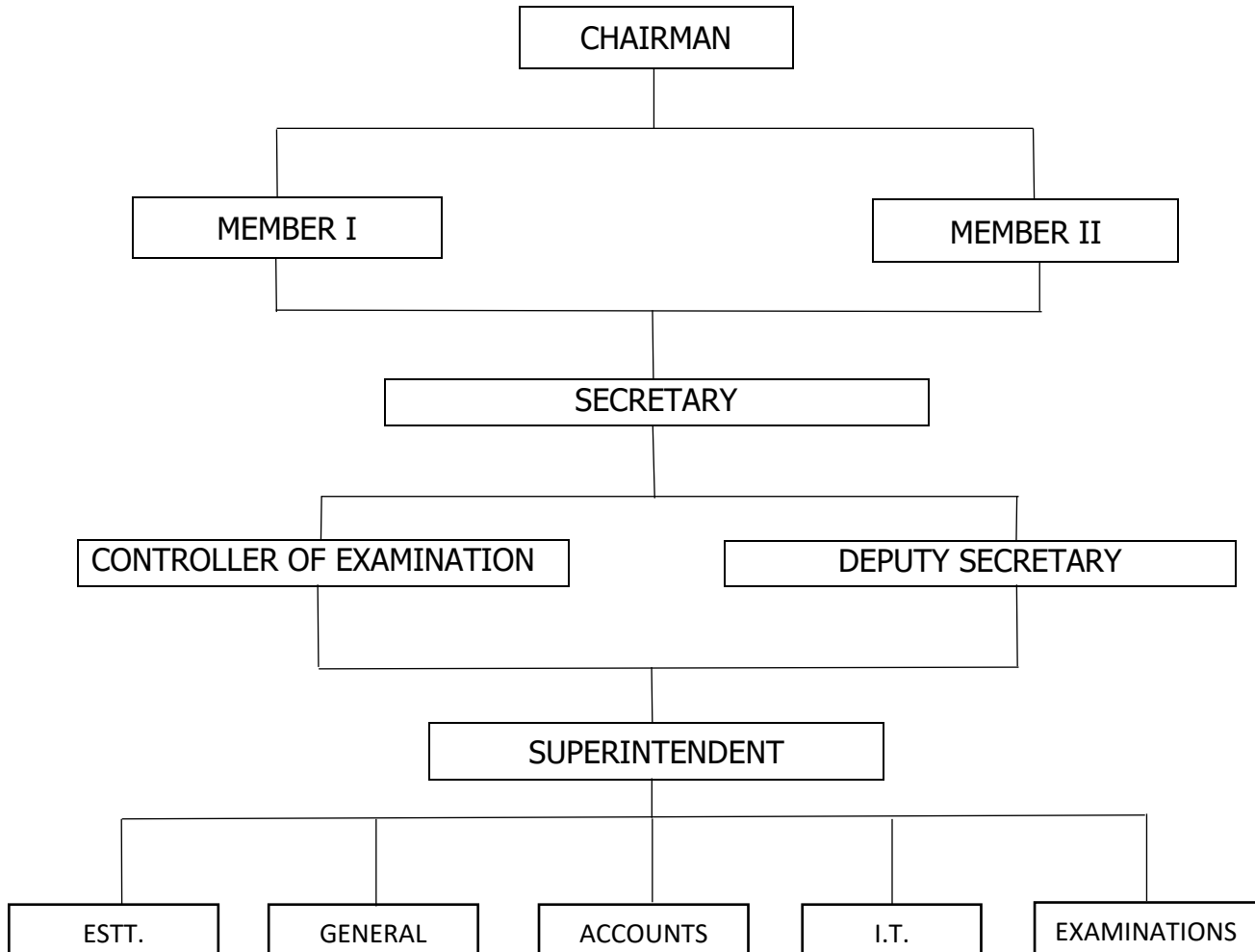
Nagaland Staff Selection Board.
Near NPSC, Speaker Road,
New Capital Complex.
Nagaland, Kohima 797004

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:



1. **Address of the Organization** : Nagaland Staff Selection Board,
Speaker Road,
New Capital Complex, Kohima – 797004
Phone no. : **9366495971**
Email : nssb-nql@gov.in
2. **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.	Shri. P. Bangjung Chang, Member - II	
4.	Shri. B. Henok Buchem, NCS Secretary	HoD
5.	Shri. Vekhrope K. Lasuh, Deputy Secretary	Estt, Accounts, General & PIO
6.	Smti. T. Kalivi Yephthomi, Controller of Exams	All matters relating to Exams & IT
7.	Shri. Kenedy K Yephthomi, Superintendent	Accountant, APIO & Over-all branch supervision
8.	Smti. Watisenla Pongener, Assistant Superintendent - I	Exam & IT
9.	Shri. Rugozeto Iralu, Assistant Superintendent - II	Estt, Accounts & General

B. Duties and Responsibilities of Grade III staff.

Sl. No	Name & Designation	Duties
1.	Smti. Keniengunuo Puroh, Personal Assistant (I)	Attached to Chairperson, Receipt & Despatch

2.	Smti. S. Hokashi Sema, Personal Assistant (II)	Attached to Secretary
3.	Smti. Imnasangla, UDA - I	Cashier, Accounts & Nodal Officer for Finance
4.	Shri. Abel Tsopoe, UDA - II	General, Exams (Logistics) & Nodal Officer for Transport
5.	Shri. Alumpti Sangtam, UDA - III	Estt & Nodal Officer for P&AR & PIMS
6.	Shri. Vizaieto Kweho, UDA - IV	Exam & IT, Nodal Officer for e-Governance
7.	Smti. Majemshila Ozukum, LDA-cum- Computer Assistant - I	Establishment
8.	Shri Chumben Odyuo, LDA-cum- Computer Assistant - II	Accounts
9.	Shri. Mersen Longkumer, LDA-cum- Computer Assistant – III	Information Technology
10.	Shri. Longjenti Longchar, LDA-cum- Computer Assistant – IV	General
11.	Shri. Chingmei T Phom, LDA-cum- Computer Assistant – V	Exams
12.	Shri. Ngamto Konyak, LDA-cum- Computer Assistant – VI	Exams (Logistics)

C. Duties and Responsibilities of Grade IV staff

S.no	Name	Duties
1.	Shri. Khriekethozo Mere, 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)
2.	Km. Kevimenuo Rio, Multi-tasking Assistant - II	
3.	Km. Azasu Luzuri, Multi-tasking Assistant - III	
4.	Shri. Yangtsali C. Sangtam, Multi-tasking Assistant - IV	

5.	Km. K. Yukmei Phom, Multi-tasking Assistant - V	8. Watch & branch duties 9. Opening & closing of office building & rooms
6.	Shri. Ngamlang Konyak, Multi-tasking Assistant - VI	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 14. Driving of official vehicles 15. Upkeep of parks, lawns, potted plants etc. 16. Any other work assigned by superior authority

D) Duties and Responsibilities of Drivers.

Sl. No.	Name	Vehicle Number	Attachment	Duties
1.	Shri. Jeilie, Driver I	NL10C2760	Chairperson	<ul style="list-style-type: none"> ➤ He is required to drive official vehicles for conveyance of the concerned officer, other guest/visitors and officials/staff of the Board. ➤ 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. ➤ He is responsible to get servicing/repair of cars done under his direct supervision, wherever required. ➤ Personal hygiene and proper etiquette while on duty. ➤ In addition, he will be required to perform such others duties and responsibilities as may be assigned to him from time to time.
2.	Shri. Nokshi, Konyak Driver II	NL10C2768	Member - I	
3.	Shri. Ado YM Chang, Driver III	NL10C3120	Member - II	
4.	Shri. Lhouwute Lashu, Driver IV	NL10C2759	Deputy Secretary	
5.	Shri. Viyino Achumi, Driver V	NL10C2758	Controller of exams	
6.	Shri. S. Henyong Phom, Driver VI	NL10C2757	Secretary	

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 Assistant Superintendent or Superintendent concerned.
2. The Assistant 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 Assistant 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 Superintendent/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 Assistant Superintendent concerned or Superintendent.
2. The Assistant 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 deems 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.	Clerical & Allied Services Examination	1. Advertisement : August 2. Written Examination : October 3. Skill Test : December 4. Viva Voce : February	
2.	Combined Educational & Technical Services Examination	1. Advertisement : December 2. Written Examination : February 3. Skill Test : Awaited 4. Viva Voce : Awaited	
3.	Combined Police Services	1. Advertisement : Awaited 2. Physical Test : Awaited 3. Written Examination : Awaited 4. Viva Voce : Awaited	

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.	Shri. P. Bangjung Chang	Member II	
4.	Shri. B. Henok Buchem	Secretary	
5.	Shri. Vekhrope K. Lasuh	Deputy Secretary	
6.	Smti. T. Kalivi Yepthomi	Controller of Exams	
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 Keniengunuo Puroh	Personal Assistant I	
15.	Smti. S. Hokashi Sema	Personal Assistant II	
16.	Smt. Majemshila Ozukum	LDA-cum-Computer Asstt. I	
17.	Shri. Chumben Odyuo	LDA-cum-Computer Asstt. II	
18.	Shri. Mersen Longkumer	LDA-cum-Computer Asstt. III	
19.	Shri. Longjenti Longchar	LDA-cum-Computer Asstt. IV	
20.	Shri. Chingmei T Phom	LDA-cum-Computer Asstt. V	
21.	Shri. Ngamto Konyak	LDA-cum-Computer Asstt. VI	
22.	Shri. Jeilie	Driver I	
23.	Shri. Nokshi Konyak	Driver II	
24.	Shri. Ado YM Chang	Driver III	
25.	Shri. Lhouwute Lashu	Driver IV	
26.	Shri. Viyino Achumi	Driver V	
27.	Shri. S. Henyong Phom	Driver VI	

28	Shri. Khriekethozo Mere	Multi Tasking Staff I	
29	Km. Kevimenuo Rio	Multi Tasking Staff II	
30	Km. Azasu Luzuri	Multi Tasking Staff III	
31	Shri. Yangtsali C. Sangtam	Multi Tasking Staff IV	
32	Km. K. Yukmei Phom	Multi Tasking Staff V	
33	Shri. Ngamlang Konyak	Multi Tasking Staff VI	

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	Other Charges	Total
2051	93.82 Lakhs	NIL	10 Lakhs	15 Lakhs	58.61 Lakhs	4.44 Lakhs	170 Lakhs	₹16.74 Lakhs	NIL	368.61 Lakhs

EXPENDITURES FOR 2023-24

Particulars	Allotment	Actual expenditure
Salaries	₹ 93.82 Lakhs	₹ 93.82 Lakhs
Wages	NIL	NIL
Travel Expenses	₹ 10 Lakhs	₹ 10 Lakhs
Rent, rates, taxes	₹ 4.44 Lakhs	₹ 4.44 Lakhs

Office expenses	₹ 15 Lakhs	₹ 15 Lakhs
Motor Vehicles	₹ 58.61	₹ 58.61
Professional & Special services	₹ 170 Lakhs	₹ 170 Lakhs
Advt. & Publicity	₹16.74	₹16.74
Other Charges	NIL	NIL
Total	₹ 368.61 Lakhs	₹ 368.61 Lakhs

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	Deputy Secretary		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, somebody 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.