

**PROACTIVE DISCLOSURES**  
**(17 Manuals under Section 4(I) b, RTI Act)**

**NAGALAND PUBLIC SERVICE COMMISSION**



**NAGALAND PUBLIC SERVICE COMMISSION**  
**NAGALAND ASSEMBLY SECRETARIAT JUNCTION**  
**KOHIMA – 797001**

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As on 1<sup>st</sup> June, 2018

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## 1. ORGANISATION

**1. Introduction:** The NPSC was set up in 1965 to recruit suitable candidates for Government Jobs. The composition in 1965 was Chairman and two Members. The composition was revised in 1985 by addition of one more Member. It was again revised in the year 2006 by the addition of another Member. The Commission, at present, comprises of one Chairman and four Members.

## 2. Name of the Organization:

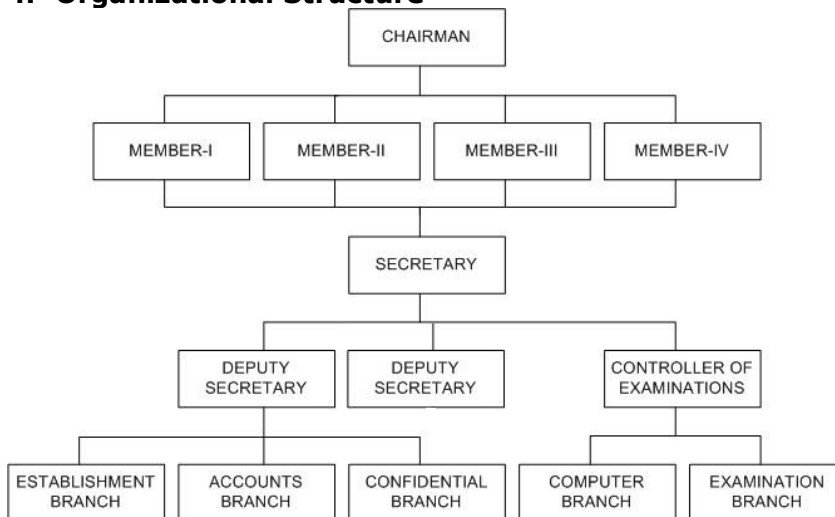
Nagaland Public Service Commission Complex, Nagaland Assembly Secretariat Junction, Kohima- 797001, Nagaland.

## 3. Activities/Functions of the Organization:

The activities and functions of the organizations are:

- (i) Release of Advertisement/Notification for direct recruitment and in-service examination.
- (ii) Conduct various competitive examinations for direct recruitment and recruitment by interview only. In addition, Examination for in-service candidates is annually held in phase manner. The Commission also assists UPSC and SSC (Staff Selection Commission) in conducting various examinations.
- (iii) Hold meetings of Departmental Promotion Committees (DPCs) for regularization of officiating promotion of officers and all such case for regular promotion.
- (iv) Examine and give clearance on Departmental Draft Service Rules, Appointment & extension of contract services and absorption of deputation services received from various Government Departments.

## 4. Organizational Structure



## 5. Address of the Organization:

NAGALAND PUBLIC SERVICE COMMISSION  
NAGALAND ASSEMBLY SECRETARIAT JUNCTION  
KOHIMA – 797001  
TELEPHONE – 2271478/2271479/2271480/2271481/2271482/2271483.  
Web : [www.npsc.co.in](http://www.npsc.co.in) , E Mail : [npscnagaland@gmail.com](mailto:npscnagaland@gmail.com)  
Facebook: [www.facebook.com/npsc.nagaland](http://www.facebook.com/npsc.nagaland)

## 6. Office Timings

Summer : From 9.30 A.M. to 4.30 P.M. (From April 1 to September, 30)  
Winter : From 9.00 A.M. to 4.00 P.M. (From October 1 to March, 31)  
Working Days :- Monday to Friday  
Holidays :- Saturday (2<sup>nd</sup> & 4<sup>th</sup>) & Sunday

## MANUAL NO.2

The Powers and Duties of its officers and employees  
(Section 4(I)(b)(ii) of Right to Information Act, 2005)

### A. Details of Powers and Duties of Officers.

#### A) Details of Powers and Duties of Officers.

Sl. No.	Name & Designation	Powers/Duties
1.	Shri A.Yanag Konyak, Chairman, w.e.f. 6 <sup>th</sup> February, 2015	The State Public Service Commission functions as per provision content in Article 315 to 323 of the Constitution of India.
2.	Shri. Idailung Thou, Member - I	
63.	Smti. W. Chubala Aier – Member – II	
4.	Shri. S. Chonta Khiam – Member - III	
5.		
6.	Shri. Khrupi Sothu, Secretary	H.O.D
7.	Shri. Kelhouseto Nakhro, Deputy Secretary	Court Matters, Service Rules & DPC Matters
8.	Smti. Asangla Imti, Deputy Secretary	Supervise Establishment Branch, Confidential Branch Conduct of Departmental Examination/Conduct of U.P.S.C. Exams/D.D.O.
9.	Shri. T. George Kire, Controller of Examinations	Over all in charge and supervision of all Examinations conducted by NPSC.
10.	Shri. Yimtsu Patton, Under Secretary	In-charge of Confidential Branch
11.	Shri. P. Wangching Konyak Senior Accounts Officer	Supervise all accounts matter.
12.	Shri. Churatho Katiry, Under Secretary	In-charge of Examination Branch
13.	Smti, Akala Jamir, Superintendent.	Accounts matters
14.	Shri. Vikepelie Suohu, Programmer	Supervise Computer Programming and all computer related matters.  All post confidential examination works.
15.	Smti, Katia C. Ladu, Superintendent	Examination Branch – Examination matters
16.	Smti. Moamenla, Superintendent	Establishment matters

17.	Shri. Thejasalie Nuh, Asstt. Superintendent	All files relating to DPC and related matters. Plan Programme for DPC Preparation of Annual Report Preparation of Annual Administrative Report/Speeches of Governor's and Chief Minister's Republic Day and Independence day Court Cases.
18	Shri. M. Metha, Asstt. Superintendent	All correspondences regarding Stationery & Transport.
19	Shri. Vi-ekrul, Assistant Superintendent	Accounts matters G.P.F Accounts of Grade-IV Staff, including return thereof. Amendment to R.O.P, G.P.F. Rules, G.F.R. Delegation of Financial and Cognate Power Rules etc. Preparation of pay of Officers/ Staff and Contingency paid peons Maintenance of Register for all advances
20.	Shri. Imnayanger Steno Grade - I	Attached to Chairman
21.	Smti. Moasungla Imchen, Steno Gr. - I	Attached to Secretary
22.	Smti. Tinutula, Steno Gr. - I	Attached to Controller of Examination

#### **B) Duties and Responsibilities of Grade-III Staff.**

1	Smt. Thejasenuo, UDA	Service matters relating to officers, staff including contingency/fixed pay staff of the Commission. Maintenance of Service Book, leave accounts, appointment and promotion orders, Disciplinary cases, pension cases Orders, Notifications within the Commission
2	Shri. Lanuyapang, U.D.A	1. Service/Recruitment Rules including amendments. 2. Conference of Chairman of PSCs. 3.Extension/Regularization/Absorption of contract/deputationist etc.

3	Shri. Imtitongpang, U.D.A.	All matters relating to Non Technical and Professional (Gazetted & Non- Gazetted) posts requisitioned by the Government Departments. (The works assigned to Kikato is being looked after by Imtitongpang, UDA & Akumba UDA)
4	Shri, Kikato U.D.A. On deputation to RD Department.	Correspondence regarding Experts/Advisor etc. Preparation of nomination letters and invitation to selected candidates including the press notes. Preparation of papers for interview (recruitment by Interview only)
5	Shri. Akumba, U.DA	Maintain and update syllabus for all exams conducted by the Commission. All matters relating to Backward Tribes and Physically handicapped Persons. Correspondences regarding Experts/Advisors Preparation of Papers for Interview Preparation of nomination letters and intimation to selected candidates including press notes.
6	Shri. Lhoumeyalie Sakhrie, U.DA	Matters relating to Accounts – Pay Bill and Other Bills relating to office expenses, advertisement etc.
7	Smti. C.N. Moe, LDA	Maintenance of Personal files/Service Book/Leave of all Grade –IV Staff Appointment/Discharge/Disciplinary cases of Grade-III & IV under the Establishment of the Commission All matters relating to NPSCV (Members) Regulation. Civil List/Census of Government Employess. Administrative orders relating to Service conditions. All correspondences with Government/Other State PSCs/UPSC and any matter relating to the Commission from outside..
8	Shri. Iruteing Longalung, LDA	Receipt of all Technical requisition. Release of advertisement. Receipt and scrutiny of documents. Proper maintenance of files relating to technical post Correspondence with other department, relating to timely submission of requisition of all technical posts within the preview of the NPSC Correspondence with medical, security, magistrate etc on examination days Confirmation of examination venues and preparation of Supervisors and Invigilators list.
9	Chumrenthung Tungo, LDA.	Receipt of all Common Educational Services requisition . release of advertisement. Issue & receipt and scrutiny of application form. Proper maintenance of files relating to CES post Correspondence with other department, relating to timely submission of requisition and related issues.

		Correspondence with medical, security, magistrate etc on examination days Confirmation of examination venues and preparation of Supervisors and Invigilators list.
10	Smti. Nzanbeni,	Record Sorter
11	Smt. Zeneisanuo, Steno - III	Attached to Deputy Secretary, Receipt /Dispatch.
12	Smti. V. Khetoli, Typist	Typing Pool
13	Smti. Narola, Typist	Typing Pool
14	Smt. Vesulu Puro, LDA	Release Notification for departmental Examinations. Maintenance of files for all Departmental examinations- IAS, NCS, Taxes, Forest, Treasuries and Accounts, Stenographers and typists. Conduct of Stenographer/Typist examinations.
15	Smt. Nilivi Kinimi, LDA	Correspondences with UPSC and other Public Service Commissions. Matters relating to PIMS
16	Smti.Jailong Konyak, Computer Asstt.	Maintain all files pertaining to [urchase/upgradation, maintenance of systems. Update necessary information in the website of the Commission and maintain records thereof. Collect all data such as requisition received, requisition allowed to be withdrawn, results of all examinations etc.
17	Shri. Hamtha Phom, LDA	Correspondences relating to representations etc. Requisition format correspondence to all departments B.T reservation Reservation of post for PH.
18	Vivonu Sothu, LDA	Attached to Examination Branch
19	Lanusenla Ozukum	Attached to Establishment Branch
20	Lounjyie Y. Konyak	Attached to Examination Branch

**(C) Duties and Responsibilities of Grade-IV Staff.**

1	Shri. Sukoi Khamniungan, Duftry	
2	Shri. Yam Bahadur, Jamadar	
3	Shri. Sil Phinyo, Peon	
4	Smti. Tiamenla, Peon	
5	Shri Tsukjemmeren, Peon	
6	Shri. Bishnu Bahadur, Peon	
7	Shri. Nutso Khesoh, Peon	
8	Shri. Akato Wotsa, Peon	
9	Shri. N. Honka Konyak, Peon	
10	Shri. T. Nguvito Nekha	
11	Smti. Marienla, Peon	
12	Shri. Neiheo Tseikha, Peon	
13	Smti. Thungyani, Peon	

14	Shri. Ghoito Sema, Chowkidar	
15	Shri. Asakuo, Linyu, Chowkidar	
16	Smti. Visheli Achumi, Sweeper	
17	Smti. Nganuo, Sweeper	
18	Smti. Dzesevinuo, Mali	
19	Smti. Dzesevinuo, Mali	
20	Shri. Arha Puro, Peon	

#### **D) Duties and Responsibilities of Drivers.**

1	Shri. Ahoka	NL-10/ 9966	Chairman
2	Shri. Pursuram	NL-10/8875	Secretary
3	Shri. Thia Phom	NL-10/4034	Pool
4	Shri. Longjem (Fixed pay)	NL-10C/0199	Member III
5	Shri. Mapulemba	NL-10/0851	Staff Bus
6	Shri. Lamdinlung	NL- 10/9691	Member-I
7	Shri. Joshua Yimchunger	NL-10/4482	COE
8	Shri. Gopal Pradan	NL-10/9690	Member-II
9	Shri	NL-10/9947	Member - III
10	Shri. Temjenkaba	NL-10/5773	Dy. Secretary-II
11	Shri. Tonivi	NL-10/5773	Dy. Secretary -I

### **MANUAL NO. 3**

Procedure 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 full Commission for decision reduced to writing through a minute. The minutes so arrived at are implemented by the Secretary and Controller of Examination.

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

#### **1. ESTABLISHMENT BRANCH**

- Activity: 1.** All establishment matters of the Commission
- Confidential matters relating to deputation & absorption of service in various departments.
  - Court cases and disciplinary proceedings.

#### **Level of Actions:**

- All Establishment matters are put up by the Dealing Assistant to Asstt. Superintendent or Superintendent concerned.
- The Asstt. Superintendent or Superintendent then puts up the file to Under Secretary who in turn put up the matter to Deputy Secretary – I & Deputy Secretary – II.
- The Deputy Secretary-I & II 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 Commission 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 Commission for its deliberation and decision.

## **2. Accounts Branch:**

### **Activity:**

All accounts matters of the Commission.

### **Level of Actions:**

1. The Bill Assistant puts up the matter to Superintend.
2. After verification, the same is put up to the Senior Accounts Officer for further perusal and comment.
3. The Senior Accounts Officer then puts up the matter to Deputy Secretary
4. The Deputy Secretary after studying the matter puts up the file to Secretary for decision after giving his/her comments etc.
5. If the matter pertains to usual office accounts matters or any other matter which have prior approval of the Commission 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 Commission for its deliberation and decision.

## **3. Examination Branch**

Activity : 1. All examination matters.

2. Post examination matters (confidential).

### **Level of Actions:**

1. The matter is put up by the Dealing Assistants to Assistant Superintendent/Superintendent.
2. The Asstt. Superintendent or Superintendent study the matter and then put up to Under Secretary.
3. The Under Secretary, after studying the matter puts up the matter to Controller of Examination.
4. The Controller of Examinations after necessary comments puts up the matter to Secretary.
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 Commission.
6. Post Examination Matters : All post examination matters are exclusively dealt by the Controller of Examinations with selected few officials and staff of the Commission. However, for this confidential work, there is no specific assigned staff to deal the matter and is assigned duties on day to day basis only.

### **Accountability:**

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

### **Communication arrangements:**

Communications of decisions to the public are made through official letters/ orders/ notifications / press releases / notice boards / Web Site etc.

### **Authority of final decisions:**

The main authority for the final decision making lies with the Secretary who

have the delegated authority by the Commission within the respective limit and cognate power.

#### **MANUAL NO. 4**

Norms set for discharge of functions  
(Section 4(I)(b)(iv) of Right to Information Act, 2005)

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

#### **Types of Norms**

1. Norms for officers : The Secretary, under proper authority from the Commission and various rules and regulations issued by the state government from time to time may delegate any of his/her power/powers to any officer as he/she may from time to time.
2. Staff norms : Every staff shall serve the Commission honestly & faithfully with utmost integrity and maintain absolute confidentiality while discharging the duties assigned to him/her.
3. Quality norms : The whole time of an employee of the Commission shall be at the disposal of the Commission and he shall serve the Commission in its mandated duties in such capacity and at such place as he/she may be from time to time directed.
4. Monitoring & prepared : The Annual Performance Assessment Report (APAR) is prepared  
Evaluation norm taking into account based on employee performance.

<b>Sl. No.</b>	<b>Activity</b>	<b>Time frame/norms</b>	<b>Remarks</b>
1	Conduct of recruitment examinations as per requisition sent by various departments.	Depends on the requisition received	Till date, NCS, NPS, NSS & Allied Services Exam & CTE are held regularly.
2	Assists UPSC/SSC in conducting various recruitment examinations conducted by them.	Depends on UPSC/SSC	
3	Review of Departmental Service Rules, deputation and absorption.	No specific time frame.	

#### **MANUAL NO. 5**

Rules, regulations, instructions, manuals and records for discharging functions  
(Section 4(I)(b)(v) of Right to Information Act, 2005)

<b>Sl. No.</b>	<b>Name of the acts, rules, regulations, instructions, manuals and records.</b>	<b>Type of document</b>	<b>Brief gist of the document</b>	<b>From where one can get a copy.</b>	<b>Fee charged by the deptt. for the copy of rules, regulations, manuals and records.</b>

					<b>instructions, manuals and records.</b>
1	Nagaland Public Service Commission (Chairman, Members & Staff) Regulations, 2008	Regulate the composition and conditions of service of the chair, members and staff of the Commission	Power functions and duties of Chairman, Members and Staff	Department of Personnel & Administrative Reforms, Nagaland Kohima or downloaded from the Commission's website.	No Fee
2	Nagaland Public Service Commission(State Civil & Other Services) Recruitment Rules, 2008	Regulation for conduct of recruitment examinations		Department of Personnel & Administrative Reforms, Nagaland Kohima or downloaded from the Commission's website.	
3	All Standing Instruction/Notifications Issued by Government pertaining to recruitments, absorption, regularization in service.	Recruitment/Regularisation, absorption		Commission's Website.	

#### **MANUAL NO. 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)

<b>Sl. No.</b>	<b>Name/nature/category of the document</b>	<b>Procedure to obtain the document</b>	<b>Held/under control of</b>
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1	<b>NCS/NPS &amp; Allied Services.</b> 1. Preliminary Examination Marks. 2. Mains Examination Marks 3. Viva Voce Marks	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination.	Commission
2	<b>Combined Technical Examination.</b> 1. Written Mark sheet 2. Viva Voce Mark sheet.	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination.	Commission
3	<b>Common Educational Services Examination.</b> 1. Written Mark sheet 2. Viva Voce Mark sheet.	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination	Commission
4	Departmental Examination/Speed Test For Stenographer	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination	Commission
5	B.T. Roster Register	Cannot be disclosed	Commission
6	Waiting List	Cannot be disclosed	Commission
7	D.P.C. Minutes	Only on request through proper channel.	Commission

#### **MANUAL NO. 7**

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

**Does not arise.**

#### **MANUAL NO. 8**

A statement of boards, council, committees and other bodies constituted  
(Section 4(I)(b)(viii) of Right to Information Act, 2005)

The Commission consists of two Committees and one Board:-

1. Departmental Promotion Committee
2. Interview Board
3. Verification Committee

The Commission constitutes the Departmental Promotion Committee for regularization of officiating promotion and promotion of all Gazetted officers.

#### 1) **Departmental Promotion Committee.**

The Committee consists of:

1. Chairman, NPSC -  
Chairman
2. One Member from NPSC to be nominated by Chairman, NPSC -  
Member
3. The Chief Secretary or one Senior Commissioner  
& Secretary to be nominated by the Chief Secretary - Member
4. Commissioner & Secretary/Addl. Secretary (P & AR) - Member
5. Commissioner & Secretary/Addl. Secretary of the Deptt. -  
Member
6. Head of the Department -  
Member/Secretary

The minutes of the Departmental Promotion Committee meeting is not accessible to public.

**b) Recruitment Board**

The Commission also has one Interview Board, where recruitment by viva-voce for various Technical and Non-Technical posts are held. The Interview Board is headed by the Chairman, NPSC along with 4(four) Members of the NPSC and Subject Experts.

**c) Verification Committee**

A committee consisting of representative from Personnel & Administrative Reforms Department is constituted to verify the complaints of candidates of NCS, NPS, NSS & Allied Services (Preliminary) Examination after publication of the answer keys to the questions of the examination conducted.

**MANUAL NO. 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. A. Yanang Konyak	Chairman	9436015197
2	Shri. Idailung Thou	Member-I	9436427204
3	Smti. W. Chubala Aier	Member - II	9856861341
4	Shri. Chontha Khiam	Member - III	8119886799
5	Shri Khrupi Sothu	Secretary	9436619557
6	Shri.T. George Kire	C.O.E.	8014061433
7	Shri. Kelhouse to Nakhro	Deputy Secy.	9436600680
8	Smti. Asangla Imti	Deputy Secy	9863152664
9	Shri. Yimtsu Patton	-do-	9436077128
10	Churatho Karity	Under Secretary	8974025616
11	Shri. Imnayanger	Steno Sr.Grade	9862795970
12	Imnayanger	Steno Sr.Grade	9862795970
13	Vikepelie Suohu	Programmer	
14	Akala Jamir	-do-	9856124532
15	Moasungla Imchen	Steno Grade-I	9436001899
16	Tinutula	-do-	9862127687
17	K. Catherine Ladu	Supdt	9402905393
18	Moamenla Aier	.- do -	9856912607

19	Thejasalie Nuh	Asst. Supt	9402640353
20	Mhowetuo Metha	Asst. Supt	9436016675
21	Viekrul Dzune	Asst. Supt	9862676716
22	Thejasenuo	UDA	9856125096
23	Lanuyabang	-do-	9856821581
24	Imti Chang	-do-	9436405495
25	T. Akumba Yimchunger	-do-	9612076475
26	Lhoumeyalie Sakhrie	-do-	9856441567
27	Kikato Yephthomi	-do-	8974249748
28	C.N. Moe	-do-	9436617592
29	Iruteing Zeliang	-do-	9436807376
30	Chemrenthung Tungo	LDA	9612960292
31	Vesalu Puro	LDA	
32	Nilivi	LDA	
33	Joilong Konyak, Computer	Computer Oper.	
34	Khetoli Swu	Typist	9856557694
35	Naro	-do-	9856217339
36	Zeneisanuo Suohu	Steno Grade-III	9436062644
37	Nzanbeni	Record Sorter	9436811594
38	Gopal Pradhan	Driver	
39	Lanlimlung Rongmei	-do-	9856185690
40	Tonivi Chophy	-do-	9615744841
41	Parsuram Chettri	-do-	9402993183
42	Temjenkaba	-do-	9089630876
43	Thia Phom	-do-	9436643381
44	Mapulemba	-do-	
45	Joshua Yimchunger	-do-	9612096923
46	Sukoi Khamnuingan	Duftry	9402633426
47	Yam Bahadur	Jamadar	9856766838
48	Akato Wotsa	Peon	9615847675
49	Bishnu Bahadur	-do-	9436607460
50	Marienla	-do-	9856873080
51	Neiheo Tseikha	-do-	9612248159
52	Nguvito Nyekha	-do-	9862074994
53	Nutso Khesoh	-do-	9856793677
54	Tiamenla	-do-	9856767109
55	Tsukjemmeren	-do-	9612606110
56	Arha Puro	-do-	
57	Thungyani Kikon	-do-	9774698166
58	Sil Phinyo	-do-	9856021198
59	Honka Konyak	-do-	9089315559
60	Ghoito Sema	Chowkidar	9436656661
61	Asakuo Linyu	-do-	9436010144
62	Nganuo	Sweeper	9862286532
63	Visheli	-do-	8014574818
64	Dziesevinuo	Mali	8794245991
65	Vivonu Sothu	LDA	
66	Lanusenla Ozukum	LDA	
67	Lounjyie Y. Konyak	LDA	



**MANUAL NO. 10**

**The monthly remuneration of officers and employees and system of compensation (Section 4(I)(b)(x) of Right to Information Act, 2005**

SL.NO	NAME	FATHER NAME	GENDER	EDUCATIONAL QUALIFICATION	STATUS/ DESIGNATION	DATE OF BIRTH	DATE OF ENTERING SERVICE	PRESENT POSITION	PAY BAND	GRADE PAY	GROSS AMOUNT
1	A.YANANG KONYAK	Lt. Angmung	M	M.A,B.D	TENURED POST	14.06.1956	As Member 01.02.2012/ AS CHAIRMAN 01.02.2015	CHAIRMAN	75000		1,88,200
2	IDAILUNG THOU	Ibaung Thou	M	BA (Hon)	TENURED POST	09.08.1960	15.04.2015	MEMBER I	70000		1,75,750
3	W.CHUBALA AIER	Lt. Watimeren	F	MA(Eco)	TENURED POST	18.12.1961	29.04.2015	MEMBER II	70000		1,30,101
4	S.CHONTA KHIAM	Lt. Shouchiu	M	BA, LLB	TENURED POST	02.05.1975	05.02.2016	MEMBER III	70000		1,75,750
5	KHRUPI SOTHU	Lt. Duhucho	M	BA,LLB	NCS	31.03.1963	30.04.2016	SECRETARY	Level 18		1,50,41`2
6	THEPFURIENYU GEORGE KIRE	Lt. Thepfuso Kire	M	M.COM	ON DEPUTATION	05.05.1969	13.05.2016	C.O.E			1,46,887
7	ASANGLA IMTI	Imti Ao	F	B.A (Hon)	PERMANENT	24.09.1968	20.06.1988	DY. SECY	Level 16		99,449
8	KELHOUSETO NAKHRO	Meyalie Nakhro	M	B.A(Hon) LLB	EX- CADRE	01.08.1965	10.10.2010	DY. SECY			99,203
9	C.YIMTSU LOTH A	Chonsuo Lotha	M	B.A	PERMANENT	15.10.1970	18.09.1992	U. SECY	Level 15		80,285
10	CHURATHO KATIRY	S. Katiry	M	B.A (Hon)	PERMANENT	05.09.1975	06.04.1998	U. SECY	Level 15		86,341
11	IMNAYANGER	Late R Olm	M	B.A	TEMPORARY	13.04.1972	11.05.1998	STENO GR.I (sr)	Level 15		98,555
12	AKALA JAMIR	Bendangmeren	F	B.A	PERMANENT	28.09.1972	01.06.1998	SUPDT.	Level 14		78,205
13	KATIA C.LADU	Lt. Ngolo	F	P.U	PERMANENT	20.01.1972	01.10.1993	SUPDT.	Level 14		68,630
14	MOAMENLA AIER	Lt. Z. Toshi Aier	F	B.A (Hon)	PERMANENT	25.09.1973	02.04.1998	SUPDT.	Level 14		67,583
15	VIKEPELIE SUOHU	Kevisiezolie Suohu	M	(B.E) COMPUTER SC.	TEMPORARY	26.07.1981	07.12.2006	COMPUTER PROGRAMMER	Level 13		83,516

16	Mukamchim Yimchunger	H. Chipong	M	P.U	PERMANENT	19.05.1961	21.03.1990	ACCOUNTS OFFICER	LEVEL 14		78,205
17	THEJASALIE NUH	Lt. Lhoupenyi Nuh	M	P.U	PERMANENT	01.12.1973	01.05.1998	ASSTT. SUPDT	Level 12		57,920
18	MHOWHETO METHA	R Metha	M	B.A	PERMANENT	02.09.1970	01.09.1998	ASSTT. SUPDT	Level 12		57,290
19	VIEKRUL DZUNE	Pusano	M	P.U	PERMANENT	04.04.1969	01.07.1998	ASSTT. SUPDT	Level 12		54,053
20	THEJASENUO	Kuolievi Angami	F	B.A	PERMANENT	12.06.1984	01.06.2003	U.D.A	Level 10		48,155
21	LANUYABANG	Imkong Onen	M	B.A	PERMANENT	04.02.1975	15.12.2006	U.D.A	Level 10		48,155
22	IMTITONGPANG	Lt. Moden	M	B.Sc (Hon)	PERMANENT	09.11.1980	16.04.2007	U.D.A	Level 10		50,294
23	T.AKUMBA YIMCHUNGER	T. Thronghokin	M	B.A	PERMANENT	16.09.1981	31.01.2009	U.D.A	Level 10		41,645
24	LHOUMEYALIE SAKHRIE	Nikhilhu Sakhrie	M	B.A	PERMANENT	18.11.1981	01.11.2009	U.D.A	Level; 10		44,757
25	C.N. MOE	A Ching kai	F	M.A	PERMANENT	24.05.1986	11.05.2011	U.D.A	Level 10		41,645
26	KIKATO. H. YEP THO							ON DEPUTATION			
27	IRUTEING	Lt. Ipeugumbe	M	B. A	PERMANENT	15.05.1981	20.04.2010	L.D.A	Level 8		37,412
28	CHUMRENT HUNG	Thungdemo Tungoe	M	M.A	PERMANENT	06.03.1982	10.07.2013	L.D.A	Level 8		36,395
29	VESALU	Kuhupuyo Puroh	F	B.A	PERMANENT	07.07.1989	05.09.2014	L.D.A	Level 8		38,361
30	HANTHA PHOM	Lanushisa Sungtok	M	B.A	ON PROBATION	21.08.1987	30.03.2017	L.D.A	Level 8		32,440
31	NILIVI KINIMI	Pukhavi Kinimi	F	M.A	ON PROBATION	04.11.1989	30.03.2017	L.D.A	Level 8		32,440
32	JAILONG KONYAK	S. Tongshaoh Konyak	F	M.A	ON PROBATION	27.06.1983	30.03.2017	COMPUTER OPERATOR	Level 8		32,440
33	ZENEISANUO	Duohelie Souhu	F	B.A	PERMANENT	24.02.1981	10.08.2011	STENO GR-III	Level 8		38,542
34	V.KHETOLI	K. Vikhepu Swu	F	U/MATRICULATE	PERMANENT	07.07.1967	21.06.1988	SPECIAL GR. TYPIST	Level 14		74,930
35	MOASUNGLA IMCHEN	Aka Ao	F	P.U	PERMANENT	19.06.1980	23.03.2001	STENO GR-I	Level 14		70,625
36	TINUTULA	Lt. Imtinungsang	F	B.A	PERMANENT	23.12.1971	23.03.2001	STENO GR-I	Level 14		70,625
37	NAROLA	Chujang Ao	F	Matriculate	PERMANENT	02.02.1987	11.05.2006	TYPIST GR-III	Level 5		33,909

38	Y.NZANBENI NGULIE	Yenphio Ngullie	F	B.A	PERMANENT	18.05.1975	02.08.2004	RECORD SORTER	Level 5		33,909
39	GOPAL PRADHAN	Bal Bahadur Pradhan	M	U/MATRICULATE	PERMANENT	01.08.1975	14.02.1994	DRIVER	Level 7		41,435
40	LANDIMLUNG	Lt. G Agong Rongmai	M	U/MATRICULATE	PERMANENT	15.03.1972	01.06.1994	DRIVER	Level 7		43,288
41	TONIVI CHOPHY	Vinikhe Chophy	M	U/MATRICULATE	PERMANENT	04.06.1966	01.09.1996	DRIVER	Level 6		40,463
42	PARSURAM CHETRI	Rajkumar Chetri	M	U/MATRICULATE	PERMANENT	11.06.1972	29.10.1998	DRIVER	Level 6		33,560
43	TEMJEMKABA	Senzunglemba	M	U/MATRICULATE	PERMANENT	15.11.1978	22.03.2001	DRIVER	Level 6		31,670
44	THIA PHOM	Lt Phoichung Phom	M	U/MATRICULATE	PERMANENT	31.12.1977	23.03.2001	DRIVER	Level 6		31,670
45	MAPULEMBA	Chupatemjen Santam	M	U/MATRICULATE	PERMANENT	05.12.1979	22.07.2002	DRIVER	Level 5		25,773
46	JOSHUA YIMCHUNGER	Shojing Lims	M	U/MATRICULATE	PERMANENT	10.10.1982	28.06.2012	DRIVER	Level 5		25,095
47	AHOKA SUMI	Ghotovi Sema	M	U/MATRICULATE	PERMANENT	06.01.1988	04.08.2012	DRIVER	Level 5		24,417
48	YAM BAHADUR	Tek Bahadur	M	U/MATRICULATE	PERMANENT	02.11.1968	01.01.1989	JAMADAR	Level 4		39,116
50	SIL PHINYO	Pucho	M	U/MATRICULATE	PERMANENT	10.02.1967	09.12.1985	PEON	Level 3		35,620
51	BISHNU BAHADUR	Shiv Bahadur Chetri	M	U/MATRICULATE	PERMANENT	16.12.1972	12.08.1993	PEON	Level 3		31,000
52	NUTSO KHESOH	Puveyi Khesoh	M	U/MATRICULATE	PERMANENT	02.01.1974	04.11.1993	PEON	Level 3		31,000
53	TIAMENLA	Nichuya Apon	F	U/MATRICULATE	PERMANENT	29.11.1970	01.11.1995	PEON	Level 2A		29,005

54	TSUKJEMMEREN	Takolemba	M	U/MATRICULATE	PERMANENT	06.03.1974	01.02.1996	PEON	Level 2A		29,005
55	AKATO WOTSA	Kohulu Wotsa	M	U/MATRICULATE	PERMANENT	19.12.1979	01.09.2001	PEON	Level 2A		27,430
56	N. HONKA KONYAK	Nockying Konyak	M	U/MATRICULATE	PERMANENT	05.02.1983	04.08.2004	PEON	Level 2A		25,960
57	T. NGUVITO NEKHA	Thilixu Nekha	M	U/MATRICULATE	PERMANENT	12.12.1985	17.10.2008	PEON	Level 1A		23,860
58	GHOITO SEMA	Suhevi	M	U/MATRICULATE	PERMANENT	30.05.1982	07.07.2006	CHOWKIDAR	Level 1A		26,234
59	MARIENLA	Lt. Imsumeren	F	P.U	PERMANENT	22.04.1988	12.12.2007	PEON	Level 1A		23,690
60	NEIHEO TSIEKHA	Thezielhoulie Tseikha	M	U/MATRICULATE	PERMANENT	12.02.1985	16.07.2007	PEON	Level 1A		24,848
61	ASAKUO LINYU	Vilhouthie Linyu	M	U/MATRICULATE	TEMPORARY	14.05.1974	23.04.2010	CHOWKIDAR	Level 1A		24,878
62	THUNGYANI KIKON	Elhio Kikon	F	U/MATRICULATE	TEMPORARY	30.11.1986	23.04.2010	PEON	Level 1A		19496
63	NGANUO ANGAMI	Vedeyi	F	U/MATRICULATE	PERMANENT	15.04.1977	01.04.2012	SWEEPER	Lvel 1A		23,522
64	VISHELI ACHUMI	Phililho Sema	F	U/MATRICULATE	PERMANENT	07.07.1972	01.04.2012	SWEEPER	Level 1A		22,722
65	DZIESEVINUO	Kelhousezhú	F	Matriculate	TEMPORARY	28.08.1978	27.04.2012	MALI-CUM-PEON	Level 1A		23,522
66	VIVONU SOTHU	Khrupi Sothu	F	M.PHIL	AD-HOC	24.10.1989	06.07.2017	L.D.A	5200-20200	2600	25,997
67	LANUSENLA OZUKUM	Imsuchaba Ozukum	F	MSW	AD-HOC	19.01.1992	07.07.2017	L.D.A	5200-20200	2600	25,997
68	LOUNJNYIE Y. KONYAK	A. Yanang Konyak	M	B.A	AD-HOC	04.03.1993	07.07.2017	L.D.A	5200-20200	2600	25,997

69	ARHA PURO	Lt. Hutshu Puro	M	U/MATRICULATE	AD-HOC	09.02.1981	18.12.2014	PEON	4400-17200		
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**MANUAL NO. 11**

The budget allocated 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 1-4-2018 to 31-3-2019

Head of Account	Salaries	Wages	Travel Expenses	Office Expenses	Motor Expenses	Rent, Rates & Taxes	Prof. & Spl. Services	Adv & Publicity	Total
2051-PSC 102-STATE PSC	561.39	4.32	10.00	20.00	10.00	4.00	50.00	8.00	667.71

**EXPENDITURES FOR 2017-2018**

	Allotment	Actual Expenditure
Salaries	489.63	41112288
Wages	4.32	429600
Travel Expenses	10.00	999553
Rent, Rates & Taxes	4.00	393927
Office Expenses	20.00	1996626
Motor Vehicles	28.41	2841000
Prof & Spl. Services	70.27	7027000
Advt. & Publicity	8.00	799270
Total	634.63	55599364

**MANUAL NO. 12**

The manner of execution of subsidy programme, including the amounts allocation and the details of beneficiaries of such programmes.

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

**NOT APPLICABLE IN RESPECT OF NPSC**

**MANUAL NO. 13**

Particulars of recipients of concessions permits or authorizations granted by it.  
(Section 4(I)(b)(xiii) of Right to Information Act, 2005)

#### **MANUAL NO. 14**

Details in respect of information available in electronic format.

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

<b>Sl. No .</b>	<b>Information/Activities for which data is available in electronic form</b>	<b>Can it be shared with the public</b>	<b>Is it available on the website or is being used as back end database</b>	<b>With whom it is held/available</b>	<b>Whom, to contact</b>
1	Advertisements, Notifications, Instructions to candidates, etc.	Yes	Website	Controller of Examinations	CEO or PIO
2	Results of various examinations held by the Commission	Yes	Website	- do -	-do-
3	List of candidates of each examination since 2010.	Yes	database	- do -	-do-
4	Application forms	yes	Uploaded as and when advertised.	- do -	-do-
5	Detail results of each candidate with marks etc.	Yes (individual)	database	- do -	-do-

#### **MANUAL NO. 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 (2<sup>nd</sup> & 4<sup>th</sup>) & Sun closed)
- 2. Notice Board** : During Office Hours.
- 3. Website** : [www.npsc.co.in](http://www.npsc.co.in)
- 4. Email** : E Mail : [npsc nagaland@gmail.com](mailto:npsc nagaland@gmail.com)

- 5. Facebook** : [www.facebook.com/npsc.nagaland](http://www.facebook.com/npsc.nagaland)  
: Access 24x7
- 6. Printed Manual** : During Office Hours.
- 7. Inspection of records in the office** : During Office Hours.
- 8. System of issuing of copies of documents.** : During Office Hours.
- 9. Others** : During Office Hours.

#### **MANUAL NO. 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
Khrupi Sothu	Secretary	2271480	9436619557	NPSC, Nagaland Assembly Junction, Kohima, Nagaland

##### **B) Public Information Officer (PIO)**

Name	Designation	Phone (Off)	Mobile	Address
Kelhouseto Nakhro	Deputy Secretary		9436600680	NPSC, Nagaland Assembly Junction, Kohima, Nagaland

#### **MANUAL NO. 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 Kelhouseto Nakhro, Public Information Officer (PIO)

ADDRESS : NAGALAND PUBLIC SERVICE COMMISSION.  
NAGALAND ASSEMBLY SECRETARIAT JUNCTION  
TELEPHONE

2271478/2271479/2271480/2271481/2271482/2271483.

Web Site ; [www.npsc.co.in](http://www.npsc.co.in) , E Mail : [npscnagaland@gmail.com](mailto:npscnagaland@gmail.com)

Facebook: [www.facebook.com/npsc.nagaland](http://www.facebook.com/npsc.nagaland)

#### **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 NPSC or Demand Draft/Bankers Cheque/Postal Order in favour of Nagaland Public Service Commission, payable at Kohima.