

Manual Relating to Right to Information Act, 2005 in respect of Mizoram Public Service Commission.

1. With reference to Section - 4 (1) (b) (i) of the RTI Act, 2005

The mandate of the Mizoram Public Service Commission under Article 320 and 321 of the Constitution of India includes:

- (i) Recruitment by conduct of Competitive Examinations;
- (ii) Recruitment by Selection through Personal Interviews;
- (iii) Advising on the suitability of officers for appointment on promotion.
- (iv) Advising the Government on all matters relating to methods of Recruitment to various services and posts, framing and amendment of Recruitment Rules;
- (v) Advising the Government on Disiplinary cases relating to different civil services whenever reference is made to the Commission
- (vi) Advising the Government on any matter referred to the Commission by the Government of Mizoram.

2&3 With reference to Section - 4 (1) (b) (ii)&(iii) of the RTI Act, 2005

<i>Matters relating to:</i>	<i>File Channel</i>
a) Establishment/Account & Store & Vehicle	- DA-Supdt-US-DS-JS-Secy
b) Financial Sanctions.	- DA-Supdt-US-DS-COE-Secy
c) Promotion/Disciplinary/Court Case	- DA-Supdt-US-DS-JS-Secy-Chairman
d) Direct Recruitment (Non Confidential)	- DA-ACE-DCE-DS-COE-Secy-Chairman
e) Recruitment Rules	- DA-Supdt/ACE-US-DS-JS-Secy-Chairman
f) Examination matters (Confidential)	- DA-ACE-DCE-COE-Secy-Chairman
g) RTI & Record	- DA-ACE-SAPIO-SPIO-DAA.

All important decisions are taken with the prior consent of the Chairman, MPSC.
All important policy matters are decided in the meetings of the Commission.

4. With reference to Section - 4 (1) (b) (iv) of the RTI Act, 2005

All decisions are made in the Commission through collective endeavours in the manner of step by step movement of files, and by holding of meetings.

5. With reference to Section - 4 (1) (b) (v) of the RTI Act, 2005

All employees in the discharge of their functions adhere to all Central Rules, Regulations and Instructions as adopted by the Government of Mizoram. The Rules, Regulations and Instructions issued by the Government of Mizoram also govern the functioning of the employees of the Commission. The Commission also issued various Guidelines, and other instructions to govern its functioning.

6. With reference to Section - 4 (1) (b) (vi) of the RTI Act, 2005

The main procedure of processing each case is done through files opened for this purpose. Besides, there are various documents in connection with recruitment and proposed. The document held by the Commission are broadly as below:-

- 1) Files
- 2) Advertisements for recruitments
- 3) Question papers
- 4) DPC Minutes for recruitment
- 5) DPC Minutes for LDE, Departmental Examination, etc.
- 6) DPC Minutes for Promotion recommendation
- 7) Advice/Comments on Service Rules, Recruitment Rules, etc.
- 8) Advice on Disciplinary Proceeding
- 9) Results of Examination – Direct Recruitment, LDE, Departmental Examinations etc.
- 10) Recommendation for appointment to posts to be filled up by Direct Recruitment, LDE, etc.
- 11) Documents in connection with conduct of examination for Direct Recruitments.
- 12) Documents in connection with conduct of examination for LDE, Departmental Exams, etc.
- 13) Notifications/OMs/Orders issued by the Commission in connection with conduct of examinations, etc.
- 14) Guidelines issued by the Commission in connection with conduct of examinations etc.

7. With reference to Section - 4 (1) (b) (vii) of the RTI Act, 2005

The Commission is not akin to other Departments of the State Government where policy or implementation thereof is required. Hence arrangement contemplated under this sub clause is not in existence.

8. With reference to Section - 4 (1) (b) (viii) of the RTI Act, 2005

For every board constituted to complete the purpose already furnished under Reference to Section - 4 (1) (b) (i) of the RTI Act, 2005 of this Manual, the composition is as below:

Chairman MPSC, Members MPSC and Expert constitute the board in the case of interviews. In the case of Departmental Promotion Committee, the board constitute Chairman MPSC, Members MPSC and Department representative.

Meeting Minutes of the Boards/DPC are provided to the concerned Departments.

9. With reference to Section - 4 (1) (b) (ix) of the RTI Act, 2005

Sl. No	Name	Designation	Phone
1	JC Ramthanga	Chairman	2335810/2335811(O)
2	Vanlaltlana	Member	2335813(O)
3	Vanlalngaihsaka	Member	2335814(O)
4	Vanlalmawia	Secretary/DAA	2335816(O) 9436148016(M)

5	K.Lalrinkima	Joint Secretary	2333046(O) 9436140299(M)
6	Zosangzuali Pachuau	Controller of Examinations/SPIO	2335812(O) 9436141974
7	K.Rosiamliana	Deputy Secretary	2335818(O) 9436153832
8	Lalthlamuani	Sr.PPS	9436195825
9	V.Lalhmingchhuangi	Deputy Controller of Examinations	2335822(O) 9436141602(M)
10	Lalngurliana Hmar	Under Secretary/ SAPIO	2335819(O) 9612322423
11	Lalawmpuii	PPS	9436152299
12	Lalsawmzuala	Assistant Controller of Examinations	9436756439
13	Ngurmuankima Sailo	Superintendent	8974064998
14	Malsawmdawngliani	PS	8132055148
15	R.Lalthantluanga	Assistant	9436153542
16	V.L. Hluna	Assistant	9436199672
17	Hmingthanchhunga	Assistant	9436362475
18	C.Lalparmawii	Assistant	9612522604
19	Zohmangaiha	Assistant	9863362406
20	F.Lalramengmawii	Assistant	9862431638
21	Lalrinpuui	Assistant	9862685080
22	Lalengliana	Assistant	9862040764
23	K.Lalchawimawii	Steno-II	9862304324
24	K.Lalrinpuia	UDC	7005625838
25	C.Lalsangpuui	UDC	9436195636

26	Rinmuanpuii	UDC	8794650722
27	B.Lalremkimi	UDC	9436154111
28	David Lalfakawma	Data Entry Operator	9774008740
29	Lalfamkima	LDC	9863806812
30	C.Lalbiakmawia	LDC	9436365126
31	Rosie Lalnunmawii	LDC	9862384076
32	Ellie Lalmuanpuii	LDC	9436141784
33	Lalthianghlimi	LDC	9856588821
34	Helen Lalzikpuii	LDC	7005786849
35	Zohmingliani	LDC	9862315043
36	Zonuntluangi	LDC	9089933580
37	Lalawmpuii Pachuau	LDC	8974969584
38	Lalramnghaki	LDC	9612307675
39	Vanlalchhama	Driver	9863363617
40	Lalnunhlina	Driver	7630822968
41	Lalremsiama	Driver	9436196418
42	Zohmingthanga	Driver	9862132689
43	Lalremthanga	Driver	9862982446
44	Lalpianthanga	Driver	8794587752
45	Bhanu Prakash Bhardwaj	Driver	9856721516
46	Vanlalruata	Despatch Rider	9862344657

47	Lalruala	Duftry	9612435815
48	Lianggura	Peon	9615030549
49	Lawmthanga	Peon	9615469668
50	Arjun Kumar Thapa	Peon	8974590778
51	Lalthawmmawii	Peon	8974733351
52	Baba Sana Singh	Peon	9856721673
53	I.Tlanthangi	Peon	9615488156
54	Lalchhuangpuii	Peon	9612500640
55	Vanlalpeki	Peon	8731001468
56	Vanlalkima	Peon	9862373438
57	Vanlaltlani	Peon	9206014366
58	Liansanga	Peon	8974964836
59	Lalrintluangi	Peon	8837218856
60	V.L. Hriatpuia	Peon	8413836948
61	Lalhmingthanga	Peon	9402112349
62	Lalthianghlina	Peon	9862438264
63	Lalthangzela	Peon	9862373886
64	C.Lalthawmmawia	Peon	9862867226
65	Lalramliani	Peon	9862739067

10. With reference to Section - 4 (1) (b) (x) of the RTI Act, 2005

Sl. No	Name	Designation	Level	Pay
1	JC Ramthanga	Chairman		`2,25,000/- (Fixed)
2	Vanlaltlana	Member		` 2,04,000/- (Fixed)
3	Vanlalngaihaksa	Member		` 2,04,000/- (Fixed)
4	Vanlalmawia	Secretary	14	` 1,62,500/-
5	K.Lalrinkima	Joint Secretary	13	` 1,51,400/-
6	Zosangzuali Pachuau	Controller of Examinations/SPIO	13	` 1,23,100/-
7	K.Rosiamliana	Deputy Secretary	12	` 96,900/-
8	Lalthlamuani	Sr.PPS	12	` 1,19,300/-
9	V.Lalhmingchhuangi	Deputy Controller of Examinations	11	` 88,400/-
10	Lalngurliana Hmar	Under Secretary/ SAPIO	11	` 85,800/-
11	Lalawmpuii	PPS	11	` 93,800/-
12	Lalsawmzuala	Assistant Controller of Examinations	10	` 69,000/-
13	Ngurmuankima Sailo	Superintendent	10	` 75,400/-
14	Malsawmdawngliani	PS	10	` 56,100/-
15	R.Lalthantluanga	Assistant	9	` 78,800/-
16	V.L. Hluna	Assistant	9	` 86,100/-
17	Hmingthanchhunga	Assistant	8	` 68,000/-
18	C.Lalparmawii	Assistant	8	` 70,000/-

19	Zohmangaiha	Assistant		Deputation to the State Government
20	F.Lalramengmawii	Assistant	7	` 62,700/-
21	Lalrinpuii	Assistant	7	` 44,000/-
22	Lalengliana	Assistant	7	` 60,900/-
23	K.Lalchawimawii	Steno-II	7	` 45,300/-
24	K.Lalrinpuia	UDC	7	` 57,400/-
25	C.Lalsangpuii	UDC	6	` 50,500/-
26	Rinmuanpuii	UDC	6	` 38,700/-
27	B.Lalremkimi	UDC	6	` 46,200/-
28	David Lalfakawma	Data Entry Operator	6	` 38,700/-
29	Lalfamkima	LDC	5	` 45,400/-
30	C.Lalbiakmawia	LDC	5	` 45,400/-
31	Rosie Lalnunmawii	LDC	5	` 45,400/-
32	Ellie Lalmuanpuii	LDC	5	` 45,400/-
33	Lalthianghlimi	LDC	5	` 45,400/-
34	Helen Lalzikpuii	LDC	5	` 41,600/-
35	Zohmingliani	LDC	5	` 38,100/-
36	Zonuntluangi	LDC	4	` 36,400/-
37	Lalawmpuii Pachuau	LDC	4	` 31,400/-
38	Lalramnghaki	LDC	4	` 28,700/-

39	Vanlalchhama	Driver	7	` 60,900/-
40	Lalnunhlma	Driver	7	` 59,100/-
41	Lalremsiama	Driver	7	` 55,700/-
42	Zohmingthanga	Driver	7	` 55,700/-
43	Lalremthanga	Driver	7	` 52,500/-
44	Lalpianthanga	Driver	4	` 35,300/-
45	Bhanu Prakash Bhardwaj	Driver	4	` 34,300/-
46	Vanlalruata	Despatch Rider	6	` 55,200/-
47	Lalruala	Duftry	4	` 41,000/-
48	Lianggura	Peon	3	` 41,000/-
49	Lawmthanga	Peon	3	` 39,400/-
50	Arjun Kumar Thapa	Peon	2	` 34,000/-
51	Lalthawmmawii	Peon	2	` 34,000/-
52	Baba Sana Singh	Peon	1A	` 30,600/-
53	I.Tlanthangi	Peon	1A	` 30,600/-
54	Lalchhuangpuii	Peon	1	` 29,700/-
55	Vanlalpeki	Peon	1	` 28,000/-
56	Vanlalkima	Peon	1	` 25,500/-
57	Vanlaltlani	Peon	1A	` 26,400/-
58	Liansanga	Peon	1A	` 26,400/-

59	Lalrintluangi	Peon	1	` 22,700/-
60	V.L. Hriatpuia	Peon	1	` 20,200/-
61	Lalhmingthanga	Peon	1	` 20,200/-
62	Lalthianghlina	Peon	1	` 20,200/-
63	Lalthangzela	Peon	1	` 19,600/-
64	C.Lalthawmmawia	Peon	1	` 19,600/-
65	Lalramliani	Peon	1	` 17,900/-

11. With reference to Section - 4 (1) (b) (xi) of the RTI Act, 2005

**DEMAND NO.10
MIZORAM PUBLIC SERVICE COMMISSION**

Major Head : 2051 - Public Service Commission

(` in Lakh)

<i>Actuals 2021- 2022</i>	<i>Budget Estimates 2022- 2023</i>	<i>Revised Estimates 2022- 2023</i>	<i>Heads of Account</i>	<i>Budget Estimates 2023 - 2024</i>	
			<i>Minor Head : 102 - State Public Service Commission</i>		
			<i>Sub Head : (01) - Mizoram Public Service Commission (Charged)</i>		
			<i>Detailed Head : 00</i>		
<i>Non-Plan</i>	<i>Non-Plan</i>	<i>Non-Plan</i>	Object Head :	State	Total
555.44	607.97	612.97	(01) - Salaries	635.32	635.32
110.69	115.81	115.81	(02) - Wages	121.66	121.66
31.79	9.75	45.17	(06) - Medical Treatment	9.90	9.90
0.96	2.25	4.25	(11) - Domestic Travel Expenses	2.25	2.25
0.00	0.10	0.10	(12) - Foreign Travel Expenses	0.10	0.10
49.50	49.50	49.50	(13) - Office Expenses	49.50	49.50
0.95	2.50	2.50	(14) - Rents, Rates, Taxes	2.50	2.50
2.80	1.00	1.00	(16) - Publications	1.00	1.00
29.50	8.00	8.00	(20) - Other Administrative Expenses	8.00	8.00
3.70	4.00	8.73	(26) - Advertising and Publicity	4.00	4.00
8.78	0.80	0.80	(27) - Minor Works	1.50	1.50
3.60	3.40	3.60	(28) - Professional Service	3.40	3.40
797.71	805.08	852.43	TOTAL OF 102 (01) (Charged)	839.13	839.13
			Sub Head : (02) - Secret Service (Charged)		

			Detailed Head : 00		
20.00	20.00	60.00	Object Head : (41) - Secret Service Expenditure	20.00	20.00
20.00	20.00	60.00	TOTAL OF 102 (02) (Charged)	20.00	20.00
			Minor Head : 800-Other Expenditure		
			Sub Head : (90) Socio- Economic Development Policy (SEDP)		
			Detailed Head : 01 - Implementation of SEDP under MPSC		
66.46			Object Head : (27)- Minor Works		
66.46			TOTAL OF 800 (90) (01)		
884.17	825.08	912.43	TOTAL OF MAJOR HEAD : 2051	859.13	859.13
817.71	825.08	912.43	TOTAL OF DEMAND NO. 10 (CHARGED)	859.13	859.13
66.46		0.00	TOTAL OF DEMAND NO. 10 (VOTED)		
884.17	825.08	912.43	GRAND TOTAL OF DEMAND NO. 10	859.13	859.13

12. **With reference to Section - 4 (1) (b) (xii) of the RTI Act, 2005**

Does not arise

13. **With reference to Section - 4 (1) (b) (xiii) of the RTI Act, 2005**

Does not arise

14. **With reference to Section - 4 (1) (b) (xiv) of the RTI Act, 2005**

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15. **With reference to Section - 4 (1) (b) (xv) of the RTI Act, 2005**

No such facilities are yet arranged by the Commission. All the important and relevant information are provide through the website of the Commission as uploaded at mpsc.mizoram.gov.in

16. **With reference to Section - 4 (1) (b) (xvi) of the RTI Act, 2005**

DAA/SPIO/SAPIO

DAA- Vanlalmawia, Secretary, MPSC – 2335816(O)/9436148016(M)

SPIO – Zosangzuali Pachuau, Controller of Examinations, MPSC - 2335812(O) / 9436141974(M)

SAPIO - Lalngurliana Hmar, Under Secretary, MPSC - 2335819 (O) / 9612322423(M)

17. **With reference to Section - 4 (1) (b) (xvii) of the RTI Act, 2005**

The Commission publishes its Annual Report on the close of each Financial Year.