

No.A.22017/2/2020-GAD(MIC)
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

Dated Aizawl, the 11th December, 2020

C I R C U L A R

Application is hereby invited from officers holding analogous post i.e. at the level of Additional Secretary to the State Government (PB4+GP8900) under the State/Central Government for deputation to the post of Secretary, Mizoram Information Commission in accordance with the Mizoram State Information Commission (Group 'A' posts) Recruitment Rules, 2010.

The application should be submitted to the Under Secretary (E), GAD in a prescribed format as per Annexure – I on or before 30th December, 2020.

The details of duties attached to the post is annexed at Annexure – II.

Candidates who apply for the post will not be allowed to withdraw his/her candidature subsequently.

Enclo: As above

Sd/- JC RAMTHANGA
Additional Chief Secretary
Govt. of Mizoram

Memo No.A.22017/2/2020-GAD(MIC) : Dated Aizawl, the 11th December, 2020

Copy to:

1. All Administrative Departments
2. All Heads of Departments
3. Web Manager, GAD
4. Guard file


(ROCHUANGKIMI KHENGLAWT)

Under Secretary to the Govt. of Mizoram
General Administration Department

ANNEXURE-I

**COMMON APPLICATION FORM FOR APPOINTMENT BY DEPUTATION
(INCLUDING SHORT TERM CONTRACT)/FOREIGN SERVICE/ABSORPTION**

1)	Name of applicant (in capital letters)	:		
2)	Date of birth (enclose self attested copy of supporting document like HSLC, Birth Certificate, etc.)	:		
3)	Address for correspondence including contact number	:		
4)	Name of post applied	:		
5)	Designation of present post held	:		
6)	Name of service/department	:		
7)	Present scale of pay/level in pay matrix	:		
8)	Date of joining the present grade/post on regular basis	:		
9)	Educational qualification (enclose self attested copy of certificates)	:		
10)	Please state whether or not the educational and other qualifications/experience prescribed for the post in the recruitment rules/vacancy circular are satisfied by the applicant		:	
	Qualifications/experience required		Qualifications/experience possessed by the official	
	Essential	i)		
		ii)		
		iii)		
	Desirable	i)		
ii)				

11)	Nature of present employment (i.e. permanent/regular or ad hoc or temporary, contract etc.	:
12)	Please state whether the substantive employment is under any of the following employer: a) Central Government b) State Government c) Universities d) Autonomous organizations e) Government Undertaking f) Others	:
13)	Any additional information which you would like to mention in support of your suitability for the post (This may, among other things, include (i) additional academic qualifications (ii) professional training (iii) work experience, etc. Separate sheet may be enclosed if necessary)	
14)	Whether penalty, if any, was imposed on the applicant during a period of 5 years preceding last date for submission of application? If any, enclose a copy of the order of imposition of penalty by the Disciplinary Authority.	:

15) Details of post(s) held in chronological order (enclose separate sheet, if necessary)

Sl. No.	Name of post held	Duration		Nature of duties
		From	To	

The information furnished above is/are correct to the best of my knowledge and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or misrepresented at a later stage, my selection is liable to be cancelled with the approval of the Competent Authority.

Date:

Name & signature of applicant

**CERTIFICATE OF THE ADMINISTRATIVE DEPARTMENT/CADRE
CONTROLLING AUTHORITY**

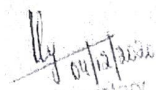
Certified that the particulars furnished by the officer are correct as per the service records and the department has no objection for appointment of the officer on deputation (including short term contract)/deputation on foreign service/absorption (please select the appropriate one).

Date:

Signature of an officer not below the rank of
Under Secretary in the cadre controlling authority

**DUTIES AND RESPONSIBILITIES OF THE SECRETARY,
MIZORAM INFORMATION COMMISSION**

1. The Secretary is the head of the administrative machinery of the Mizoram Information Commission (MIC). He/she is responsible to ensure the smooth and efficient function of the MIC administration. In all policy matters, before making final decision, he shall obtain formal approval of the Chief Information Commissioner, MIC. He/she shall keep himself/herself informed and appraised of all important matters and cases concerning MIC.
2. To implement the direction/decision of the State Chief Information Commissioner as per Section 15(4) of the RTI Act, 2005.
3. Function as sanctioning authority as per Delegation of Financial Power Rules.
4. Preparation and submission of Budget Estimate and Revised Estimate of the Commission.
5. Liaisoning with Government Departments, other Information Commissions, National Federation of Information Commissions of India (NFICI), etc.
6. To maintain and ensure office discipline and punctuality at all times in the MIC.
7. Function as Departmental Appellate Authority (DAA) for RTI.
8. To assist the Chief Information Commissioner and the Information Commissioners in the Hearing conducted under Section 18 & 19 of the RTI Act, 2005.
9. Carry out RTI Awareness Campaign and RTI Audit in different parts of the State.
10. To impart training to RTI functionaries in collaboration with Administrative Training Institute (ATI).
11. To prepare Plan and Estimate for celebration of RTI Weeks and submit the same to the Govt. of India as well as to ensure and conduct successful celebration of the RTI Weeks.
12. Monitoring activities of Public Authorities and preparation of MIC's Annual Report as per Section 25 of the RTI Act, 2005.
13. To ensure economic measures to the maximum extent possible in all respects including manpower requirement.
14. Any other works assigned to him by the Chief Information Commissioner from time to time.


Under Secretary
Mizoram Information Commission
Mizoram : Aizawl