Government of Nagaland  
Department of Personnel and Administrative Reforms  
(Administrative Reforms Branch)  

No. AR-1/8/88  
Dated: Kohima, the 24th March, 2018.

OFFICE MEMORANDUM

Subject: WAITING LIST.

The guidelines regarding Waiting List issued vide this Department’s Office Memorandum of even number dated 3rd Aug, 1995 have been reviewed by the Government and henceforth when recruitment is done under direct recruitment through the Nagaland Public Service Commission, the following procedure shall be followed:

1. Waiting list, not exceeding 25% of vacancies advertised shall be maintained by the Nagaland Public Service Commission.
2. A waiting list shall remain valid for 6(six) months from the date of the declaration of the result by the Nagaland Public Service Commission and shall automatically lapse on completion of 6 months.
3. The names kept in the waiting list can be requisitioned by the Government (concerned Department) only if;
   (a) A candidate recommended by the Nagaland Public Service Commission does not join the post after an offer has been made to him/her by the Government, or
   (b) Has been found medically unfit or,
   (c) Declared unsuitable for appointment on verification of character and antecedents; or
   (d) Resigned after joining the post before the expiry of 6 (six) months from the declaration of results by the Nagaland Public Service Commission; or
   (e) When a candidate, after selection by the Nagaland Public Service Commission resigns and accepts another appointment of the State Government or the Central Government or join Public Service or dies or disabled before the expiry of 6(six) months from the date of declaration of the results by the Nagaland Public Service Commission.
It is made clear that the waiting list shall operate only within the posts advertised by
the Nagaland Public Service Commission and not otherwise.

4. The waiting list cannot be used for recommending a candidate for appointment to an
additional vacancy reported by the Government (concerned department) after the
expiry of last date of receiving prescribed application in the advertisement issued by
the Nagaland Public Service Commission.

5. This is issued with the approval of the Cabinet vide Office Memorandum No.CAB-

Sd/- TEMJEN TOY
Chief Secretary to the Government of Nagaland
Dated: Kohima, the 24th March, 2018.

No. AR-1/8/88
Copy to:-
1. The Principal Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Commissioner & Secretary to the Chief Minister, Nagaland, Kohima.
3. The P.S. to the Deputy Chief Minister, Nagaland, Kohima.
4. The P.S. to the Speaker/Deputy Speaker, Nagaland Legislative Assembly,
   Kohima.
5. The P.S. to all Ministers/Advisors, Nagaland, Kohima.
6. The OSD to the Chief Secretary, Nagaland, Kohima.
7. The Additional Chief Secretary/Principal Secretaries/Commissioner &
   Secretaries/ Secretaries, Nagaland, Kohima.
8. The Commissioner & Secretary, IT Department, Nagaland, Kohima for uploading
   in the State portal.
9. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
10. The Secretary, NPSC/Vigilance Commission/Nagaland Information Commission.
11. All Heads of Department, Nagaland.
12. All Nagaland Houses.
13. All Deputy Commissioners, Nagaland.
14. The Publisher, Nagaland Gazette for publication in the official gazette.

[Signature]

(RENBONI MOZHUI)
Joint Secretary to the Government of Nagaland