MANIPUR GAZETTE

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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

Subject: - Clarification regarding waiting list for appointments by direct recruitment through Departmental Promotion Committees/ Selection Committees.

OFFICE MEMORANDUM

Imphal, the 25th August, 2025

No.MISCDP-1/29/2025-DP-DP: In supersession of the Office Memorandum No.8/25/86-(Panel)/DP dated 20th December 1995, the following conditions/ norms are re-iterated and to be strictly adhered by the Departments under the Government of Manipur in the preparation of Wait list in direct recruitments through Departmental Promotion Committees (DPCs)/ Selection Committees:

i. It was laid down in this Department's OM No. 8/25/86-(Panel)/DP dated 4th November, 1987 that the Departmental Promotion Committee/ Selection Committee for direct recruitment should not under any circumstances recommend candidates to be kept in the waiting list/ panel in excess of 10% of the total number of vacancies notified and for which the DPC/ Selection Committee is held.

ii. However, instances have come to the notice of the Government where DPCs/ Selection Committees recommended candidates far more than the vacancies intimated to them and where such additional candidates were appointed against future vacancies which were not considered at the time of the selection process. In some cases, such candidates even filed cases before the High Court for appointments against vacancies which occurred years after the selection process was over causing much embarrassment to the Government. It has, therefore, been found necessary to issue the following clarification regarding the purpose of

preparation of the waiting list and the circumstances under which appointment may be made from the waiting list.

iii. A waiting list is a list of eligible and qualified candidates who, in order of merit, are placed below the last selected candidate. How it should operate and what its nature is may be governed by the rules. Usually, it is linked with the selection or examination for which it is prepared. For instance, if an examination is held, say, for selecting 10 candidates and the competent authority prepares a waiting list, then it is in respect of those 10 vacancies only for which selection or competition was held. The reason for it is that whenever selection is held, except where it is for single post, it is normally held by considering not only the number of vacancies existing on the date of notification of the vacancies but even those which are likely to arise in future within one year or so due to retirement, promotion etc. Such lists are prepared either under the rules or even otherwise mainly to ensure that the office work does not suffer if the selected candidate does not join for one or other reason or the next selection or examination is not held soon. A candidate in the waiting list in the order of merit may, therefore, be appointed if one or the other selected candidate does not join or in the event of the resignation, discharge or death etc. of a candidate within the period of validity of the waiting list. But once the selected candidates join and no vacancy arise due to resignation, discharge or death etc. of any selected candidate after his/her appointment within the period, then the candidate from the waiting list has no right to claim appointment to any future vacancy which may arise unless the selection was held for it. Thus, the candidate has no right of appointment except to the limited extent indicated above.

iv. No DPC/ Selection Committee for direct recruitment should recommend candidates in excess of 10% of the vacancies for which the selection is made and no appointing authority should make any appointment from the waiting list-except in the contingencies indicated in para (iii) above namely where the selected candidate does not join for any reason whatsoever or where the selected candidate after appointment resigns or expires or is discharged or removed from service within the period of validity of the waiting list.

2. Instances have been received from departments under the Government of Manipur, where results of a DPC/Selection Committee are not declared within a considerable time for a reason or another. Hence, keeping in view of such conditions, the Government have decided that all the waiting lists for direct recruitments for which results of DPCs/ Selection Committees have been declared more than **1 (one) year** back shall be deemed to have been cancelled. In respect of the DPCs / Selection Committees where results declared are less than 1 (one) year old, only the names of the candidates up to 10% of the vacancies for which the selection process was held would be considered in the waiting list and the remaining portion of the list would be deemed to have been cancelled. The appointments from this truncated list would be made in accordance with para 1(iii) above.

3. However, the above instructions shall not apply to the specific directions of the Court before the issue of this O.M. for appointment of these candidates.

M. RABICHANDRA SINGH,
Under Secretary (DP),
Government of Manipur.

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Digitally signed by
Thingbaijam Binodkumar Singh
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