

**SCHEDULE FOR RETENTION, MAINTENANCE, PRESERVATION AND WEEDING OF APPLICATIONS, DOSSIERS AND OTHER RELATED RECORDS IN RESPECT OF EXAMINATIONS CONDUCTED BY SSC-**

**(VALID FROM 19.6.2012)**

Sl. No	Type of Record	Retention/ Preservation Period	Unit/ Section
1	Dossiers of candidates whose candidature/ applications were rejected summarily due to reasons like unsigned application, without photograph, fee, etc.	<u>Constable (GD)/Riflemen</u> :One month after conclusion of PST/PET. <u>All other Examinations</u> : One month from the date of first part of written examination.	Regional Office
2	Dossiers of candidates in respect of open examinations which involve more than one tier, followed by a written examination, skill test or physical fitness or interview :  (i) Those who did not qualify in the first tier. (ii) Those who were declared eligible for second tier of the examination but were not selected. (iii) Those who were declared eligible for Interview/Skill Test/ Medical Examination but not in Select List/Reserve List.	(i) Three months from the date of publication of results of first tier on website. (ii) Three months from the date of publication of results of second tier on website. (iii) Three months from the date of publication of Select List/Reserve List.	Regional Office
3	Dossiers of candidates who are in the Select List/ Reserve List of results in Open examination :  (i) Nominated candidates  (ii) Rejected candidates  (iii) Dossiers returned by user dept after nomination.	(i) Original dossiers to be sent along with nomination. Photo copy to be retained for one year from the date of nomination. (ii) Six months after placement of details of rejection on website. (iii) If allocation is revised, photo copy to be retained for one year from date of re-nomination. In other cases, six months from receipt of returned dossiers.	Regional Office
4	Photo-bearing Admission Certificates.	To be placed in respective dossiers of successful candidates of each tier. In case of candidates not successful , three months from date of publication of result of concerned tier.	Regional Office

	Dossiers of candidates not included in the shortlist for selection posts.	Three months after approval of RD's Report by the Commission	Regional Office
6	Dossiers of candidates included in the select list/reserve list in respect of selection posts.	One year from the date of approval of RD's Report by the Commission and till such time the validity is further extended by the Commission whichever is later.	Regional Office
7	RD's Report for the selection posts.	Five years after approval of RD's report.	Regional Office
8	Dossiers of candidates involved in Court Cases. (Open examination/ Selection post).	One year after the matter is finally disposed of.	Regional Office
9	Inspection Reports(Exams)	Three months from the date of declaration of the Tier pertaining to Inspection Report.	Regional Office
10	Unused Question Booklets and Answer Sheets	One month from the date of the examination, after ensuring that all the examination material has been received from all Centre Supervisors and 5 copies each has been sent to QB/ Confidential-I section. Copies shall be retained by Confidential section along with copy of answer key used for evaluation for 3 months after declaration of result of written examination.	Confidential-I & II
11	Used Answer Sheets/scripts  (i) candidates who do not qualify in the written part of the examination. (ii) candidates who qualified in the written Examination and declared eligible for next tier of the examination.  (iii) Answer sheets of candidates who are finally selected  (iv) Answer sheets pertaining to Court cases.  (v) Answer sheets pertaining to suspected malpractices/ impersonation etc	  (i) Three months from the date of announcement of result of concerned tier. (ii) Six months from the date of announcement of the final results of the examination.  (iii) Six months from the date of announcement of the final results  (iv) Till one year after the matter is finally disposed of.  (v) Till pendency of investigation/ prosecution in the matter.	Confidential-I
12	Answer Keys used /correction in Answer key	Three months after declaration of results of concerned tier.	Confidential-I/QB



	<p>(i) Type scripts and transcripts of candidates who appeared in type/shorthand tests.</p> <p>(ii) Typescripts pertaining to Court cases</p> <p>(iii) Typescripts pertaining to suspected malpractices/ impersonation etc</p>	<p>(i) (a) Three months from the date of declaration of the final results in respect of candidates not qualified. (b) Six months from the date of announcement of final results</p> <p>(ii) One year after the matter is finally disposed of.</p> <p>(iii) Till pendency of investigation/ prosecution in the matter.</p>	Confidential-I
14	<p>(i) Photo bearing attendance sheets/ seating plan.</p> <p>(ii) Photo bearing attendance sheets/ seating plan pertaining to Court cases.</p> <p>(iii) Photo bearing attendance sheets/ seating plan pertaining to suspected malpractices/ impersonation etc.</p>	<p>(i) Three months from the date of announcement of final results of the particular examination.</p> <p>(ii) Till one year after the matter is finally disposed.</p> <p>(iii) Till pendency of investigation/ prosecution in the matter.</p>	Confidential-I
15	Interview proceedings	One year from the date of announcement of final results.	Confidential-I/ Regional Offices
16	PET/ Medical/ Review Medical Result sheets	One year from the date of announcement of final results.	Reg.Offices/C-I
17	Original mark lists / marks data of all examinations/CD	Three years from the date of announcement of the final results.(In the form of CDs in case of OMR based examinations)	EDP/C-I
18	<p>(i) All Allocation Lists/Final Results</p> <p>(ii) Files related to declaration of results.</p>	<p>(i) 10 years from declaration of final results</p> <p>(ii) As per schedule in Manual of Office Procedure.</p>	EDP/Confidential-I
19	Data files pertaining to result processing of intermediate and final result processing stages	Ten years from declaration of final results in form of non-rewritable CD backups	EDP/C-I
20	Representations/complaints about written/final Results.	Six months from the date of declaration of final result or till the final disposal of the Representation / complaint, whichever is later.	Confidential-I/ Regional Offices