Records related to the Recruitment Section

Sl. No.	Description	Permanent (Y/N)	Periodicity
1.	Offline applications	No	6 months (from the date of announcement of final result)
2.	Online applications	No	3 Years(from the date of announcement of final result)
3.	Unused question booklets and answer sheets	No	To be weeded out after the examination.
4.	Used Answer sheets/ scripts Candidates who do not qualify in the written part of the examination	No	3 months from the date of announcement of result of concerned tier
	Candidates who qualified in the written examination and declared eligible for next tier of the examination.	No	3 months from the date of announcement of the final results of the examination.
	Answer sheets of candidates who are finally selected.	No	6 months from the date of announcement of the final results.
	Answer sheets pertaining to court cases.	No	Till 1 year after the matter is finally disposed of.
	Answer sheets pertaining to suspected malpractices/ impersonation etc	No	6 months after completion of investigation/ prosecution in the matter.
	Scanned images of used OMR answer sheets (soft copy).	No	3 years from the date of declaration of results
5.	Answer Keys used/ correction in Answer key	No	6 months after declaration of results of concerned tier
6.	Correspondence (offline) related to recruitment		6 months from the date of announcement of the final results.
7.	Selection Committee Minutes	Yes	
8.	Reservation Roster	Yes	
9.	Circulars and office orders	Yes	
10.	Inward / Outward register	No	1 year