

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
 (An Autonomous Institute under Ministry of Education, Govt. of India)



SCHEDULE FOR RETENTION, MAINTENANCE, PRESERVATION AND WEEDING OUT OF RECORDS IN RESPECT OF EXAMINATIONS CONDUCTED BY IISER TIRUPATI FOR VARIOUS TEACHING AND NON-TEACHING POSTS

S. No.	Type of Record	Retention/preservation period	Remarks
1	Unused question booklets and answer sheets	To be weeded out immediately after the examination.	Only sample copies of Question Booklets to be kept.
2	<p><u>Used Answer sheets/ scripts:</u></p> <p>a. Candidates who do not qualify in the written part of the examination.</p> <p>b. Candidates who qualified in the written examination and declared eligible for next tier of the examination.</p> <p>c. Answer sheets of candidates who have been recommended for selection.</p> <p>d. Answer sheets pertaining to court cases.</p>	<p>a. Three months from the date of announcement of result of concerned tier/stage of recruitment.</p> <p>b. Three months from the date of announcement of the final results of the examination.</p> <p>c. Three months from the date of announcement of the final results.</p> <p>d. Upto one year after the matter is finally disposed of by the court/s.</p>	

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	<p>e. Answer sheets pertaining to suspected malpractices/ impersonation etc.</p> <p>f. OMR answer sheets (hard copies).</p> <p>g. Scanned images of used OMR answer sheets (soft copy).</p>	<p>e. Till pendency of investigation/prosecution in the matter.</p> <p>f. Three months from the date of announcement of the final results.</p> <p>g. One year from the date of declaration of results.</p>	
3	Answer Keys used/ correction in Answer key	Three months after declaration of results of concerned tier/stage of recruitment.	
4	<p>a. Type scripts and transcripts of candidates who appeared in type/ shorthand tests.</p> <p>b. Type scripts pertaining to court cases.</p> <p>c. Type scripts pertaining to suspected malpractices /impersonation etc.</p>	<p>(a) Three months from the date of declaration of the final results in respect of candidates not qualified.</p> <p>(b) One year after the matter is finally disposed of by the court/s.</p> <p>(c) Till pendency of investigation/ prosecution in the matter</p>	
5	<p>a. Photo bearing attendance sheets/seating plan.</p> <p>b. Photo bearing attendance sheets/seating plan pertaining to Court cases.</p>	<p>a. Three months from the date of announcement of final results of the particular examination.</p> <p>b. Till one year after the matter is finally disposed by the court/s.</p>	

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	c. Photo bearing attendance sheets/ seating plan pertaining to suspected malpractices /impersonation etc.	c. Till pendency of investigation/prosecution in the matter.	
6	Interview proceedings	One year from the date of announcement of final results.	
7	Medical/Review medical results	One year from the date of announcement of final results. However, a copy shall be kept in the service book.	
8	Original marks lists/marks data of all examinations.	Three years from the date of announcement of the final results (in the form of CDs in the case of OMR based examinations).	
9	a. All allocation Lists/Final results (Hard copy) b. Files related to declaration of results	a. 7 years from declaration of final results. b. 10 years	
10	Data files pertaining to results processing of intermediate and final results processing stage (soft copy).	7 years from declaration of final results in the form of non-rewritable CD backups.	
11	Representations/complaints about written/ final results.	Six months from the date of declaration of final results or till the final disposal of the representations/complaints, whichever is later.	
12	Hard copies of applications received by post.	Three months from declaration of final results.	