

HIGH COURT OF JUDICATURE FOR RAJASTHAN, JODHPUR

Administrative Instructions regarding Period for Preserving of the Record of Examination Cell

Examination Cell of Rajasthan High Court, Jodhpur has been conducting various recruitment processes since its existence and record of the examination/recruitment is accumulated in examination cell of the Court. Such record cannot be preserved for indefinite period, therefore, in order to streamline the records, Administrative Instructions regarding Period for Preserving of the Examination Record relating to every recruitment conducted by The High Court, are issued as under :-

1. The Administrative Instructions regarding Period for Preserving of the Examination Record shall come in to force with effect from the date the instructions are published on the official website of this Court.
2. The record of the examination/recruitment shall be preserved in accordance with the table given hereunder :-

S. No.	Class of the Record	Particulars of the Record	Period of preservation from the date of final result
1	Unused Examination Material	OMR Answer Sheets	3 Months
2		Question Papers	
3		Question Paper cum Answer Booklets	
4		Answer Booklets	
5		Shorthand Note Books	
6	Used Examination Material	Format Files	2 Years
7		Attendance Sheets	
8		Photo copies of ID proofs	
9		Document Verification Files & Copies of Documents of interviewed candidates but not finally selected	
10		OMR Answer Sheets	
11	Question Papers		

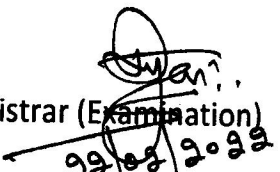


12		Question Paper cum Answer Booklets	
13		Answer Booklets	
14		Shorthand Note Books	
15	Files regarding representations of candidates	Seeking correction in application form	1 Year
16		Seeking scribe facility	
17		Request for change of Centre	
18		Regarding various grievances such as application ID, Syllabus, Roll Numbers, failed to fill online application form and other technical issues such as failure of payment, non generation of token/Id etc., cut off marks etc.	
19	Ancillary Files	File regarding finalisation of examination centres, deputation of officers & staff, correspondence with administrative authorities etc.	1 Year
20		Procedural Files: Contains note sheets, letters etc. regarding managerial work required for smooth conduct of the examination.	
21		Any other intermediate file.	
22	Other Files	File regarding objections to answer key, where the examination has multiple choice questions.	1 Year
23		Budget and Sanction order file: Containing note sheets regarding budget provision for the recruitments, issuance of sanction orders for various expenditures, vouchers of expenditure, information regarding payments etc.	5 Years

24		File regarding applications under RTI Act.	2 Years
25		File regarding Writs	6 Months after final disposal of the Writ/ Special Appeal/SLP/ Civil Appeal
26		Misc. Files	1 Year

3. Notwithstanding anything contained in aforesaid table, record related to any Writ/Special Appeal/SLP/Civil Appeal/Representation/Application under RTI Act shall be preserved until such Writ/Special Appeal/SLP/Civil Appeal/Representation/Application under RTI Act is finally disposed off.
4. Before weeding out the record, information regarding pendency of any Writ, Appeal or Application under RTI Act shall be obtained from Registrar (Writs) and Registrar (Judicial) cum State Public Information Officer of this Court.
5. Record shall be weeded out by way of shredding confidentially or otherwise, as deemed appropriate by the Examination Committee.
6. Unused examination material shall be shredded after keeping sample copies thereof for future reference.
7. Soft Copies of data related to various recruitments such as Data of On-line Application Form, Transcription & Computer Test material in case of recruitment of Stenographer, Typewriting Test material in case of recruitment of Jr. JA/Clerk, Material relating to Coding, Marks, Result etc. shall be permanently deleted with the prior approval of the Examination Committee.

By the order of Hon'ble Chief Justice


Registrar (Examination)
22/02/2022