

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

Ref. No. NIELIT/HQ/RC/03/2013 | 88

January 30th 2015

Office Memorandum


Subject: Retention Schedule for the records related to DeitY Recruitment Exam 2013 and other Recruitment Exams conducted by NIELIT.

The undersigned is directed to say that the matter concerning record retention schedule for materials pertaining to the Recruitment Examinations has been under consideration of the competent authority. After careful consideration of the matter and taking into consideration of the prevailing practices in the organisations transacting similar business, the record retention schedule as under has been approved by the competent authority:

S. No.	Category of Record	Retention Period
1.	Answer books/ Answer Sheets of candidates (except those pertaining to pending* court cases/ penalty cases/ complaint cases/ RTI cases.	Six months from the conclusion of the written examination.
2.	Answer Books/ Answer Sheets pertaining to court cases.	Till pendency of the ongoing court case (if intimated during the normal Law/ Tribunal or until 1 year from the conclusion of the examination.
3.	Answer books/ Answer Sheets pertaining to complaint cases/ RTI Applications under the RTI Act, 2005 (Only where these are received within the normal retention period.	i) Three months after the complaint is examined and disposed of or until 1 year from the conclusion of the examination. ii) Till disposal of RTI application including 2 nd appeal stage plus any additional period as directed by the Appellate Authority or until 1 year from the date of conclusion of the exam. Provided however, that where 2 nd appeal notice has not been received within 6 months of disposal of 1 st appeal; further retention of the relevant answer books will not be mandated.
4.	Answer Books/ Answer Sheets pertaining to penalty cases.	Three months after penalty is imposed or 1 year from the conclusion of the examination.
5.	Miscellaneous and routine circulars and inquiries.	1 Year
6.	* Absentee statement	1 year from the date of conclusion of examination.

* The retention schedule indicated will be modified to the extent court/ statutory directions are applicable.

2. All concerned are requested to take a note for strict compliance.


(S. C. Dhyan)
Deputy Director (P&A)

1. Directors/Directors-in-charge – All NIELIT Centres
2. All HOWs – NIELIT Headquarters

Copy for information please:

1. Managing Director, NIELIT
2. Shri P. I. Sabu (FAA/Director (ME/ROD), CBSE
(In response to their email dated 31/7/2014 addressed to MD, NIELIT)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था

An Autonomous Scientific Society under DeitY

इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोदी रोड, नई दिल्ली-110 003
Electronics Niketen, 6 CGO Complex, Lodhi Road, New Delhi - 110 003

दूरभाष / Telephones - 011-24363330-1-2, 24366577-79-80 फैक्स/Fax - 011-24363335, 24363937

वैबसाइट/Website - www.nielit.in