

**HIGH COURT OF PUNJAB & HARYANA**  
SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE  
COURTS  
(S.S.S.C.)

**POLICY FOR WEEDING OUT RECRUITMENT RELATED DOCUMENTS OF S.S.S.C.**

Destruction/weeding out of all used/unused documents pertaining to various recruitment processes earlier conducted by Central Recruitment Agency, now Society for Centralized Recruitment of Staff in Subordinate Courts (S.S.S.C.) and which will be henceforth conducted by the Society, would be governed by following guidelines:-

(a) **ATTENDANCE SHEETS**

Attendance Sheets of all candidates who appeared in any test / examination / checking of testimonials/interaction/viva-voce etc., conducted at any stage during any recruitment process be preserved for a period of 6 months from the date of declaration of final result.

(b) **CERTIFICATES/TESTIMONIALS OBTAINED AT THE TIME OF INTERACTION.**

All documents collected from candidates who appeared in any checking of testimonials / interaction / viva-voce exercise etc., conducted at stage during recruitment process be preserved for a period of 6 months from the date of declaration of final result.

(c) **QUESTION BOOKLETS / ANSWER SHEETS / O.M.R. SHEETS / TRANSCRIPTED SHEETS, ADMIT CARDS, APPLICATION FORMS & N.O.C.**

(i) Question booklets of any type of examination conducted during at any stage during the recruitment process / admit cards / Hard copy of application forms and NOCs of all candidates who appeared in any test / examination conducted at any stage during the recruitment process, shall be preserved for a period of 6 months from the date of declaration of result.

(ii) All used Answer Sheets / All used Shorthand note books/O.M.R. Sheets / Transcribed Sheets of all candidates who appeared in any test / examination conducted at any stage during the recruitment process, shall be preserved for a period of 1 year from the date of declaration of result.

(d) **UNUSED DOCUMENTS**

All unused documents e.g. unused answer sheets, O.M.R. Sheets, Question Papers, Question Booklets, Typing Question Papers, Spreadsheet Questions Papers etc., shall not be preserved. However, used cartons and envelopes, wherefrom, material has been taken out, shall also not be preserved.

(e) **MERIT LISTS**

All merit lists containing marks obtained by each candidate; select list; list of recommended candidates, in all types of examination / tests conducted at any stage during any recruitment processes, shall be preserved for perpetuity.

(f) **DOCUMENTS REQUIRED FOR LITIGATION / R.T.I**

On account of any litigation / R.T.I. applications / legal proceedings of any nature, all the documents which may be relevant to the said proceeding, shall be preserved for such period as would be determined by the Society.

(g) **ONLINE DATA OF ALL APPLICANTS**

The entire data of all applicants who submit online applications shall be preserved by the approved vendor for online registration, engaged by the Society, for such period as would be determined by the Society. The copy of the said record including Admit Cards as well as archives shall be maintained in the Computer to be installed in the Record Room of the Society and an additional copy of the said data shall be kept in hard disk under custody of Assistant Registrar (S.S.S.C.)

(h) **DATA RELATED TO RECOMMENDED CANDIDATES**

All the application forms / documents / NOCs of recommended candidates be sent to the District & Sessions Judges / Member Secretaries concerned after keeping the scanned copies with the Society.