

### Category of documents

A Statement of the categories of documents that are held by it or under its control:

Sr. No.	Category of Records	Existing Period
1.	<ol style="list-style-type: none"><li>1. Files containing general policy and principals.</li><li>2. Rules &amp; regulations for exams.</li><li>3. Rules of Business and Procedure.</li><li>4. Proceedings of meetings of the Commission.</li><li>5. Advertisements / Collection of Advertisements (3sets)</li><li>6. Black-List Register</li><li>7. Recommendations.</li><li>8. Marks lists/Award lists of examiners along with a list of Fictitious Roll Numbers.</li><li>9. Result cards/counseling award sheet and Master Copies of results of written tests.</li><li>10. Files of all posts including noting portions.</li><li>11. Waiting / Reserve list.</li><li>12. Award list of counseling</li><li>13. Specimen copies of question papers.</li><li>14. Establishment, Accounts and store records.</li></ol>	Permanent
2.	<ol style="list-style-type: none"><li>1. Five spare copies of question papers with keys.</li></ol>	Ten years
3.	<ol style="list-style-type: none"><li>1. Application Forms, Admit card, cut- lists and Attendance sheets.</li><li>2. Arrangement for exams.</li><li>3. Answer Books(Five years after the completion of the selection process)</li><li>4. Representation /complaints about final result(Five years from the date of final disposal of the matter)</li><li>5. Type scripts and transcripts of type / shorthand tests.</li></ol>	Five years

Note:

1. Time limit for weeding out files/applications where the matter is pending in the Court of Law is to be taken into account from the date of final decision of the Court.
2. All other record and in cases for which no specific provision has been made in the Rules of Business & Procedure to the Commission the provisions of Office Manual shall apply.