NOTIFICATION

Subject: Revised Record Retention schedule of materials related to Recruitment Test.

The competent Authority has approved the revised record retention schedule of the various records/files/documents related to Recruitment Test (Screening Test/Written Test/Skill Test) as detailed below for information and implementation by the concerned.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Records</th>
<th>Existing retention period</th>
<th>Revised retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Material related to Recruitment Test (Screening Test/Written Test/Skill Test) i.e. Question papers, OMR Sheets, Attendance Sheet, Admit Cards, Answer Sheet etc.</td>
<td>One year after declaration of result</td>
<td>06 months after declaration of result except court cases.</td>
</tr>
</tbody>
</table>

Controller of Examinations

Copy to:-

1. PA to Vice Chancellor for information of the Hon’ble Vice Chancellor.
2. Registrar, DTU
3. OSD, Recruitment, DTU
4. Head, Computer Centre
5. Guard File.