

कृषि वैज्ञानिक चयन मंडल

भारतीय कृषि अनुसंधान परिषद

कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली 110 012

AGRICULTURAL SCIENTISTS' RECRUITMENT BOARD

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

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F.No.8-1/2007-Genl. Admn.

Dated the 14th September, 2007

OFFICE ORDER

The matter of retention of record in ASRB has been examined in Board's meeting held on 13-08-2007 and the Chairman, ASRB has approved the retention schedule of various records in ASRB as under:-

S.No. Brief description of record

Period of retention

A. Direct Recruitment of Scientists

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| 1. | Application folders of candidates rejected at screening stage | 3 months after the prescribed limitation period for court cases. The period of 3 months is to be reckoned from the date of appointment order is issued by ICAR. <u>After this period, only those cases be retained which involve court cases</u> |
| 2. | Application folders of candidates recommended for interview | |
| 3. | Application folders of candidates where none selected | |
| 4. | Principal file for various scientific posts advertised on receipt of requisitions from the Council | One year |
| 5. | Principal file for posts coming under direct recruitment from Sr. Scientists and above containing following documents:- | |
| i) | Part B having bio-data of each Candidate | One year from the date of issue of appointment order of the candidate |
| ii) | A copy of IFC | |
| iii) | Nothing Nothing portion containing names of candidates, preliminary screening Statement, detail of screening committee duly signed by Experts | |

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|---|---|--|
| iv) Copy of Offer of Memorandum of Selected candidate received from Council | } | One year from the date of issue of appointment order of the candidate |
| v) Copy of appointment order received from Council | | |
| vi) Joining of candidate on that specific post | | |
| 6. Score card containing details of statement prepared by screening committee-experts | - | One year from the date of issue of appointment order of candidate by the ICAR |
| 7. Score card containing details of award of marks given by Selection Committee | - | One year from the date of issue of appointment order of selected candidate by the ICAR |
| 8. Register used for registration of applications received for various direct recruitment posts | - | Six months after joining of candidate except cases involving court cases |
| 9. List of Demand Drafts received towards fee etc. deposited in the Bank | - | Omitted (existing in the earlier O.O. No.13(8)/96-R.III dated 08.01.97 at S.No.7) |

(B) Assessment of Scientists under Career Advancement Scheme

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| 1. Principal file related to each post for assessment of Scientists | - | To be kept for one year after declaration of result |
| 2. Review of assessment result of Scientists | - | Omitted (existing in the earlier O.O. No. 13(8)/96-R.III dated 8.01.97 at S.No.13) |

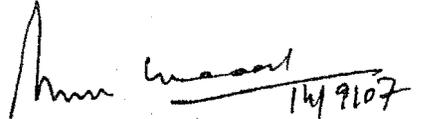
(C) ARS/NET – Examinations and Other Examinations

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| 1. Files relating to Notification of various Examination | - | One year after declaration of result |
| 2. Attendance Sheets of Experts called for Viva-Voce | - | -do- |

3. Attendance Sheets of candidates called for Viva-Voce - One year after declaration of result
4. Application Folders of candidates who do not appear in the ARS/NET/ other Examination - 6 months after declaration of result
5. Application Folders of candidates who do not qualify in the written part of Examination - -do-
6. Registers used for Registration of Applications Received for various Examinations - 5 years
7. Computerized lists/ CDs showing details of Particulars of candidates for various Examinations - -do-
8. Files containing policy decisions / Amendments Rules of Examination - Permanent Record
9. Attendance Sheets of candidates of ARS/NET and Other Examinations of different centers - One year after declaration of result except cases involving Court Cases
10. Applications Folders of candidates qualified for ARS Viva-Voce and for NET Certificates
 - (a) ARS Viva-Voce but not recommended - One year after declaration of result except cases involving Court Cases
 - (b) For NET
 - (i) NET Certificates issued - 6 months after issuing the NET Certificate but the counter foil of the certificate will be retained for 10 years
 - (ii) Folders of candidates found Not Eligible as per Notification - One year except cases involving Court Cases

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| 11. | Unused Question Papers of each Examination | - | To be destroyed just after examination after retaining 5 complete sets |
| 12. | Answer Scripts for all Competitive Examinations | - | 6 months from the date of declaration of result except cases involving Court Cases |
| 13. | Files relating to declaration of result and registers containing marks in respect of all competitive examinations | - | To be retained permanently in electronic form and hard copy |


(GIAN CHAND)
SECTION OFFICER

Distribution:-

1. All Sections/Confidential Cell of ASRB
2. Work Study Section, ICAR
3. PS to Chairman, ASRB
4. PA to Member, ASRB
5. Secretary, ASRB
6. Controller of Examination, ASRB
7. US (R), ASRB