## STANDARD FORM OF SOP



## SF 7.1H: Procedure for desk verification of candidates who are tracked as per SF 7.1B2

All candidates who are tracked as per SF 7.1B2 would verified as follows.

## PIA OP team

As per internal processes developed by the PIA. PIA op team will freeze the data and this will form the basis for sample verification.

## Q team and SRLM/CTSA procedure for verification

Steps for verification of data is as follows:

- Before verifying the data, genuineness of the document (salary slip/joint certificate) should be verified. If it is felt that the documents are not genuine, then the team should cross verify either by telephonic means or by physical visit.
- Verify the data from the document and with what is entered in the system and confirm the data.

PIA Q team will verify 20% of the samples. CTSA/SRLM will verify 5% of samples with 80% accuracy. CTSA/SRLM will verify 5 % of candidates randomly selected for three months in a year selected randomly.