

SCHOOL OF ARCHIVAL STUDIES
NATIONAL ARCHIVES OF INDIA

ADMISSION NOTICE

81st Short Term Certificate Course in “Care & Conservation of Books, Manuscripts & Archives”

- Duration : 31st October 2022 to 23rd December 2022
- Objective : To train the trainees in the scientific methods of conservation, repair, rehabilitation, storage and handling of documentary heritage.
- Eligibility : Second class Graduate from a recognized university, preferably in science.
- Reservation : Reservation for private candidates of SC /ST / OBC /persons with disability as per Government of India norms
- Age : Below 30 years for private candidates
Below 50 years for sponsored candidates
- Application Fee : Rs.100/- through Indian Postal Order or DD/Bankers Cheque payable to the Director General of Archives, National Archives of India at New Delhi.
- Course Fee : Rs.300/- (Rupees three hundred) only, non- refundable and to be paid at the time of admission.
- How to Apply : Application in the prescribed proforma along with self-attested copies of certificates (educational qualification, age and caste) and application fee may be sent to The Director General of Archives, National Archives of India, Janpath, New Delhi-110001. Applicants employed in Central & State Govt. and PSU’s should apply through proper channel.
- Last date of receipt of application : 7th October 2022
- Boarding & Lodging : The School has no Boarding and Lodging facilities.

Note : The prescribed application form may be downloaded from our web site (<http://nationalarchives.nic.in>) under “what’s new. There is no provision for online fee payment or online form submission.

FORMAT OF APPLICATION

81st Short Term Certificate Course in “Care & Conservation of Books, Manuscripts & Archives” (31st Oct. 2022 to 23rd December 2022)

1. Name of Applicant :
2. Father’s/Husband’s Name :
3. (a) date of Birth
(b) Age (as on closing date) :
4. Category : General / SC / ST / OBC / PH
5. Postal Address,
Tel. No .& email ID (mandatory) :
6. Permanent Address :
7. Details of Indian :
Postal Order/Demand Draft
8. Academic Qualification (Enclose self attested copies of mark list /certificates)

Exami nation passed	Name of University	Subject	Year of passing	Division	Percenta ge of Marks

Date :

Signature of candidate

In case of sponsored applicants

(a)Name & address of the
Department where employed:

(b)Post held at present :

Signature and Seal of the
Sponsoring authority
Fax/ Telephone No.

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