

NATIONAL ARCHIVES OF INDIA
ADMISSION NOTICE

90th short term certificate course in “Records Management”

- Duration** : 1st May to 29th May 2020
- Objective** : The course is to train in creation, control and disposition of records.
- Eligibility** : Graduate in any discipline from a recognized university.
- Reservation** : Reservation of seats as per Government of India norms for
SC/ST/OBC/person with disability.
- Age** : Below 30 years for private applicants
Below 50 years for sponsored applicants
(Relaxation in age for reserved categories is applicable as per Government norms)
- Registration Fee** : Application along with attested copies of educational qualification and Rs.100/- (Rupees hundred) only through crossed Indian Postal Orders/Bank Draft in favour of Administrative Officer, National Archives of India, Janpath, New Delhi-110001, be sent to the Director General of Archives, National Archives of India, Janpath, New Delhi-110001. Sponsored candidates should apply through proper channel.
- Course Fee** : Rs.200/- (Rupees two hundred) only, non-
Refundable to be paid at the time of admission.
- Last date of application** 9th April 2020
- Boarding & Lodging:** The School has no boarding & lodging facilities.

The prescribed application form may be downloaded from National Archives of India website (nationalarchives.nic.in).

FORMAT OF APPLICATION
90th short term certificate course in “Records Management”

1. Name of Applicant :
2. Father’s/Husband’s Name :
3. Age & Date of Birth :
4. Category General : OBC PH ST SC
5. Postal Address & Tel. No. :
E-mail ID (mandatory)
6. Permanent Address :
7. Name & address of the sponsoring Department, if employed. :
8. Post held at present :
9. Details of crossed Indian Postal Order/Demand Draft :
- 10. Academic Qualification (enclose attested copies of testimonials) :**

Examination Passed	Subject	Year of passing	Division	Percentage Of Marks	Name of University

Date :

Signature of candidate

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

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