

**SCHOOL OF ARCHIVAL STUDIES
NATIONAL ARCHIVES OF INDIA**

ADMISSION NOTICE

85th short term certificate course in “Servicing and Repair of Records”

Duration	:	1 May 2017 to 9 June 2017
Objective	:	To train the trainees in Arrangement, Supply Restoration and up keep of Records.
Eligibility	:	High School Pass and knowledge of Hindi and English.
Age	:	Below 30 years for private candidates Below 50 years for sponsored candidates
Reservation	:	Seats are reserved for private candidates of SC /ST / OBC /persons with disability as per Government norms
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, to be paid at the time of admission.
How to Apply	:	Application in the prescribed proforma along with attested copies of certificates of educational qualification, age and caste be sent to The Director General of Archives, National Archives of India, Janpath, New Delhi-110001. Applicants employed in Central & State Govt. PSUs should apply through proper channel
Last date of receipt of application	:	7 April 2017
Boarding & Lodging:		The School has no Boarding and Lodging facilities.

**Application form and detailed admission notice are available on our web site
<http://nationalarchives.nic.in> under what's new.**

FORMAT OF APPLICATION

*85th short term certificate course in "Servicing and Repair of Records"
(1 May 2017 to 9 June 2017)*

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 with PIN
Code, Tel.No.& email ID :
6. Permanent Address :
7. Details of crossed Indian
Postal Order/Demand Draft :
8. Academic Qualification (Enclose attested copies of certificates)

Examination passed	Subject	Year of passing	Division	Percentage of Marks	Name of University

Date :

Signature of candidate

9. In case of employed applicants

(a) Name & address of the :

Department were employed

(b) Post held at present :

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