

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

**ADMISSION NOTICE**

*74<sup>th</sup> short term certificate course in “Care & Conservation of Books, Mss. & Archives”*

- Duration** : 03 July 2017 to 25 August 2017
- 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** : Seats are reserved for private candidates of SC /ST / OBC /persons with disability as per Government norms
- Age** : Below 30 years for private candidates  
Below 50 years for sponsored candidates  
(Relaxation in age for the reserved categories is applicable 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 and application fee 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** : 16 June 2017
- Boarding & Lodging:** The School has no Boarding and Lodging facilities.

## FORMAT OF APPLICATION

**74<sup>th</sup> short term certificate course in “Care & Conservation of Books, Mss. & Archives”  
(03 July 2017 to 25 August 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,  
Tel.No.& email ID if any :**
- 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 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.**