

**NATIONAL ARCHIVES OF INDIA**  
**ADMISSION NOTICE**

*88th short term certificate course in "Records Management"*

- Duration** : 6<sup>th</sup> May to 31 May 2019
- 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** 5<sup>th</sup> April, 2019
- 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](http://nationalarchives.nic.in)).

## FORMAT OF APPLICATION

### *88th 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) :**

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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.**



