F.No.36-1/2007-Pr-2 Government of India Ministry of Culture

National Archives of India, Janpath, New Delhi-110001

Applications are invited for the following posts to engage persons purely on contract basis upto

31-3-2016 and likely to be extended by one more year for two Projects namely 1.'Conservation/Preservation of Public Records in the National Archives of India', 2. 'Repair and Binding of Rare books of Library of National Archives of India

1.Supervisor:- No. of Post-1, Post code-01, Fixed payment:-Rs.25000/- per month.(project-1) Essential *Qualification:* i)Candidate should be Graduate preferably in Science from a recognized University,

ii)Certificate/Diploma/Degree in the field of Conservation of archival heritage from a reputed Institution/organization, iii) Five years experience in the field of Conservation of documents & iv)Knowledge of Computer operation. Retired persons from related fields will also be considered.

Age: Not more than 65 years

2. Preservation Assistant: No. of Post-20, Post code-02 (UR-11, SC-3, ST-1,OBC-5)(Project-1)

Fixed payment:- Rs.15000/- per month

Essential Qualification:i) Minimum 12th pass, ii) Certificate or Diploma in Conservation of archival heritage from reputed Institution/ Organizaton & iii) 2 years experienced in the field of Conservation of archival heritage. The retired persons in the field of conservation of documents may also apply.

Age: Not less than 18 years & Not more than 65 years.

3.Conservation Attendants: No. of Post:-2, Post code-03 Fixed payment:-Rs.10000/- per month(Project-1)

Essential Qualification: i)10th pass, ii) Trained persons in the field of conservation of documents.

iii) One year experience in the field of conservation of records and documents.

The retired persons in the field of Conservation of documents may also apply.

Age: Not less than 18 years.

4. Supervisor:- No. of post:-1, Post code-04 Fixed payment:- Rs.25000/per month (Project-2) *Essential Qualification:* i)Candidate should be Graduate preferably in Science from a recognized University, ii)
)Certificate/Diploma/Degree in the field of Conservation of archival heritage

from a reputed Institution/organization & iii) Five years experience in the field of Conservation of documents. & iv)Knowledge of Computer operation. Retired persons from related fields will also be considered.

Age: Not more than 65 years

5. Preservation Assistant: No. of post- 20, Post code-05 (UR-10, SC-3, ST-2 & OBC-5) (Project-2)

Fixed payment:-Rs.12000/- per month

Essential Qualification:) Minimum 10th pass, ii) Certificate or Diploma in Conservation of archival heritage from reputed Institution/ Organizaton & iii) 2 years experienced in the field of Conservation of archival heritage. The retired persons in the field of conservation of documents may also apply.

Age: Not less than 18 years & Not more than 65 years.

6. Helpers:- No. of post-2, Post code-06, Fixed payment - Rs.9000 /- per month (Project-2)

Essential Qualification: Minimum 10th pass. Trained persons in the field of conservation of documents.

Age: Not less than 18 years.

The persons will be selected on the basis of a test followed by practical test and interview by a selection committee. Reservation of the above posts will be applicable as per existing rules. He/She will be required to achieve the targets fixed/assigned. The services can be terminated at any time if the performance is not found satisfactory. No traveling allowance will be paid for attending the above Test/Interview in the National Archives of India. The application in the prescribed format and along with the attested copies of the Educational/technical qualifications may be sent to the Director General of Archives, National Archives of India, Janpath, New Delhi within 30 days of the publication of this advertisement. The envelope should bear the superscription, Name of Project, Name of Post, post code Number.

The application format and terms and conditions may also be downloaded from NAI website www.nationalarchives.nic.in

Format of Application

01.Name of												
02.Name of	Post	& P	ost cod	de								
03. Name in capital letters										Paste a		
04. Father's Name										recent		
05. Date of Birth										Passport size		
06.Category	: Wh	neth	er Gen	/SC/ST/	OBC(s	ubmi	it proc	of)		pho	tograph	
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09. Education		_	ificatio	n:-								
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11. Any othe	r inf	form	ation r	elated to	o job:-	-				<u>.</u>		
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Date:-									Sign	ature	1 1	