

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

ADMISSION NOTICE

Special Short Term Certificate Course in “Repair of Records”

Duration: 11th Dec 2023 to 26th Dec 2023.

Objective: To train the trainee in arrangement, restoration and repair of records.

Eligibility: Tenth pass & knowledge of Hindi and English with minimum 50% marks.

Reservation: Reservation for private candidates of SC /ST / OBC/EWS and persons with special ability as per Government of India norms.

Total no. of Seats available: 50 and No admission for any sponsored candidate.

Age: Below 30 years.

Application Fee: Rs.100/- payable to the **Director General of Archives, National Archives of India**, New Delhi Indian through Postal Order or DD/Bankers Cheque.

Course Fee: Rs.200/- (Rupees Two hundred only), non- refundable and to be paid at the time of admission.

How to Apply: Application in the prescribed proforma along with self-attested copies of certificates (educational qualification, age and caste) and application fee may be sent to **The Director General of Archives, National Archives of India, Janpath, New Delhi-110001**.

Last date of receipt of application: 6th Dec 2023.

Boarding & Lodging: The School has no Boarding and Lodging facilities.

Note: The prescribed application form may be downloaded from our web site (<http://nationalarchives.nic.in>) **under the “What’s New” Section on the home page. Online facility for fee payment or online form submission is not available.**

FORMAT OF APPLICATION
Two Special Short Term Certificate Course in “Repair of Records”

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 / EWS/PH
5. Tel. No. & email ID (mandatory):
6. Postal Address :
7. Permanent Address :
8. Details of application fee:

9. Academic Qualification (Enclose self attested copies of mark list /certificates)

| Name of certificate/degree passed | Name of Board/ University | Subject | Year of passing | Division | Percentage of Marks obtained |
|-----------------------------------|---------------------------|---------|-----------------|----------|------------------------------|
| | | | | | |

Date:

candidate

Signature of