

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

**ADMISSION NOTICE**

*86<sup>th</sup> short term certificate course in “Servicing and Repair of Records”*

<b>Duration</b>	:	<b>11 September 2017 to 18 October 2017</b>
<b>Objective</b>	:	<b>To train the trainees in Arrangement, Supply Restoration and up keep of Records.</b>
<b>Eligibility</b>	:	<b>High School Pass and knowledge of Hindi and English.</b>
<b>Age</b>	:	<b>Below 30 years for private candidates Below 50 years for sponsored candidates</b>
<b>Reservation</b>	:	<b>Seats are reserved for private candidates of SC /ST / OBC /persons with disability as per Government norms</b>
<b>Application Fee</b>	:	<b>Rs.100/- through Indian Postal Order or DD/Bankers Cheque payable to the Director General of Archives, National Archives of India at New Delhi</b>
<b>Course Fee</b>	:	<b>Rs.300/- (Rupees three hundred) only, non- refundable, to be paid at the time of admission.</b>
<b>How to Apply</b>	:	<b>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 &amp; State Govt. PSUs should apply through proper channel</b>
<b>Last date of receipt of application</b>	:	<b>18 August 2017</b>
<b>Boarding &amp; Lodging:</b>	:	<b>The School has no Boarding and Lodging facilities.</b>

**Application form can be downloaded from our web site <http://nationalarchives.nic.in>  
under what's new.**

## FORMAT OF APPLICATION

*86<sup>th</sup> short term certificate course in "Servicing and Repair of Records"  
(11 September 2017 to 18 October 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.