

School of Archival Studies

National Archives of India,
Admission Notice

One Year Diploma Course in Archives and Records Management 2010-2011 Session

Duration: 1st November, 2010 to 31st October, 2011

Objective: To train the candidates in various disciplines of Archival Studies viz. Records Management, Conservation, Reprography and Information Sciences and to produce highly competent professionals in the field of Archives.

Eligibility: M.A(History) second class with minimum 50% marks in aggregate with one optional paper in Modern Indian History (Post 1750 period.) from a recognized university. **Or**

M.A in other streams of Social Sciences i.e. Anthropology, Economics, Political Science, Sociology, Linguistics, etc. with minimum 50% marks from a recognized university. **Or**

M.Sc. in Applied/Physical Sciences with minimum 50% marks from a recognized university.

Out of total 30 seats, 10 seats are reserved for Master Degree in History and 10 seats for other streams, i.e. M.A. in Social Sciences, M.Sc. in Applied/Physical Sciences etc. and 10 seats are reserved for sponsored candidates.

Reservation: Reservation of seats as per Government of India norms for SC/ST/OBC/person with disability.

Age: Below 30 years for private candidates and below 50 years for sponsored candidate.

Selection: For 20 seats meant for Private Candidates, admission would be made through a written test followed by an interview. Admission is made purely on merit basis. for sponsored candidate there is no entrance test and they are admitted purely on the basis of sponsorship of the employer/department and recommendation of the Selection Committee.

Scholarship: Ten scholarships of the value of Rs.1500/- p.m. are awarded purely on the basis of merit. Six Stipends of Rs.1000/- p.m. are awarded to sponsored candidates.

Registration Fee: Application along with attested copies of educational qualification and Rs.100/- (Rs. One hundred only) and US \$ 40 (for foreign candidates) through crossed Indian postal order/Bank draft in favour of Administrative Officer, National Archives of India, Janpath, New Delhi-110001, as Registration fee for both private and sponsored candidates 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.1500/- (Rupees one thousand five hundred only) for both private and sponsored candidates and US \$ 500 (for foreign candidates), non-refundable, to be paid at the time of admission.

Last date of receipt of application: 17th September, 2010

Boarding & Lodging: The school has no such facilities.

Format of Application

Diploma Course in Archives and Records Management 2010-2011 Session

1. Name of the Applicant:
2. Father's / Husband's Name:
3. Age (Write Date of Birth also):
4. Category: General SC ST PH OBC
5. Postal Address & Telephone No. if any:
6. Permanent Address:
7. Name and address of the sponsoring Department, if employed:
8. Post held at present:
9. Details of the crossed Indian Postal order/Demand draft:
10. What language (including Indian languages) can you read, write or speak. Give particulars and state the examination(s) if any passed in each.
10. Academic qualification (enclose attested copies of testimonials):

Attested
Photograph

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.

EN 16/89