

School of Archival Studies National Archives of India ADMISSION NOTICE

One Year Diploma Course in Archives and Records Management Session 2022-23

Duration : 1st August 2022 to 31 July 2023

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/PwD

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

Selection : For 20 seats meant for Private Candidates, admission would be made through a written test followed by an interview. The 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. 3000/- per month are awarded purely on the basis of merit. Six stipends of Rs. 1500/- per month are awarded to sponsored candidates.

Registration Fee : Rs. 100/- (Rupees one hundred only) for Indian and SAARC countries and US\$ 40/- from foreign candidates) through crossed Indian Postal Orders/Bank Draft in favour of **Director General of Archives, National Archives of India, Janpath, New Delhi-110001, may be sent to the Director General of Archives, National Archives of India, Janpath, New Delhi-110001.**

Course Fee : Rs. 1500/- (Rupees one thousand five hundred only) for both private and sponsored candidates including SAARC countries and US\$500 (for foreign candidates), non-refundable, to be paid at the time of admission.

Last date of receipt of application : 15 May 2022

Boarding & Lodging: The School has no such facilities.

How to apply : Application in the prescribed Proforma along with copies of certificate of educational qualification, certificate and application fee may be sent to **Director General of Archives, National Archives of India, Janpath, New Delhi-110001.** The application form can also be submitted by hand in the office on all working days.

Sponsored candidates should apply through proper channel.

The prescribed application form may be downloaded from National Archives of India website (nationalarchives.nic.in).

No facility of online application is available.

FORMAT OF APPLICATION

One Year Diploma Course in Archives and Records Management Session 2022-23

- Name of Applicant :
- Father's/Husband's Name :
- Age and Date of Birth :
- Category : ☐ General ☐ SC ☐ ST ☐ PH ☐ OBC
- Postal Address :
Tel. No./ E-mail ID (mandatory)
- Permanent Address :
- Name & address of the Sponsoring :
Department, if Employed
- Post held at present :
- Details of crossed Indian Postal :
Order/Demand Draft
- Academic Qualification (enclose attested copies of testimonials) :

Self
Attested
photograph

Examination Passed	Name of Board / University	Subject	Year of Passing	Division	Percentage of Marks

Date:

Signature of candidate

Signature and Seal of the
Sponsoring Authority

