

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

**ADMISSION NOTICE**

***74<sup>th</sup> short term certificate course in “Records Management”***

**Duration** : **1<sup>st</sup> – 31<sup>st</sup> May 2012**

**Objective** : **The course is to train in creation, control and disposition of records.**

**Eligibility** : **Graduate in any discipline from a recognized university.**

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

**Age** : **Below 30 years for private applicants**  
**Below 50 years for sponsored applicants**  
**(Relaxation in age for reserved categories is applicable as per Government norms)**

**Registration Fee :** Application along with attested copies of educational qualification and Rs.100/- ( Rupees hundred) only through crossed Indian Postal Orders/Bank Draft in favour of Administrative Officer, National Archives of India, Janpath, New Delhi-110001, 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.200/- (Rupees two hundred) only, non-  
Refundable, to be paid at the time of admission.

**Last date of receipt :** 16<sup>th</sup> April 2012  
**of application**

**Boarding & Lodging:** The School has no boarding & lodging facilities.

## FORMAT OF APPLICATION

**74<sup>th</sup> short term certificate course in “Records Management”**

- 1. Name of Applicant :**
- 2. Father's/Husband's Name :**
- 3. Age & Date of Birth :**
- 4. Category : General / SC/ ST/ PH / OBC**
- 5. Postal Address & :  
Tel.No. if any**
- 6. Permanent Address :**
- 7. Name & address of the :  
sponsoring Department,  
if employed.**

8. Post held at present :

9. Details of crossed Indian :

Postal Order/Demand Draft

10. Academic Qualification (enclose attested copies of testimonials) :

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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.