

F.No. 44- 9 /2014 SAS
School of Archival Studies,
National Archives of India,
Govt. of India, Janpath,
New Delhi-110001.

The 09 JAN 2015

To,

The O & M Officers of Various Ministries/ Departments of Govt. of India,
All Heads of States /U.T.Archives / Departments etc.

Subject:- "71th Short term Certificate course in Reprography".
(6.4.2015 to 15.5.2015)

Sir,

Please find enclosed herewith an "Admission Notice" with regard to "71th Short term certificate course in Reprography" commencing from 6.4.2015 for your use. It is a full time course of 6 weeks duration. Pay and allowances, Registration fee & Course fee of sponsored candidates will have to be borne by their own respective departments.

Yours faithfully,


For Director General of Archives,
Govt. of India

SCHOOL OF ARCHIVAL STUDIES
NATIONAL ARCHIVES OF INDIA, GOVT. OF INDIA

ADMISSION NOTICE

71th Short term certificate course in "Reprography"

1. Objective - To train the trainee in the process of Reproduction of documents & manuscripts, in microfilming, handling of automated information storage, retrieval and dissemination.
2. Duration - 6th April, 2015 to 15th May, 2015.
3. Educational Qualification - Graduate from a recognized university preferably in science subject, with at least Second Division.
4. Age limit - Below 50 years for sponsored candidates
Below 30 years for private candidates.
5. Reservation - Seats are reserved for private candidates belongs to SC/ST/OBC/Persons with disability (PH) category as per Government orders applicable.
6. Relaxation in Age & Qualification - Qualification & age limit is relaxable in case of private candidates belongs to SC/ST/OBC/Persons with disability (PH) category as per Govt. orders applicable.
7. Registration fee - Application along-with attested copies of educational qualification and Rs.100/-(Rs.One hundred) only through crossed Indian postal order /Bank draft in favour of Director General of Archives, 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.
8. Course fee - Rs. 300/=(Rs. Three hundred) only, non- refundable & to be paid at the time of admission.
9. Last date of receipt-of application 13th March, 2015.
10. Boarding & Lodging - The School has no Boarding and Lodging facilities

FORMAT OF APPLICATION
71th Short term certificate course in Reprography
(6th April, 2015 to 15th May, 2015)

1. Name of the Applicant -
2. Father's / Husband's Name -
3. Age as on 13.3.2015
and Date of Birth -
4. Postal address
(Telephone No.& E-Mail if any) -
5. Permanent address -
6. Name and address of the
Sponsoring Department,
if employed. -
7. Post held at present, if employed -
8. Details of the crossed Indian
Postal order/ Demand draft -
9. Category : General/SC/ST/OBC/ -
Person with disability(PH) Category

10. Academic qualification (enclose attested copies of testimonials):-

Examination Passed	Subject	Year of passing	Division	Percentage of marks	Name of University

Date-----

Signatures of the candidate

Signature and Seal of the Sponsoring Authority if employed

Fax/ Telephone No.-----

E-Mail-----