

F.No.1-4(i)/2013 R-I
National Archives of India
Ministry of Culture
Jan path, New Delhi – 110001

Applications are invited on purely contract basis for the current financial year for undertaking specific work of two projects i.e. **1. "Preparation of Reference Media of Public Records"** and **2. "Processing and Accessioning of Records and Preparation of Reference Media" in the National Archives of India, New Delhi.**

- a) **Supervisor:** - 08 Posts, **Eligibility Criteria:** Retired Archivist/ADA from National Archives of India **OR** Five year working experience in Archives/Archival field or similar projects with Master's degree in Modern Indian History. **Age limit:** Maximum 65 years. **Fixed Remuneration:** Rs. 25,000/- per month. **Duties:** Supervision of Archival Assistants, Menders and Helpers. Arrangement/Accession of Records.
- b) **Archival Assistant:** 24 Posts, **Essential Qualification:** Master's degree in Modern Indian History or having one optional paper of post 1750 A.D. from recognized university of India. Preference will be given to persons who have passed one year diploma in "**Archives and Records Management**" from the School of Archival Studies, National Archives of India, New Delhi with basic Knowledge of computer and also having working knowledge of the Projects. **Age:** Maximum 40 years. **Fixed Remuneration:** Rs. 22,000/- Per Month. **Duties:** Physical Checking, arrangement of Records and preparation of reference media manually/ Online etc.
- c) **Mender:** 20 Posts, **Essential Qualification:** Minimum 10th passed and trained in Archival Conservation, **Age:** Not Less than 18 years, **Fixed Remuneration:** Rs. 9,000/- Per Month. **Duties:** Repair and stitching of Records.
- d) **Helper:** 34 Posts, **Eligibility Criteria:** 8th Pass. **Age:** Not Less than 18 years. **Fixed Remuneration:** Rs. 8000/- Per Month. **Duties:** Supporting the staff in processing and arrangement of Records and Supply of Records , (Requisition and Restoration of Records)

Reservation of the above posts will be as per rules of Govt. of India.

The persons engaged for the purpose will have to achieve the targets as fixed by the Department. The services are purely on contractual basis for the current financial year and it may be extended for next financial year. However, the services can be terminated at any time if the performance is found unsatisfactory in any manner. The Selection of the candidate will be made after screening on the basis of written test/interview in the National Archives of India New Delhi. **No travelling allowance will be paid for the attending the written test/interview.**

Application in the prescribed format duly filled in all respects along with self attested copies of educational / technical qualifications should be sent to the Director General of National Archives of India, Janpath, New Delhi- 110001 within 21 days from the date of publication of this advertisement i.e. 4th October 2014.

Application format can be downloaded from the Website <http://www.nationalarchives.nic.in>.

National Archives of India

Application Format

Name of the Project: 1. "Preparation of Reference Media of Public Records"

2. "Processing and Accessioning of Records and Preparation of Reference Media"

Application for the post of _____

1. Name _____

2. Father's Name _____

3. Date of Birth _____

4. Nationality _____

5. Category _____

6. Address (In capital letters)

Paste a recent
Passport size
photograph

Correspondence

Contact No.:- Phone No. with STD Code _____

Mobile No. _____ email ID: _____

Permanent

7. Educational Qualification:-

Academic:-

Exam Passed	School/Board/University	Subjects	Year	% of marks

Technical:-

Exam/Diploma/cert./ Degree etc.	Institute	Subject	Period		Total Duration	% of Marks
			From	To		

8. Experience:-

Organization served	Period		Post	Last salary Drawn	Reason for Leaving
	From	To			

9. Any information related to job:-

Date:-

Place:-

Signature