

**DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI**

DETAILS OF THE SCHEME OF FELLOWSHIP FOR RESEARCH IN ARCHIVES

(For the Residents of Union Territory of Delhi)

1. SCOPE OF FELLOWSHIP SCHEME

The Fellowship Scheme shall cover research and development activities based on archival records and allied materials held by the Department of Delhi Archives, including records management, appraisal, arrangement, description, conservation and preservation of archival material, digitization and microfilming, creation of metadata and digital assets, dissemination of archival information through publications, catalogues, exhibitions and digital platforms, documentation of oral histories, transcription and translation of records in oriental languages such as Urdu and Persian, and capacity-building support to departmental archival projects and initiatives, with the overarching objective of preservation, interpretation, and enhanced public access to the archival heritage of the National Capital Territory of Delhi.

2. AIMS AND OBJECTIVES

- a. To promote advanced research in archival records and allied disciplines, with specific reference to the historical, administrative, and cultural heritage of the National Capital Territory of Delhi.
- b. To strengthen professional archival practices in the Department of Delhi Archives through focused research in records management, conservation, digitization, microfilming, and dissemination of archival information.
- c. To encourage scholarly engagement with archival holdings of the Department for creation of authentic, evidence-based research, publications, exhibitions, and knowledge outputs relating to Delhi.
- d. To support documentation, preservation, and interpretation of archival material pertaining to the history of Delhi, including governance, society, culture, and the role of Delhi in the Indian national movement.

- e. To facilitate capacity building and skill development in specialized archival domains by engaging qualified researchers and professionals under a structured fellowship framework.
- f. To generate research outputs that contributes to institutional strengthening of the Department of Delhi Archives and enhances public access to archival heritage in a systematic and sustainable manner.

3. NUMBER OF FELLOWS

There would be 10 SRF and 05 JRF in the fellowship scheme. The number of fellows in each category may also be changed from time to time with the approval of the Pr. Secretary/Secretary (ACL) keeping in view of emergent requirements.

4. STIPEND

To attract talented youth, it is important to provide competitive stipend given the length of commitment and cost of living in Delhi. A stipend of Rs. 50,000/- (Rupees Fifty Thousand Only) per month shall be paid to each Senior Research Fellow and Rs. 25,000/- (Rupees Twenty Five Thousand Only) per month shall be paid to each Junior Research Fellow. The amount so received as stipend shall be subject to TDS as per Income Tax Act.

5. TENURE OF FELLOWS

The Fellowship shall be of maximum one year duration to allow talented professionals to contribute meaningfully. Each fellow will be required to submit the progress report of the work done by him/her on monthly basis to the Department of Delhi Archives, GNCTD. A performance review will be conducted at the end of every three months by the Monitoring Committee. If the progress report of the work done by the fellow is not found satisfactory, the fellowship may be withheld or even terminated. Fellowship can be extended to the Outstanding Fellows on the recommendation of Committee and with the approval of the Committee Authority for not more than one year.

6. IMPLEMENTATION STRATEGY

The department proposes to implement the Scheme by itself and the fellowship to be awarded to 10 Senior Research Fellow (SRF) and 5 Junior Research Fellow (JRF) against stipend of Rs.50,000/- per month to be paid to each SRF

and Rs. 25,000/- per month shall be paid to each JRF for One Year duration respectively in the following fields for corresponding seats and eligibility.

S.No .	Field/Area of Research	Eligible Age	No. of Fellowships		Prescribed Qualifications
			SRF	JRF	
1.	Records Management	Up to 40 Years	01	01	Candidate should possess Master in History with a paper in Modern Indian History from recognised University (with minimum 55% marks) and One Year Diploma in Archives & Records Management from National Archives of India, Govt. of India or equivalent from any government affiliated college/ university/ institution.
2.	Conservation	Up to 40 Years	01	01	Candidate should possess Master in Conservation, Preservation & Heritage Management OR Master in Conservation or equivalent (with minimum 55% marks). Candidate having prior experience in conservation will be given preference.
3.	Digitization	Up to 40 Years	--	01	Candidate should possess B. Tech (Information Technology/Computer Science)/MCA with minimum 55% marks) from recognised university. Candidate having prior experience in Digitization will be given preference.
4.	Dissemination of Information/Data	Up to 40 Years	01	--	Candidate should possess Graduation in any discipline (with minimum 55% marks) from recognised university. Preference will be given to candidate having Post-Graduation with minimum 5-10 years of experience in Communication Technology with proficient in dissemination of information/data and social media. The candidate must display capability for innovation and efficient use of technology for knowledge dissemination and promotion through Social Media. Scope of work of SRF :- a) To create communication channels to inform and spread awareness about

					archival heritage amongst youth and general public of Delhi. b) Fellow is expected to assist Delhi Archives in content management and publicity material. c) To maintain the website of Archives with regular updates of programs/ initiatives. d) To create, develop and distribute engaging content promoting heritage in the form of audio-visual promos for social media. e) Publicize Delhi Archives through Social Media. f) Demonstrable experience with building effective media campaigns. g) Community outreach. h) Good communication skills, organizational, leadership and team building skills.
5.	Micro-filming	Up to 40 Years	--	01	Candidate should possess Bachelor's Degree in Science from recognised university (with minimum 55% marks) along with Certificate Course (Duration 8 weeks) in Reprography from National Archives of India, Govt. of India.
6.	Research & Publication	Up to 40 Years	06	--	Candidate should possess Masters in History (minimum 55% marks) with specialization/ paper in Modern Indian History from recognised University. Candidate having prior experience in editing/ research/ publication will be given preference.
7.	Oriental Languages (Urdu/Persian)	No Age Bar	01	01	Candidate should possess Masters in Persian/Urdu (with minimum 55% marks) from recognised university. Preference will be given to candidate having experience in reading old archival/ land records of more than 150 years old in Persian.
	Total		10	05	

7. CRITERIA OF SELECTION

	Field/Area of Research	Degree/ Diploma	Weightage of Marks	
i)	Records Management/ Other related activities in Archival Field	Post Graduate	55 to 59.99 %	20
			60% and above	25
		M.Phil		05
		Ph.d		10
		One Year Diploma in Archives & Records Management from National Archives of India		10
		Synopsis		10
		Experience		20
		Interview		25
		Total		100
ii)	Research & Publication/ Oriental Languages (Urdu/Persian)	Post Graduate	55 to 59.99 %	25
			60% and above	30
		M.Phil		10
		PhD		10
		Synopsis		05
		Experience		20
		Interview		25
		Total		100
iii)	Digitization	Graduate	55 to 59.99 %	20
			60% and above	25
		Post Graduate		15
		Ph.D		10
		Experience		20
		Synopsis		10
		Interview		20
		Total		100

iv)	Dissemination of Information/Data	Graduate	55 to 59.99 %	15
			60% and above	20
		Post Graduate		15
		Ph.D		10
		Experience		25
		Synopsis		10
		Interview		20
		Total		100
v)	Conservation	Graduation	55 to 59.99 %	15
			60% and above	25
		Post Graduation (In relevant discipline)		25
		Synopsis		05
		Experience		25
		Interview		20
		Total		100
vi)	Microfilming	Graduation	55 to 59.99 %	15
			60% and above	25
		Post Graduation		25
		Certificate Course in Reprography from National Archives of India		10
		Certificate Course in Photography from recognised institute		05
		Synopsis		05
		Experience		15
		Interview		15
		Total		100

8. DESIRED SKILLS

- (a) Candidates should have excellent communication skills, a high degree of empathy, and an ability to pay attention to the details and to work effectively in challenging environments.

- (b) Candidates should have command in Hindi and English or Specific Language as per the requirement of the field.
- (c) Candidates must be proficient in basic word-processing, data-processing and presentation tools like MS Office, Excel and Power Point. They must be adept at communication through online mediums and conduct research on the search engines through internet.
- (d) Candidates need to be willing to bring integrity of purpose, a commitment to hard work and must be flexible in working hours (as events and programmes often take place over the weekends and on holidays) as well should be comfortable with extensive travelling across the city. Candidates must be willing to travel extensively within Delhi using their own or public transport and engage with multiple stakeholders.

9. GENERAL TERMS AND CONDITIONS

- a) The Fellowship tenure will be considered for the period of One Year from the date of joining.
- b) Only one application in any one field from one individual will be considered. In case a candidate submits more than one application, he/she will not be eligible for consideration. Incomplete application forms will be rejected without review.
- c) In case research work is published, the Department of Delhi Archives will have copy right on the aforesaid published material.
- d) The Government can terminate Research Fellow at any time during the period of Fellowship without assigning any reason.
- e) The Research Fellow shall not be entitled to any benefits of Provident Fund, Pension, Gratuity, Medical Attendance and treatment or any other benefits and concessions admissible to Government servants and appointment on regular basis.
- f) The Research Fellow will not be entitled to Government residential accommodations or HRA in lieu of thereof.
- g) The selection shall not confer any right to claim seniority or regular appointment in this Department or any other department of Government of National Capital Territory of Delhi.

- h) The Research Fellow shall perform all duties assigned to him/her time to time by the Competent Authority, Deputy Director (Archives), Head of Office (Archives) and concerned In-Charge.
- i) The selection of the Research Fellow shall be as a full-time employee of the Department and shall not accept any other assignment/fellowship during the period of Fellowship.
- j) The Research Fellow has to take the research for the complete period of One year. In case Research Fellow wants to discontinue, then he/ she has to refund the Fellowship amount received till that period with interest of 12% p.a.
- k) If during course of receiving the Fellowship, any information submitted by Research Fellow is found incorrect, then Fellowship will be immediately terminated and Research Fellow has to refund the Fellowship amount along with the interest penalty @12% p.a.
- l) The work of the Research Fellow will be evaluated every quarter based on the criteria and objectives of the Fellowship Scheme. Apart from this, the Department may also set assessments from time to time. If the progress is not found satisfactory, the Fellowship may be withheld or even terminated.
- m) The Research Fellow have to be present for Workshops/Seminars/Symposia and events that will be conducted by Department of Delhi Archives OR any other Department of Government of NCT of Delhi, when directed to attend from time to time.
- n) In the event, the Fellowship is cancelled during half yearly performance reviews, the Fellow will not be eligible to re-apply for this Fellowship unless otherwise determined by the Selection Committee.
- o) The Fellow will be entitled for 8 Casual Leaves, 2 Restricted Holidays and usual Gazetted Holidays subject to prior approval of the Competent Authority.
- p) Payment shall be released on quarterly basis upon the successful submission of the progress report of research undertaken and on the approval of the Monitoring Committee.
- q) Research work undertaken shall be original and subject to plagiarism text up to 10% only. If any fellow fails to pass the plagiarism test, his/her fellowship shall be terminated immediately with the approval of the Monitoring Committee.
- r) Decision of the Government of NCT of Delhi on any other issue not mentioned above shall be final.

- s) Fellowship is awarded as full time job and no other work is allowed during the fellowship period.
- t) A Fellow who has been awarded the Fellowship shall not be permitted to apply for the same Fellowship in successive years.
- u) Reservation Policy for SC/ST/OBC will be adhered as prescribed by DoPT vide OM dated 24.09.1968 and reiterated vide OM dated 15.05.2018 and as per rules.
- v) This Scheme is for the residents of Union Territory of Delhi only who is residing for a minimum of five years.
- w) The fellow shall have to abide by the instructions as and when issued by the Department of Delhi Archives, GNCTD.
- x) The Research Project Report shall be the property of the Department of Delhi Archives, GNCTD.
- y) Any dispute arises out of the term of engagement shall be addressed by the Secretary (ACL).

10. PRESCRIBED DOCUMENTS FOR SUBMISSION OF APPLICATION FOR FELLOWSHIP

- (a) Application Form in duly Prescribed Format (Hard Copy Only)
- (b) A synopsis that should include title, summary, literature review, scope and methodology for research and as to why the applicant wishes to undertake this research.
- (c) The brief should not exceed three A4 Pages in Font Size 12.
- (d) A bank draft of Rs. 500/- drawn in favour of the "DDO, Department of Delhi Archives, GNCTD". However, OBC/SC/ST/EWS/PwD/Women candidates may submit bank draft for Rs. 250/- only.
- (e) Letters of Recommendation – Individuals can write letters in support of the candidate and his/her area of research. A recommendation letter should explain how the research will benefit the candidate and can contribute in the relevant field. Maximum two letters of recommendation is allowed, with each letter not exceeding one A4 Page.
- (f) Not more than 1000 words synopsis on the proposed topic of research and why the applicant is undertaking the research and how he/she expects it to impact his/her career in the relevant field. This may be written in Hindi or English only.
- (g) Proof of residence in Delhi (since 01.01.2022 or before)

- (h) Copy of PAN Card
- (i) Copy of Aadhar Card
- (j) Undertaking that candidate is not in Government service and not receiving any grant/fellowship/scholarship/stipend or any other financial help from the Central Government/State Government/PSU/Corporation etc.

(Application form and all supporting documents must be duly signed by the candidate. Unsigned/incomplete application form will not be accepted and placed before the Scrutiny Committee.)

11. APPLICATION

Applicants fulfilling the eligibility criteria may apply in the prescribed format (in hard copy only) for the award of Fellowships at following address :

The Deputy Director (Archives)
Department of Delhi Archives
Government of NCT of Delhi
18-A, Satsang Vihar Marg,
Spl. Institutional Area,
New Delhi – 110067

12. COMPLETION OF RESEARCH WORK & RELEASE OF FINAL FELLOWSHIP AMOUNT TO FELLOWS

Each fellow will be required to submit the progress report of the work done by him/her on monthly basis to the Department of Delhi Archives. A performance review will be conducted at the end of every three months by the Monitoring Committee. If the progress report of the work done by the fellow is not found satisfactory, the fellowship may be withheld or even terminated. However, at the stage of completion of work, each Fellow shall be required to submit its completion report before due date of completion of research work. Final Reports submitted by Fellows will be placed before the Monitoring Committee for decision as regards acceptance of same, which they will submit to the Department of Delhi Archives, GNCTD.



DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI
18-A, SATSANG VIHAR MARG,
SPL. INSTITUTIONAL AREA, NEW DELHI-110067
E-mail- ddarchives@nic.in
PHONE NO. :-26535611, 26962800

Application for SRF/JRF in the Field of:

I) Records Management

II) Conservation

III) Digitization

IV) Dissemination of Information/Data

V) Microfilming

VI) Research and Publication

VII) Oriental Languages (Urdu/Persian)

(Please tick any one of the above fields)

**Photograph
(Self Attested)**

1. Name (in Capital Letters) : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth (DD/MM/YY) : _____
5. Category (UR/OBC/SC/ST/EWS/PwD) : _____
6. Address for Communication : _____

7. Permanent Address : _____

Phone. No. _____ Mobile No. _____

E-Mail ID _____

8. Educational Qualifications :

(a) Academic (From Intermediate onwards)

Exam. Passed	School/Board/University	Subjects	Year of Passing	% of Marks

(b) Technical

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

9. Experience:-

Organization Served	Period		Post	Last Salary Drawn	Reason for Leaving
	From	To			

10. Synopsis on applied field in 1000 words typed in English/Hindi (Please attach an extra sheet, if required):

11. Details of Demand Draft :

i) Name of the Bank and Branch -

ii) Demand Draft No. -

iii) Amount –

iv) Date of Demand Draft -

Date _____

Signature _____

Applicant must enclosed following documents with application :

- 1. All educational certificates/ mark sheets (self attested) from 10th onwards**
- 2. Experience certificate, if any**
- 3. Proof of Residence in Delhi (since 01.01.2022 or before)**
- 4. Copy of PAN Card**
- 5. Undertaking**
- 6. Demand Draft**
- 7. Category Certificate**
- 8. Copy of Aadhar Card**