

SYLLABUS FOR WRITTEN EXAMINATION FOR THE POST OF ARCHIVIST

PAPER-I	
1.	Definition of Archives and allied terms
2.	Archives and allied Institutions.
3.	Accession requisition and characteristics of records.
4.	Origin & Development of Archives in India.
5.	Uses of Archives – Archives and its finding aids (Indexes, Lists, Check list etc.)
6.	Major Archival Centres in India.

PAPER – II	
1.	Problems of authenticity of Documents. Office Organization and Records Management.
2.	Basic Principles of restoration and conservation of Documents.
3.	Preventive and Curative measures to counteract Physical deterioration of Archival Records and Manuscripts.
4.	Planning for binding of books and volumes, finding equipment and technique. Storage and housing of documentary materials.
5.	Importance of Cartographic records, video tapes and micro filming.
6.	Reprography – Advantages, Applications & Techniques.