



DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI
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**Fellowship for Research & Development in the Field of Archives
(For the Residents of Union Territory of Delhi)**

Govt. of NCT of Delhi has instituted a Fellowship programme in the field of Archives for research and development. Applicants may apply for the award of Fellowships on the website of the Department (link available). The Fellowships applications are accepted once in a year.

Fellowship aims to support research in the field of Archives, Conservation, Research & Publication, Digitization & Micro-filming and other various fields with the sole aim to preserve the archival heritage of the historic capital city of Delhi.

AIMS AND OBJECTIVES

Fellowship includes range of activities like Research and Development in the field of Archives, Conservation of Archival Records, Management of Records/Materials on archival standards, use of information technology to create an archival friendly environment, publication of archival based research, exhibitions, oral history programme etc. It is to be encouraged that fellows focus on undertaking research in Archival field which is underdeveloped with special focus on the capital city of Delhi

It will however not include projects or activities that have already taken place, that do not involve or benefit any further in the field of archives.

The rules and norms for the Fellowship programme are as under:

1. The fellows are called Fellowship programme in Archives and its related field.
2. The 13 fellowship per year are instituted in the field of Archives, Conservation, Research & Publication, Digitization, Dissemination of Information/Data, Oriental Languages, Micro-filming and

other various fields. The amount of fellowship is Rs. 15, 000/- per month for one year. The requisite qualification prescribed for fellowship along with of number of fellowships in each field are as under:-

S. No	Field/Area of Research	Amount of Fellowship per month	No. of Fellowships	Prescribed Qualifications
1.	Records Management/Other related activities in Archival Field	Rs. 15,000/-	2	Candidate should possess Masters in History with specialization in Modern Indian History (Post 1750 AD) from recognised University (with minimum 55% marks) and One Year Diploma in Archives & Records Management from National Archives of India, Govt. of India or from any government affiliated college/university/institution.
2.	Conservation	Rs. 15,000/-	2	Candidate should possess Bachelors/Master's degree in Chemistry from recognised university (with minimum 55% marks) along with Certificate Course (Duration 8 weeks) in Care & Conservation from National Archives of India, Govt. of India.
3.	Digitization	Rs. 15,000/-	2	Candidate should possess B. Tech (Information Technology) with minimum 55% marks) from recognised university with experience in bulk data processing and management.
4.	Dissemination of Information/Data	Rs. 15,000/-	1	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 knowledge of bulk data processing and management. The candidate must display capability for innovation and efficient use of technology for knowledge dissemination.
5.	Micro-filming	Rs. 15,000/-	1	Candidate should possess Bachelors preferably 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	Rs. 15,000/-	3	Candidate should possess Masters in History (minimum 55% marks) with specialization in Modern Indian History (Post 1750 AD) from recognised university.
7.	Oriental Languages (Urdu/Persian)	Rs. 15,000/-	2	Candidate should possess Masters in Urdu(with minimum 55% marks) from recognised university. Preference will be given to candidate having knowledge of Persian .

3. This Fellowship is specifically designed to enable fellows to use the Archives and the concerned fields related with the area of interest for research and writing on the history of Delhi and other theme related to Delhi and the role of Delhi in Indian National Movement, conservation, Digitization & Micro-filming and Record Management etc.

4. Criteria of Selection -

Field/Area of Research	Degree/ Diploma	Weightage of Marks	
i) Records Management	Post Graduate	55 to 59.99 %	25 Marks
		60% and above	30 Marks
	M.Phil	05 Marks	
	Ph.d	05 Marks	
	One Year Diploma in Archives & Records Management	10 Marks	
	Synopsis	20 Marks	
	Experience	05 Marks	
	Interview	25 Marks	
	Total	100 Marks	

Field/Area of Research	Degree/ Diploma	Weightage of Marks	
i) Digitization/Dissemination	Graduate	55 to 59.99 %	15 Marks
		60% and above	20 Marks
	Post Graduate	Above 55%	10 Marks
	M.Phil	05 Marks	
	Ph.d	05 Marks	
	Experience	10 Marks	
	Synopsis	20 Marks	
	Experience	05 Marks	
	Interview	25 Marks	
Total	100 Marks		

Field/Area of Research	Degree/ Diploma	Weightage of Marks	
i) Research & Publication	Post Graduate	55 to 59.99 %	25 Marks

ii) Oriental Languages (Urdu/Persian)		60% and above	30 Marks
	M.Phil		08 Marks
	Ph.d		12 Marks
	Synopsis		20 Marks
	Experience		05 Marks
	Interview		25 Marks
	Total		100 Marks

Field/Area of Research	Degree/ Diploma	Weightage of Marks	
i) Conservation	Graduation	55 to 59.99 %	20 Marks
		60% and above	25 Marks
ii) Micro-filming	Post Graduation		15 Marks
	Certificate Course in Reprography OR in Conservation from National Archives of India		10 Marks
	Synopsis		20 Marks
	Experience		05 Marks
	Interview		25 Marks
	Total		100 Marks

5. The Fellowship is available through application only in prescribed format.

6. The Govt. of NCT of Delhi would appoint a Selection Committee. The list of selected Fellows will be placed before the competent authority for approval and onward display on the website.

7. The last date of submission of fellowship application is **17th July 2019**. No applications will be accepted after the last date of the submission of application.

OTHER ELIGIBILITY CRITERION:

1. Age up to 40 years as on the last date for submission of application of the calendar year (proof to be submitted).
2. The candidate must have been residing continuously in Delhi for the last 4 years as on 1st January 2018 (proof to be submitted).

Note: Candidates in government service and already receiving grants/ fellowship/scholarship/stipend

or any other financial help from the Central Govt/State Govt./ PSU/ Corporation shall not be eligible for fellowship.

ASSESSMENT CRITERION:

1. This includes but not limited to:
 - level of innovation, ambition, experimentation
 - rigour and clear articulation of creative/research process
 - significance of the work within area of practice
 - quality of previous work, if any.
 - relevance and timeliness of proposed research
 - skills and ability of fellows involved
 - realistic and achievable planning and resource use

2. **Project/Research Outcome:**

The second criterion focuses on the outcomes expected from the proposal (applicant may choose one or more of the two broad outcome indicators and sub indicators under the same).

PRESCRIBED DOCUMENT FOR SUBMISISON OF APPLICATION FOR FELLOWSHIP:

1. Application Form
2. A research brief that should include title, summary, brief literature review, scope and methodology for research to be covered under the study. The brief should not exceed three A4 pages in font size 12.
3. A bank draft for Rs.100/- drawn in favour of the DDO, Department of Delhi Archives. However, the Scheduled Caste & Scheduled Tribe candidates may submit bank draft for Rs.50/- only.
4. Letters of recommendation - Individuals can write letters in support of their area of research. A support letter should explain to the selection panel how the research will benefit the applicant and can contribute in the field of Archives. You should submit no more than three letters of support, with each letter not exceeding one A4 page.
5. Not more than 1000 word essay on why the applicant is undertaking the research and how they expect it to impact their career in the field of Archives. This may be written in Hindi or English.

6. Proof of residence in Delhi.

IMPORTANT GUIDELINES:

1. Only one application 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.**
2. The information and the facts given in the application form must be true and correct. In the event of any information as furnished in the application form is found to be incorrect the application will not be considered. In case of any change in address/telephone number, the fellow shall inform the Department of Delhi Archives in writing within a week.
3. Fellow will be provided requisite infrastructure & stationery for the research & development along with TA for scheduled programme as per govt. rule.
4. In the event of selection, the candidate shall have to complete certain formalities duly prescribed by the department.
5. In case the applicant wishes to change the nature of research he/she shall have to seek a written approval with reasonable explanation from the Department of Delhi Archives.
6. The selected applicant hereby called RESEARCH FELLOW will have to take the research for the complete period of one year. In case he/she discontinues he/she will be liable to refund the fellowship amount with interest @ 12 % p.a.
7. If during the course of receiving the fellowship, any information submitted by the fellow is found incorrect, the fellowship will be terminated and the candidate will have to refund the grant along with the interest penalty @12% p.a.
8. Publication if any, rest with Department of Delhi Archives.
9. Evaluation of the fellow - The fellow/s will be evaluated every three months based on the criterion and objectives set aside as outcomes by the fellow. Apart from the above, the Department of Delhi Archives may set assessments from time to time. If the progress is not found satisfactory the

fellowship may be withheld or even terminated.

- 10.** Fellowship is full time and no other work is allowed during fellowship period.
- 11.** The fellow will be expected to be present for workshops/seminars/symposia and events that will be conducted by Department of Delhi Archives from time to time.
- 12.** The fellow shall have to abide by the instructions as and when issued subsequently by the Department of Delhi Archives.
- 13.** In the event the fellowship is cancelled during half yearly performance reviews the fellow/s will not be eligible to re-apply for this fellowship unless otherwise determined by Selection Committee.