

# ARCHIVIST

Archivists are responsible for assembling, cataloguing, preserving and managing valuable collections of historical information. Archivists work with a wide variety of public and private sector organisations, and, once qualified, may move between a variety of organisations, roles and specialisations. Archivists are information experts specifically educated to keep source data and assist individuals in obtaining it. Paper documents, photos, videos, and computer data are all handled by archivists.

## PERSONAL COMPETENCIES

- You have good analytical skills
- You have good communication skills
- You have an eye for details



The approx. course fee ranges between **INR 3,000 - 1,50,000\***

*\*These figures are estimated numbers and will vary from Institute to Institute.*

## SCHOLARSHIPS

• **National Scholarship Portal** - Visit [www.scholarships.gov.in](http://www.scholarships.gov.in). Under this portal there are Central Government schemes, UGC/AICTE Schemes and Assam Government Schemes offered by different departments\*

• Visit [www.buddy4study.com](http://www.buddy4study.com) for details on available scholarships. This is a gateway to scholarships starting from Class XI\*

• Scholarships are also available in the institutes based on merit\*

*\*(Availability of these scholarships can vary from time to time)*

## LOANS

• VidyaLakshmi, [www.vidyalakshmi.co.in](http://www.vidyalakshmi.co.in), is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

- All banks give education loans



## ENTRY PATHWAY

1. Complete 10+2 in Humanities
  2. Complete Bachelor's degree (B.A.) in any of the Social Sciences or Library Science
- OR**
- Complete Bachelor's degree, followed by Master's in the allied subject
- OR**
- Pursue Diploma in Archives and Records Management

*Please check the duration of the course during enrolment*



## EXPECTED INCOME

*\*These figures are indicative and subject to change*

The approx. salary of an Archivist ranges between **INR 40,000 - 44,047\*** per month

Source: <https://bit.ly/3KEFdjy>

## WHERE WILL YOU WORK?

**Places of Work:** Government agencies, Private authorities, Commercial business groups, Libraries, Educational institutes, Religious authorities, Museums, Historical conservatories

**Work Environment:** Organizations usually work for 5 to 6 days a week and 8 to 9 hours everyday. This may vary from organization to organization. Shift system may be available. Overtime may be required

*Opportunities for work exist for differently abled in this field*

## EXPECTED GROWTH PATH

Helper → Archivist → Head Archivist

Search keywords...



*archivist, assistant archivist, documentation specialist*

## WHERE WILL YOU STUDY?

**You can do your graduation and post graduation from any of the UGC recognised colleges in India.**

This list of institutes is indicative only

**Diploma, P.G. Diploma and Certificate courses in Archives and Records Management are offered at**

1. School of Archival Studies, National Archives of India, New Delhi
2. Gujarat Vidyapith, Ahmedabad
3. Gandhigram Rural Institute, Gandhigram
4. Osmania University, Hyderabad
5. Pondicherry University, Pondicherry
6. Maharshi Dayanand Saraswathi University, Ajmer
7. Annamalai University, Tamil Nadu

Information on the institute rankings can be found at - <https://www.nirfindia.org/2022/Ranking.html>

