

MINISTRY OF DEFENCE
[Office of the JS& CAO]
DEFENCE HEADQUARTERS TRAINING INSTITTUE

Sub: 168th CASH AND ACCOUNTS COURSE
FROM 10 Sep TO 09 Nov 2018

1. The Institute of Secretariat Training & Management (IST&M) will conduct 168th Cash & Accounts training course w.e.f. 10 Sep to 09 Nov 2018 for a period of 9 weeks. The aim of the course is to enable the participants to learn about the procedure of handling Cash & Accounts mater in government offices and will also expose to the skills required for practical application of various financial/accounting principles, rules and regulations and procedures under different circumstances. The programme is quite intensive and entails good amount of homework.

2. The eligibility criteria are as follows: -

(a) **Grade:**

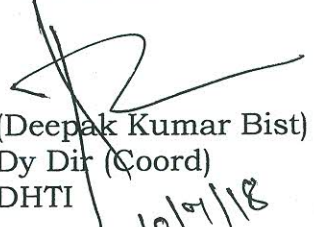
- (i) An ASO (other than Directly Recruited ASO) or equivalent rank in the Level-6 or Level-7;
- (ii) A Directly Recruited ASO/equivalent with at least two years of regular service in the Level-6 or Level-7;
- (iii) An SSA or equivalent with at least five years of regular service.

(b) **Experience:**

- (i) Must actually be doing the cash and account work in respective office;
- (ii) Must have working knowledge of MS Excel.

(c) **Age:** Must be below 52 years of age as on 10th Sep 2018.

3. It is requested that the eligible officers of AFHQ civilian cadre who are willing, diligent and have an aptitude for sustained work may apply online on ISTM website ([http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form)) and the duly recommended nomination may be forwarded through concerned Admin Sections to CAO/DHTI in **duplicate**, latest by **24 Jul 2018**.


(Deepak Kumar Bist)
Dy Dir (Coord)
DHTI

10/07/18

✓ EDP Cell- for uploading on CAO website.

As per standard distribution list