

MINISTRY OF DEFENCE

Office of JS & CAO

**Sub: 18th FOUNDATION COURSE FOR
ASSISTANT SECTION OFFICER (DIRECT RECRUITS)
(26 Apr 21 to 11 Jun 21)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **18th Foundation Course for Assistant Section Officers (Direct Recruit)** of AFHQ Civil Service from **26 Apr 21 to 11 Jun 21**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of Assistant Section Officer.
2. A total of 35 Assistant Section Officers (DR), are hereby nominated for the "**18th Foundation Course for Assistant Section Officers**", as per **Appendix 'A'**.
3. This training is compulsory for removal from probation. Therefore, any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the Organization, clearly specifying the circumstances necessitating deferment.
4. The aforesaid training is for seven weeks including domestic study / field visit of one week. The field visit will be conducted if conditions pertaining to Covid-19 improve subject to any other guidelines regarding domestic travel issued by GoI. A circular to this effect will be issued separately after the conditions become conducive to travel. In the event of field visit being postponed the course will be concluded five days ahead of the schedules completion i.e on 04 Jun 2021.
5. The modalities of the academic part are as under:-
 - (a) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
 - (b) Major part of the training will be conducted in virtual mode on Web based Conference platforms such as Google Meet, Cisco Webex, Microsoft Team etc., easily accessible through participant's Smart Phone, Laptop or Desktop Computer.
 - (c) The participants are also advised to update their email address, mobile no etc. with DHTI along with the confirmation of their participation to DHTI. The info or link/invite for online class / session will be sent on mobile number of the participant. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (d) Post completion of training, the participants will report back to their respective offices on the next working day.

(e) The attendance in all the sessions will be compulsory and on successful completion of the course, a certificate will be issued (in hard copy) .

6. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

7. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **20 Apr 2021** along with the duly filled up registration form attached at **Appendix 'B'**. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Sh. Ravikant Vinayak Yadav at his e-mail ID **ravikantvyadav@gmail.com**. Further instructions, regarding the conduct of course, will be communicated to the participants online through email/whatsapp. The participants should be available online w.e.f. 26 Apr 21 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**


(A S Yadav)
Director (DCW & Trg)

19 Mar 21

All concerned Organisations

All Participants

Copy to :-

✓ **CAO / EDP Cell**

- For uploading on CAO's website.

