

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: 85th INDUCTION COURSE FOR JSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing **85th Induction Course for JSAs of AFHQ from 25 Jan 2021 to 12 Feb 2021**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of JSAs.

2. The JSAs, who have joined AFHQ Clerical Service from 2016 onwards and have not undergone Induction Training so far, are hereby detailed for the **Induction Course for JSAs** as per the list attached as Appendix 'A'.

3. The aforesaid training is for three weeks including domestic study / field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such the course will end two days ahead i.e on 10 Feb 2021 instead of 12 Feb 2021.

4. 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.

(b) Major part of the training will be conducted in online mode on Web based Conference platforms such as Google Meet, easily accessible through their own Smart Phone, Laptop or desktop computer.

(c) Only those participants will be allowed to attend the course who have necessary gadgets with internet facility.

(d) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (in the attached proforma) to DHTI. The info or link/invite for every day class / session will be sent on this email/

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mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.


(e) Post completion of training, the participant will report back to their office on the next working day.

(f) The attendance in all the session will be compulsory and on successful completion, a certificate will be issued (in hard copy) as done earlier.

5. 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.

6. The confirmation regarding the participation along with duly **Bio data** form (appendix 'B') of the participant, duly recommended by the office where the officer is posted should reach DHTI positively **by 18 Jan 2021**. The officials may accordingly be relieved and a copy of relieving letter be forward to DHTI, Room No. 185A, B Block, New Delhi to undergo the training as per the modalities explained in para 4 above.

7. Please acknowledge receipt.


(Dr. S K Mishra)
Director, DHTI
16 Dec 2020

All concerned Organisations

All Participants

Copy to :-

CAO / EDP Cell - For uploading on CAO's website.

