

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: 87th INDUCTION COURSE FOR JSAs

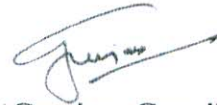
1. The Defence Headquarters Training Institute (DHTI) will be organizing **87th Induction Course for JSAs** of AFHQ from **03 May 2021 to 21 May 2021**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of JSAs.
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 19 May 2021 instead of 21 May 2021.
4. The modalities of the academic part are as under:-
 - (a) The course will be conducted in a mix of virtual / offline mode & the participants will be required to attend major portion of the course on their Smart Phone, Laptop or Desktop Computer from a place of their convenience using web based conference platform such as Google Meet, Cisco Webex, Microsoft Team etc. unless they are specifically directed to come to DHTI.
 - (b) 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.
 - (c) 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/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
 - (d) Post completion of training, the participant will report back to their office on the next working day.

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(e) The attendance in all the session will be compulsory and on successful completion, a certificate will be issued (in hard copy) as was being 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 of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **30 Apr 2021** alongwith 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. Gunjan Gandhi, at his e-mail ID **gunjan.gandhi@gov.in**. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. the participants should be available online w.e.f. 03 May 2021 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.**



(Gunjan Gandhi)
Dy Director, DHTI

07 Apr 2021

All concerned Organisations

All Participants

Copy to :-

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**LIST OF JSAs DETAILED FOR THE 87th INDUCTION COURSE FOR
JUNIOR SECRETARIAT ASSISTANT (JSAs) 03 MAY 2021 - 21 MAY 2021**

SI No.	ID NO	NAME (SHRI / SMT / KUM)	OFFICE	DoB
1	A308115	ROHIT KUMAR AKELA	GS BRANCH	05-Jan-1996
2	A308298	SUSHANT KUMAR THAKUR	AIR HQ	14-Jul-1994
3	A308285	SATISH KUMAR	AIR HQ	05-Jun-1988
4	A308300	ANIL KUMAR	AG BRANCH	02-Dec-1993
5	A308355	RAJNISH KUMAR	NAVAL HQ	05-Jan-1993
6	A308397	PUSHPA KUMARI	QMG BRANCH	02-Oct-1991
7	A308409	UMMED SINGH MEENA	GS BRANCH	15-Jul-1996
8	A308412	SATENDER KUMAR	CAO	09-Dec-1993
9	A308425	REASHI KUMAR	DGR	02-Feb-1995
10	A312231	UGRASEN YADAV	SFL	08-Aug-1992
11	A263883	MAHADEO PANDIT	D R D O	6-Sep-1967
12	A264880	ABHIMANYU RAI	AIR HQ	12-Jan-1967
13	A230205	SUDHIR KUMAR	NAVAL HQ	1-Feb-1977
14	A226994	RAMESH KUMAR	AG BRANCH	15-Dec-1966
15	A219426	VIKRANTH PRAKASH	AIR HQ	14-Oct-1975
16	A250636	RAMPAL	AG	10-Apr-1964
17	A250649	VANKTESHWAR	Air HQ	02-Dec-1970
18	A250397	VINOD SINGH	MGO	05-Feb-1970
19	A250793	DESH RAJ	E IN C	02-Feb-1966
20	A250412	RANJIT SINGH	GS Branch	19-Apr-1971
21	A250425	OM PRAKASH	Naval HQ	09-Mar-1973
22	A250678	RAVINDER KUMAR	DGR	30-Jun-1972
23	A250470	KAMAL SINGH	Air HQ	06-Nov-1965
24	A250748	RAJ KUMAR	JCB	01-Mar-1973
25	A313915	BIBHUTI RAJAN SINGH	DSC/Jabalpur	05-Sep-1989
26	A315175	ESHWARI	Air HQ	21-Feb-1991
27	A315456	VIKAS KUMAR	CAO	18-Feb-1990
28	A315878	VINEET KUMAR	Air HQ	12-Jan-1984
29	A315612	DHARMENDER KUMAR	CAO	25-Feb-1976
30	A315711	SONU KUMAR	OF CELL	05-Jul-1993
31	A315881	NITIN KUMAR	OF CELL	16-Feb-1995
32	A317629	SIDDHARTH RISHABH	C A O	25-Mar-1992
33	A317786	SONAM NIRWAL	D G A F M S	09-Nov-1992
34	A317773	NITIN KUMAR	D G A F M S	22-Aug-1995
35	A317856	SUNIL KUMAR	N D C	04-Aug-1992
36	A317843	RAJIV NARAIN	OF CELL	12-Sep-1991
37	A317830	VIKAS	C A O	12-Nov-1996
38	A317869	RAVI	C A O	10-Dec-1991
39	A317984	VISHAL	NAVAL HQ	21-Dec-1998
40	A317955	AMIT KUMAR GARG	C A O	21-Mar-1991

