

OFFICE OF THE JS & CAO
(Defence Headquarters Training Institute)

Sub: COURSE ON MS EXCEL : 17 Dec - 19 Dec 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Excel from **17 Dec - 19 Dec 2018** in its premises at Room No.185-A, 'B' Block. The course is of three days duration.
2. **Eligibility.** The eligibility criteria are as under:
 - (i) Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officers/officials of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
 - (ii) Applicant should be conversant with Microsoft Word and Windows Operating System.
 - (iii) Applicant should preferably be below 58 years of age.
3. Attendance in all classes by the participants is compulsory and no leave will be permitted. As the course capacity is limited to **12**, only those officers/officials who have aptitude, potential and are capable of putting hard work may apply.
4. The applications of officers/officials desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **12 Dec 2018**.



(Gunjan Gandhi)
Dy.Dir, DHTI
Tel. 23011936

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26002/39/CAO/Trg dt. 14 Nov 2018

✓ CAO / EDP.

NOMINATION PROFORMA

COURSE ON MS EXCEL FROM : 17 Dec - 19 Dec 2018

1. Name :
2. Employee ID :
3. Date of Birth :
4. Designation :
5. Whether belongs to AFHQ : Yes / No
6. Category : SC / ST / OBC / General
7. Educational Qualification :
8. Complete Office Address
Office :
Location (Blk, Room No etc) :
Contact No. (Tele. No./ Mob No.) :
9. Knowledge of MS-Windows based Programs and other Packages:
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10. Computer Course Attended:

<u>Course Name</u>	<u>Dates/Duration</u>	<u>Name of the Institute</u>
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11. Present functional area, broad job responsibilities and use of computer:
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12. Any special consideration:

Date: _____ Applicant's Signature _____

FORWARDING

File No. dt.....

1. Reference your I.D. Note No. A/26002/39/CAO/Trg dt Nov 2018.
2. Nomination in respect of Shri/Smt/Kum
..... is forwarded herewith for the above mentioned course.

Controlling Officer's Signature
with Name, Designation & Office Seal