


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

**Sub: COURSE ON MS WORD & POWERPOINT : 27 APR -29 APR 2020**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word & PowerPoint from **27 APR -29 APR 2020** in its premises at Room No. 185A, 'B' Block. The course is of three days duration.
2. **Eligibility.** The eligibility criteria are as under :
  - (i) All officials (Gaz. / Non-Gaz, / Service personnel / Civilian) of Service HQrs / ISOs.
  - (ii) Applicant should preferably be below 58 years of age.
3. **Course Contents.** The course is specially meant for creating typing text (notes, memo etc.) with facilities like Formatting, Editing, Printing of text in variety of printing styles; Printing multiple copies of the text; and Making slides for presentation purposes. Focus shall be in priority training on basic functions in MS Word & MS Powerpoint.
4. Attendance in all classes by the participants is compulsory and no leave will be permitted. As the course capacity is limited to 14, only those officers/officials who have aptitude, potential and are capable of putting hard work may apply.
5. The applications of officers/officials desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **20 Apr 2020**.

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

As per standard distribution list

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

MoD, JS & CAO, I.D. No.A/26002/38/CAO/Trg dt 21 Feb 2020



**NOMINATION PROFORMA**

**COURSE ON MS WORD & POWER POINT FROM 27 APR - 29 APR 2020.**

1. Name (in Capital letters) : Sh/Smt/Kum.....
2. Employee ID No. / Service No.: .....
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 Details : .....

| Section / Office | Directorate & Branch | HQrs / ISO | Block & Room Number | Building | Tele/Mobile No. |
|------------------|----------------------|------------|---------------------|----------|-----------------|
|                  |                      |            |                     |          |                 |

**[@ - Office Telephone contact number (MTNL) is mandatory to inform the selection.]**

9. Knowledge of MS-Windows based Programs and other Packages:  
.....
10. Computer Course Attended, if any:  

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

Date:

Applicant's Signature

**FORWARDING**

File No. .... dt.....

1. Reference your I.D. Note No A/26002/38/CAO/Trg dt 21 Feb 2020.
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