

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

Sub: COURSE ON MS WORD & POWERPOINT : 18 SEP – 20 SEP 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word & PowerPoint from **18 Sep – 20 Sep 2019** 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 **16**, 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 **13 Sep 2019**.

Vaishali Darbhe
(Vaishali Darbhe)
Asstt Dir, DHTI
Tel. 23792437

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 01 Aug 2019

NOMINATION PROFORMA

COURSE ON MS WORD & POWER POINT FROM 18 SEP – 20 SEP 2019

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 Aug 2019.
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