

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

**Sub: COURSE ON MS WORD & POWERPOINT : 08 APR – 10 APR 2019**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word & PowerPoint from **08 APR – 10 APR 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) Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officer/official of AFHQ Service.
  - (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 Text Manipulation, Formatting, Editing, Printing of text in variety of printing styles; Printing multiple copies of the text; and Making slides for presentation purposes.
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 **02 APR 2019**.

  
**(K Vijayanandan)**  
Asstt Dir, DHTI  
Tel. 23792437

As per standard distribution list  
CAO/EDP Cell - For uploading on CAO's Website.

MoD, JS(E/CAO), I.D. No.A/26002/38/CAO/Trg dt 22-Feb 2019

**NOMINATION PROFORMA**

**COURSE ON MS WORD & POWER POINT FROM 08 APR – 10 APR 2019**

1. Name (in Capital letters) : Sh/Smt/Kum.....
2. AFHQ 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 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:  
  

<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 Feb 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