

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

Sub: COURSE ON MS WORD : 04 - 05 OCT 2021

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word from 04 Oct 2021 to 05 Oct 2021 in its premises at 'B' Block. The course is of two days duration.
2. **Eligibility.** The eligibility criteria are as under:
 - (i) All officials (Gazetted / Non Gazetted / Service Personnel / Civilian) of Service HQs / ISOs.
 - (ii) Applicant should preferably be below 56 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, etc. Focus in training shall be on basic functions in MS Word.
4. Attendance in all classes by the participants is compulsory and no leave will be permitted. Due to COVID-19 restrictions this time, intake of participants capacity is limited to 08 persons only. 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 pro forma at Appendix 'A' to this note, duly recommended by 24 Sep 2021


(Gunjan Gandhi)
Dy Dir, DHTI
Tel. 23010346

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A 26002/40/CAO/Trg dt 24 Aug 2021

CAO/EDP
call

NOMINATION PROFORMA

COURSE ON MS WORD FROM 04 – 05 OCT 2021

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	HQ s / IS)	Block & Room Number	Building	Telephone 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:
13. Have you checked your physical status on Aarogya Setu App today?
 Yes No
14. If Yes, Your status on Aarogya Setu is

Date: _____ Applicant's Signature _____

FORWARDING

File No. dt.....

1. Reference your I.D. Note No A 26002/38/CAO/Trg dt Aug 2021.
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

CAO/DHTI, 185-A, B-Block