

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

Sub: COURSE ON MS ACCESS : 31 Oct - 02 Nov 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Access from **31 Oct - 02 Nov 2018** in its premises situated in 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 Civil Service and Service Personnel posted in Defence HQ may apply.
 - (ii) Applicant should have knowledge of any Database Programme and Windows OS.
 - (iii) Applicant should preferably be below 58 years of age.
3. **Course Contents:** The course is specially meant for creating and manipulating Database using facilities like:-
 - i) Creation of Data base using tables and forms.
 - ii) Make queries about the data stored.
 - iii) Creation of data entry screens using forms and creation of macros for writing simple programs.
4. The course capacity being limited to **12 (Twelve)**, only those officials/officers who have requisite aptitude and potential may apply. Attendance in all classes by the participants is compulsory.
5. Performa for application is given at **Appendix 'A'**. The application duly recommended should reach DHTI on or before **25 Oct 2018.**

(Deepak Kumar Bist)
Dy. Dir, DHTI
Tel. 23014686

As Per Standard Distribution List

MoD, JS & CAO, I.D. No.A/26002/43/CAO/Trg dt. 18 Sep 2018

Copy to :

✓ CAO/EDP Cell :- for uploading on CAO's website

NOMINATION PROFORMA

COURSE ON MS ACCESS FROM 31 Oct - 02 Nov 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.) :
- Mobile 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/26002/43/CAO/Trg dt Sep 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)