

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

**Sub: COURSE ON MS ACCESS : 09 - 11 AUG 2017**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Access from **09 - 11 AUG 2017** 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 **04<sup>th</sup> AUG 2017.**

  
(Satish Kumar Tegta)  
Asstt Dir, DHTI  
Tel. 23792437

As Per Standard Distribution List

MoD, JS(T) & CAO, I.D. No.A/26002/43/CAO/Trg dt <sup>24</sup> July 2017

Copy to :

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

**NOMINATION PROFORMA**

**COURSE ON MS ACCESS FROM 17 - 19 MAY 2017**

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:  
.....  
.....
  
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/26002/43/CAO/Trg dt Jul 2017
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**