

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

Sub: WORKSHOP ON COMPETENCY BUILDING
(10 Oct 2017)

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **competency building on 10 Oct 2017** in its premises at Room No.185-A, 'B' Block. The Course is of one full day duration from 09:30 AM to 5:15 PM of the workshop will be 01 day.
2. The key learning objectives for the workshop are as under:-
 - (a) Understand The Competency frame work prescribed by Govt. Of India in Collaboration with UNDP.
 - (b) Describe the methods/ techniques for competency mapping and acknowledging the gap in competencies.
 - (c) Know various Processes to enhance the required competencies.
3. **Eligibility.** The workshop is open to all Officers working in three Service HQs, ISOs and Ministry of Defence. The workshop capacity is **25**. Preference will be given to those officers who are below **58** years of age.
4. The applications of officers desirous of participating in the workshop may be forwarded in the proforma at Appendix 'A' to this note, duly recommended by **06 Oct 2017**. Selection of the candidates will be based on first come, first served basis.



(Gunjan Gandhi)
Dy Director, DHTI
Tel. 23011936

As per standard distribution list

MoD, JS(E) & CAO, I.D. No.A/26002/110/CAO/Trg dt. 19 Sep 2017

EDP-Cell

WORKSHOP ON COMPETENCY BUILDING

(10 Oct 2017)

APPLICATION PROFORMA

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
6. Telephone No. :

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

File No. dt.....

Certified that in the event of selection of, Shri/Smt/
Kum _____ for the above
mentioned workshop, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.