

MINISTRY OF DEFENCE
(Office of JS & CAO)

SUB: WORKSHOP : RESERVATION POLICY IN
GOVERNMENT SERVICE
(27 - 28 AUG 2018)

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on "*Reservation Policy in Government Service*" on 27 - 28 Aug 2018. The classes will be held from 10:00 AM to 04:30 PM in its premises in B-Block, Room No. 185-A, DHTI.


2. **Eligibility:**

(i) Officers/ Staff dealing with personnel, establishment or administrative work in the three Service Headquarters and ISO's, reservation policy for SC/ST in particular; and

(ii) Civilian Officers and staff members of AFHQ belonging to SC & ST category.

3. **Course Capacity:** Approximately 25 on first come first serve basis.

4. The applications of eligible officers desirous of undergoing the workshop may be forwarded by **20 Aug 2018** as per Performa at Appendix 'A' to this note, duly recommended. The selection will be intimated separately.


(Namita Malik)
Dy Dir, DHTI
Ph: 23010874

As per standard distribution list

MoD, JS (T) & CAO, I.D. No.A/26003/57/CAO/Trg dt. 16 Jul 2018

✓ CAO/EDP Cell. for uploading on CAO's website.

APPENDIX 'A'

WORKSHOP ON RESERVATION POLICY IN GOVERNMENT SERVICE
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APPLICATION PROFORMA

1.	Name (English) Shri/Smt/Kum.	
	Name (Devnagiri)	
2.	Employee I.D. No	
3.	Date of Birth & Age	
4.	Designation & Date of Appt in the Grade	
5.	Educational Qualification	
6.	Natures of Duties being performed at present	
7.	Office Address {Including Room No, Block No., Building, etc.}	
8.	Office Telephone No.	

(Signature of the Applicant)

Recommendations:

The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection.

Signature :
Name :
Designation :
Office :
Date :