

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

Sub: WORKSHOP ON CYBER SECURITY : 17 Jan 2020

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on CYBER SECURITY on **17 Jan 2020** in its premises at Room No.185-A, 'B' Block.
2. **Eligibility.** The eligibility criteria are as under:
 - (i) Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officers/officials of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
 - (ii) Applicant should be conversant with Microsoft Word, Windows Operating System and working on Networking (Internet).
 - (iii) Applicant should preferably be below 58 years of age.
3. As the course capacity is limited to **12**, only those officers/officials who have aptitude, potential and are capable of putting hard work may apply.
4. The applications of officers/officials desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **10 Jan 2020**.


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

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26002/39/CAO/Trg dt. 05 Dec 2019

✓ CAO/EDP cell - For uploading on CAO's website

NOMINATION PROFORMA

WORKSHOP ON CYBER SECURITY : 17 Jan 2020

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./ Mob 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/26002/39/CAO/Trg dt Dec 2019.
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