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MINISTRY OF DEFENCE  
(Office of JS & CAO)

**SUB: WORKSHOP : RESERVATION IN SERVICE**  
**(16 Dec – 17 Dec 2019)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on “**Reservation in Service**” on 16 – 17 Dec 2019. The classes will be held from 09:30 AM to 05:00 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 **07 Dec 2019** as per Performa at Appendix 'A' to this note, duly recommended. The selection will be intimated separately.

*Namita*  
(Namita Malik)  
Dy. Dir, DHTI  
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As per standard distribution list

MoD, JS & CAO, I.D. No. A/26003/57/CAO/Trg dt.

13 Nov 2019

CAO / EDP Cell

APPENDIX 'A'

WORKSHOP ON RESERVATION IN SERVICE  
(16-17 DEC 2019)

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/staff 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 :