

OFFICE OF THE JS (E/CAO)
(Defence Headquarters Training Institute)

Sub: COURSE ON MS WORD & POWERPOINT : 27 Nov – 29 Nov 2017

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word & PowerPoint from **27 Nov – 29 Nov 2017** in its premises at Room No. 185A, '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 Service.
 - (ii) Applicant should preferably be below 58 years of age.
3. **Course Contents.** The course is specially meant for creating typing text (notes, memo etc.) with facilities like Text Manipulation, Formatting, Editing, Printing of text in variety of printing styles; Printing multiple copies of the text; and Making slides for presentation purposes.
4. The course capacity being limited to **12(Twelve)**, only those officers/officials who have requisite aptitude, 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 **22nd Nov 2017.**


(Vijayanandan K)
Asstt. Dir, DHTI

Tel. 23792437

As per standard distribution list

MoD, JS(E/CAO), I.D. No.A/26002/38/CAO/Trg dt **16** Oct 2017

Copy to :

CAG/EDP Cell - For uploading on CAO's Website.

NOMINATION PROFORMA

COURSE ON MS WORD & POWER POINT FROM 27 Nov – 29 Nov 2017

1. Name (in Capital letters) : Sh/Smt/Kum.....
2. AFHQ 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 Details :

Section / Office	Directorate & Branch	HQrs / ISO	Block & Room Number	Building	Tele/Mobile No.

[@ - Office Telephone contact number (MTNL) is mandatory to inform the selection.]

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/26002/38/CAO/Trg dt ^{16 oct} ~~Aug~~ 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