

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

**Sub: WORKSHOP ON CYBER SECURITY : 13 Sep 2021**

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on CYBER SECURITY on **13 Sep 2021** 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 **06 Sep 2021**.



(Satish Kumar Tegta)  
Asstt Dir, DHTI  
Tel. 23011936

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26002/39/CAO/Trg dt. | 5 Jul 2021

CAO/EDP Cell

**NOMINATION PROFORMA**

**WORKSHOP ON CYBER SECURITY : 13 Sep 2021**

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:  
.....  
.....
10. Computer Course Attended:  

<u>Course Name</u>	<u>Dates/Duration</u>	<u>Name of the Institute</u>
.....	.....	.....
.....	.....	.....
11. Present functional area, broad job responsibilities and use of computer:  
.....  
.....
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 May 2021.
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