



DELHI JAL BOARD
PROJECT DIRECTOR (TRAINING)
ROOM NO. 3, VARUNALAYA PHASE-1
KAROL BAGH
NEW DELHI:-110005
Tele fax . # 23612775

No.F-5/DJB/P.D.(Training)2010-11 17914

Dated : 22/2/2011

CIRCULAR

Subject:- For training on "Office Automation using M.S Office".

Training Cell of Delhi Jal Board intend to conduct a training programme on "Office Automation using MS Office" with collaboration of DOEACC SOCIETY (An Autonomous Scientific Society of Department of Information Technology, Ministry of Communication & Information Technology, Govt. of India).

The training would enrich officers/officials for day to day working on computers. The course has been designed for the employees who have no or little knowledge of computer. The objectives of the course are to enlighten participants towards practical usage of Information Technology and to develop the working skill to use Ms Window, Ms Word, Ms Excel working with Internet and Web Browsing, which is very useful for officers / officials in carrying out their day to day official work.

The applications are invited from willing officers / officials of Delhi Jal Board belonging to category B & C (Non Technical) for the said training programme. Interested officers / officials may route their nominations on the prescribed format enclosed as Annexure-I through their DDOs concerned. Nominations received directly shall not be entertained.

Nomination should reach in the office of Project Director (Training) on or before 25/03/2011 by 3.00 p.m. positively.

Encl:- As above.
All DDOs.

22/2/11
(PRAKASH CHANDER)
PROJECT DIRECTOR (TRAINING)

(Signature)

Bio-Data Form for Nomination

1. Name of training programme
2. Name of the candidate
3. Designation
4. Father/Husband Name
5. Date of Birth
6. Date of appointment
7. Date of retirement
8. Place of posting with office address
9. Category of post B/C
10. Category Gen/SC/ST/OBC/PH
11. Sex Male/Female
12. Educational Qualification
13. Professional Technical Qualification
14. Whether attended any training
Programme organized by the
Department related to MS Office /computer
15. Telephone Nos. Cell.....
Office.....
Resi.

Verification by the DDO.

It is Verified that the above information submitted by
Sh..... s/o, w/o of Sh.....
Designationhas been checked from his / her service
records / education & professional certificates etc. and found correct.

Signature of the DDO
With Name Designation
& Office Stamp.

***I have no objection in sparing the office / official for the this
training Programme.***

Signature of the Controlling officer
With Name Designation
& Office Stamp.

