NO: DJB/PD (Trg.)/2011-12/ 131723   Dated: 29-11-2011

CIRCULAR

Department of Information Technology Govt. of NCT of Delhi is going to conduct IT training courses for Government officials. In this connection applications are invited from willing candidates belonging to Group "A" to "C" and have not undergone any such training.

Detail of the courses, duration and eligibility are as under:-

Sr. No.	Course Name	Duration	Eligibility
1	Fundamentals of Computers & internet	5 half working days	------
2	Advanced course on Spreadsheet software (MS-Excel)	5 half working days	Should have computer knowledge
3	Advance Course on Database Management (MS-Access)	5 half working days	Should have good knowledge of Excel or programming
4	Course on Web Technologies	5 half working days	Knowledge of internet and programming is required

Intimation regarding timing and starting date of the courses will be communicated as per further information received from the conducting body.

Nominations-forms/applications, in the attached prescribed Performa should reach in this office latest by 12.12.2011. Applications received after due date will not be entertained.

(PARKASH CHANDER)
PROJECT DIRECTOR (TRAINING)

ALL DDOs

Copy to:
1. CEO for kind information please.
2. Member (A)/Member (F)/ Member (W/S) for kind information please.
3. All Chief Engineers/All SEs for information and necessary action please.
4. CVO/ Secretary/ Dir (Fin)/ Director (R)/Dir (A&P) for information please.

(PARKASH CHANDER)
PROJECT DIRECTOR (TRAINING)

1. Name of the Department

2. Addrss:

3. Name, Designation & Address of Contact Officer

4. Telephone & Fax No.:

5. Email Address:

6. Name of the employees nominated for Training:

S.No.	Name & Designation	Contact Name	Course Name	Gender	GPF/AC No.	Remarks (Course already attended)