No. MDZTI/P.673/Trg. Dated: 08.08.2020

Sr. DPO / DPO / MAS, MDU, TPJ & TVC
APO/GI&HQ

Sub: Scheduling of Online Initial Course – HR-1 for Clerks cum Typists/Sr.Clerks-Reg.

Vide reference cited, Online Initial Course HR-1 for Clerks cum Typists / Sr.Clerks is scheduled to be conducted at MDZTI/TPJ from 17.08.2020 to 10.09.2020 online.

<table>
<thead>
<tr>
<th>Name of the Course</th>
<th>Online Course</th>
<th>Quota allotted to Divisions</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>HQ</td>
</tr>
<tr>
<td>HR-1</td>
<td>17.08.2020</td>
<td>10.09.2020</td>
<td>18</td>
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</table>

Divisions are advised to nominate staff for the above courses as per the quota allotted to them. The nominated staff may be spared and advised to attend the online course from 09.30 hrs daily. The classes will be conducted on ‘Google Meet’ Application. Course study materials will be sent to participants in PDF form. Daily assignments/ Objective test papers will be sent in PDF form to the trainees and trainees are required to answer and send it to the host instructor through Whatsapp.

Nomination for the above courses with the particulars of Name, designation, Station/Office, Date of Birth, PF/Employee Number and Whatsapp Number shall be communicated to this office (either through this office Fax.No.04312460776 or through Chief Instructor’s Whatsapp No.7867919701) on or before 03.07.2020.

The schedule of final examination will be communicated later.

Copy:

Dy.CPO/IR&Trg./MAS for kind information.