No.I-8(5)/BCIS-4/Online/2020-2021
CENTRAL DETECTIVE TRAINING INSTITUTE
Government of India – MHA – **BPR&D**
Ramanthapur, Hyderabad-500 013.
{Phone:27038182, 29704170 Fax: (040)27036865}
[e-mail: cdtshyderabad@nic.in]
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Dated: 12th August, 2020.

To
The Addl. Director General of Police (Trg.),
Kerala,
Thrivananthapuram.

Sub: Inviting nominations for **Course on "Computers & Internet Skills"** at CDTI, Hyderabad from **28-09-2020 to 30-09-2020 (3 days)** for Dy.SP/Inspr./SI.
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Sir,

The Central Detective Training Institute, Hyderabad will be organizing an **Online Course on "Computers & Internet Skills"** from **28-09-2020 to 30-09-2020 (3 days)** for the Officers of the rank of Dy.SP/Inspectors/Sub-Inspectors of Police.

2.   **Performance Objectives** of the course are given below:

Adequate understanding and familiarization with the terminologies of –
A. Computer and system components
B. Hardware and Software
C. Computing of data and information, storage, retrieval and physical security
D. Operating systems
E. Threats to computers
F. Storage media like hard discs, pen drives, CD, DVD, SD cards, Cloud, etc.
G. Word Processing, spreadsheets, PowerPoint presentations, Database Management
H. Intranet and Internet; Web Browsers, E-mails
I. Wired and wireless Internet (concept of Wi-Fi)

3.   It is requested that **02 Officers** of the rank of **Sub-Inspector to Addl.SP** may be nominated to attend the said course. The nominations against the seats allotted may kindly be sent to the Director, CDTI, Ramanthapur, Hyderabad-500 013 **urgently** through **Fax: 040-27036865** and Email: **cdtshyderabad@nic.in** for confirmation of acceptance.

4.   **The information in respect of each nominated officer may kindly be sent as per the proforma given below:**

Sl.No.	Name/Rank	Date of Birth	Present posting	Mobile/ WhatsApp No.*	E-mail ID* (NIC email if available)

****Mandatory**

5.   It is requested that while nominating officers, an equal number of officers may also be nominated as reserve.

6. <u>**There will be an online pre-course test & post-course test with objective type questions. Minimum 60% score in post-course test is mandatory for obtaining Course Completion Certificate.**</u>

7. It is requested that the selected officials must download the **Webex meetings app in their computer/laptop.** In this regard, for more information, **Shri R.S. Jaya Kumar, Vice-Principal may be contacted on his mobile number 7005101003.**

8. <u>**General Instructions:**</u>

A. The nominated Officers may please be advised to obtain **NIC e-mail IDs** and forward the same along with their nominations. If there is a delay in obtaining the NIC e-mail IDs, their existing e-mails IDs may please be sent on which the Course Link for online classes will be sent.

B. All the participants must ensure that they have **good internet connectivity so that the e-learning process can go on uninterrupted and without buffering**.

C. **Officers are supposed to attend the course in working uniform.**

9. <u>**Security Precautions:**</u>

A. If the participant is not using an official location for attending the e-class, **he should ensure that no one else apart from him overhears the proceedings**.

B. **All the trainees must be sensitized that deliberations during training sessions are confidential. These are meant strictly for his/her learning and cannot be shared on any social media platform with any unauthorized person.**

C. The advisory issued by the **Cyber Coordination Centre (CyCord) of MHA** regarding e-meeting, e-training, e-classes, etc. may please be strictly adhered to.

10. It is requested that all concerned may kindly be informed accordingly.

Yours faithfully,

**KRANTHI KUMAR GADIDESI, IPS
DIRECTOR**