

Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA GOVERNMENT OF TELANGANA

Road No. 25, Jubilee Hills, Hyderabad – 500 033

**Special Foundation Course for AIS / CCS Officers-2024
(23rd September 2024 – 27th December, 2024)**

JOINING INSTRUCTIONS & JOINING FORMALITIES

Greetings from Dr. MCR HRD Institute of Telangana, Hyderabad.

The Institute is headed by **Dr. Shashank Goel, IAS, Director General & E.O. Spl. Chief Secretary to Government.**

Course Team :

The Core Team for the conduct of the Spl. Foundation Course at MCRHRDIT is headed by:

Name & Designation	Designation for the course	Contact Details	e-Mail
Dr. Madhavi Ravulapati, Professor (I/c), Centre Head for Law & Public Administration (CLP) and Centre Head for International Relations & Security (CIS)	Course Director	9959614546	madhvir@mchrddi.gov.in

SFC Secretariat:

Name & Designation	Designation for the course	Contact Details	e-Mail
Smt. G. Jhansi Rani, Junior Faculty, CIS	Nodal Officer-I, SFC Secretariat	8008885064	jhansirani@mchrddi.gov.in
Smt. P. Leela Krupa Kumari Superintendent, Admin wing	Nodal Officer-II, SFC Secretariat	9440777569	leelakrupa@mchrddi.gov.in

This document contains details regarding registration and joining formalities for admission to the 14 weeks Special Foundation Course (SFC) for AIS / CCS Officers. It also has other relevant information to facilitate preparation of the Officer Trainees to report for the SFC.

1. The Officer Trainees (herein referred to as OTs) will refer to this document for registration, joining instructions and formalities.
2. This document contains the following enclosures:
 - a) List of items to be brought by the OTs (Annexure –I)
 - b) Self-Introductory Note (Annexure-II)

1. REGISTRATION

The OTs allotted to Dr MCR HRD IT are mostly Officers from the previous batches. It is mandatory to fill the “**Registration form**” online which is available on the Institute’s website <http://www.mchrdrdi.gov.in>. The Link for registering online <http://training.mchrdrdi.gov.in/register> is program code: **T101S24**. OTs have to furnish their details viz : Title (Mr./Ms), Full name, e-mail and mobile number (preferably WhatsApp number) to register. After furnishing the details, please press “**Register and Continue**” button and proceed further to fill in more details.

Failure to register online shall imply that OTs are not joining the course.

Online Registration for the Spl FC will open on 13th September, 2024 and will close on 21st September, 2024.

2. BRIEF COURSE DETAILS :

- a) Course Duration : From 23rd September 2024 to 27th December, 2024
- b) OTs are required to arrive at MCR HRD IT on 22nd September 2024.
- c) The OTs are required to complete the joining formalities on 23rd September, 2024 and are required to ensure that the following documents are available with them :
 - Photocopy of the letter received from their respective departments indicating consent/permission for the OT to undergo the Special FC at Dr. MCR HRDIT.
 - Two passport size photographs (Name and Service are to be mentioned in capital letters of each photo. For issue of ID Card).
 - Certificate of Assumption of charge. The Form is available at the website.
 - Photocopy of the CGHS card. (OTs are required to bring along their CGHS cards to be used, in case of need, during their stay at Dr. MCR HRD IT)
- d) OTs shall assume charge and attend training from 23rd September 2024.
- e) Each OT shall furnish a Self-Introductory Note in the Annexure II to the SFC Secretariat by 25th September 2024.

Note :

1) It is cautioned that the Officer Trainees reporting after 1.30 p.m. on 23rd September 2024, will not be allowed to attend the training until and unless special permission is obtained from the Course Director.

2) The Spl. Foundation Course is a **'NO LEAVE' course. NO LEAVE SHALL BE GRANTED during the period of training.** OTs are advised to settle/dispose the matters requiring their personal presence before joining the Institute. Even **STATION LEAVE shall not be granted** for any purpose.

3. ADDRESS OF THE INSTITUTE :

- a) Dr Marri Channa Reddy Human resource Development Institute of Telangana Road No.25, Jubilee Hills, Hyderabad – 500 033.
- b) STD Code : 040
- c) EPABX Lines : 23557580, 23557582, FC Secretariat Extn. – 165/420.
- d) Fax : 23557584 / 23543459
- e) Email : splfc2024@gmail.com
- f) Home Page : <http://www.mchrddi.gov.in/>

Reaching the Institute :

By Air:

Rajiv Gandhi International Airport (RGIA) of Hyderabad is located at Shamshabad, which is at a distance of about 30 kms from the Institute. Direct flights to Hyderabad are available from all major cities in India.

Facilitation Counters at Airport :

- Facilitation Counters will be opened by MCRHRD Institute of Telangana at the Airport Arrival Area (near Telangana Tourism Counter) from 10:00am on 22nd September, 2024 to 5:00pm depending on the prior intimation of arrival schedule. The following staff of the Institute may be contacted upon arrival at the RGIA :
 - Sri J. Swaroop, Mobile No.8125721733
 - Sri K. Srikanth, Mobile No. 9849344441
- Transport to the Institute would be arranged by bus of MCR HRD IT, as far as feasible, if the travel plan is informed well in advance. Details of travel plans may be informed to Sri B.Bharath Kumar, Facilities Executive, Mobile No. 9966064441 for transport coordination.
- Hiring a cab from RGI Airport to the Institute may cost approximately Rs.1000/-

JOINING FORMALITIES

Step-1 Arrival at MCRHRDIT

1. OTs to report at the Godavari Hostel upon arrival on 22.09.2024 for allotment of accommodation. Each Officer Trainee needs to furnish the following documents for verification by reception official of Godavari Hostel:
 - a) A valid photo Identity {ID} card (Voter ID/Aadhar card/Passport/PAN card)
 - b) Photocopy of the letter received by OT from his/her department, indicating consent/permission to undergo the Special FC at Dr. MCR HRDIT.

Step-2 Room Allotment

1. After furnishing the required documents as at Step-1 above, the OT will be allotted a room and key would be handed over.
2. Accommodation is provided on double occupancy basis
3. The monthly charges for **accommodation and other facilities** (inclusive of water & electricity charges) **will be Rs.750.00 per head per day inclusive of all taxes.** These charges will be collected from the OTs by the Nodal Officers of the Course on a monthly basis.
4. Each hostel room is provided with the following basic furniture/ items : Bed, mattress, two single bedsheets, blanket, pillow with cover and one towel. OTs may bring any other items as per their personal requirements. Please refer to Annexure-I for additional items (including those for trek) that the OTs are required to bring along with them.
5. OTs shall not bring their spouse or family members along with them. The Institute will **not provide accommodation for spouse or family members.**

Note: In case of any further assistance with regard to accommodation, OTs may contact Sri B.Bharath Kumar, Facilities Executive, Mobile No. 9966064441.

Dining Facilities

- Dining for the OTs is arranged at the "Ruchi dining hall of Godavari Residency. Both vegetarian and non-vegetarian food will be served and the standard mess charges will be **Rs.525.00 per day per head (Inclusive of all taxes).** **Mess charges to be paid on a monthly basis by the OTs.**

Mess charges Breakup	
Item Name	Cost (in Rs.)
Bed Tea	15.00
Breakfast	100.00
Tea/Coffee/Biscuits	25.00
Lunch	140.00
Tea/Coffee/Snacks	45.00
Dinner	200.00
TOTAL	525.00

- **Cooking in the hostel rooms is strictly prohibited.**
- **Facility of dine out is not available.**

Sports Facilities

- The Institute has good facilities for various sports like Tennis, Badminton, Table Tennis besides a world class Swimming Pool and a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities.
- OTs may bring along with them their personal equipment for games, music, photography etc., for special occasions and also during participation in cultural programs, OTs are encouraged to wear traditional attire of their respective States.

Computers

OTs are advised and encouraged to bring along their laptops. However, those who do not have laptops can use the computers in the Computer Labs during office hours and in the Business Lounge in Godavari residency thereafter. The OTs bringing their personal laptops should pre-load their laptops with the following software:

Operating System: Windows XP/Windows 7/Windows 8

MS-Office: MS-Office 2010 or Higher Version

Banking

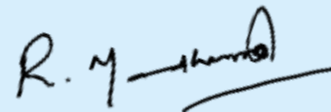
1. Union Bank of India and
2. ICICI ATMs are available in the Institute Campus.

General Instructions

- Any OT suffering from any serious health problems is advised to inform the same to the Course Team on the day of reporting itself, or even prior to that, if any special assistance is needed. He/She has to bring along his/her medical records and prescriptions.

As mentioned earlier, please bring your **CGHS cards** to avail CGHS facility during your stay in the Institute.

- Officer Trainees are requested to leave the cell phones/Tabs/Laptops in the Hostel only as these are strictly prohibited in the classrooms. Novels, journals, newspapers etc. will not be allowed in the classrooms. If the OT is found in possession of the above, the same will be seized. If repeated more than twice, it shall attract **disciplinary action**.
- With regard to the curriculum, reading material will be available on the website. Hard Copies will be available in Library for reference.
- Officer Trainees will receive their salaries & other allowances from their respective Cadre Controlling Authorities. However, they are requested to carry sufficient money to cover Accommodation, Food & Miscellaneous expenses for the duration of the Spl. FC.

A handwritten signature in black ink, appearing to read 'R. M. Sharma', with a horizontal line underneath.

COURSE DIRECTOR

ANNEXURE – I

Details Regarding Clothing, Dress code & Miscellaneous Matters

1. Bedding and linen

The articles that are provided by the Institute have been detailed under the heading of **Step-2 (Sl.No.4) Room Allotment**. The OTs may carry other personal items to the extent considered necessary by them.

2. The Institute lays strong emphasis on attire befitting an officer. OTs are expected to be appropriately attired at all times and not present an unkempt or slovenly appearance at any point in time. For stay in Hyderabad and also on various official tours, OTs are advised to have adequate clothing both for formal and informal occasions. Following are the dress regulations:

Clothing:

Generally, the weather in Hyderabad is pleasant through the year. The weather changes from pleasant in September to mildly cold in December. Therefore, it is advised to bring adequate clothing along. Trek will be conducted in Nilgiris where the nights will be cold. Light woollens are advised. OTs are advised to bring the Track suits and Trekking friendly shoes.

Dress Regulations:

➤ **Ceremonial :**

Gentlemen:	Black, White or Light-coloured Jodhpur Suit/ Sherwani (Plain) with formal shoes (Oxfords/ Brogues)
Ladies:	Saree / Salwar Kameez or Churidar with formal shoes / sandals

➤ **Formal :**

Gentlemen:	Black or White or Light-coloured Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in sober colours) with necktie/cravat and formal shoes.
Ladies:	Saree or Salwar Kameez or Churidar & Kurta/Kameez with Dupatta or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals (short Kurtis/leggings shall not be treated as formal).

➤ **Informal :**

Gentlemen:	Formal full sleeves shirt and trousers without necktie.
Ladies:	Saree, Salwar Kameez or Churidar Kurta / Palazzo and Kurta / Kameez or formal Trousers with formal shirt or Western Business Suit with formal shirt (not short kurtis/ leggings) with shoes / sandals.

➤ **Casual :**

Gentlemen:	Open collar shirt with trousers (not jeans) and shoes (other than sports shoes /sneakers)
Ladies:	Salwar Kameez or Churidar Kurta with Dupatta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers)

➤ **Traditional/ Ethnic :**

Gentlemen:	Dhoti/ Kurta-Pajama / Veshti / Mundu etc.
Ladies:	Ethnic Saree/ Ghaghra / Lehenga/ Mekhla Chador/ Kasavu set etc.,

3. OCCASION - WISE DRESS CODE

a. Ceremonial

- i. Course Inauguration / Valediction Ceremony
- ii. Visit of VVIPs such as President / Vice-President / Prime Minister/Governor/Chief Minister
- iii. Any other occasion designated by the Course Director

b. Formal

- i. Formal Lunch / dinner (other than those where a VVIP is present)
- ii. Visits of dignitaries other than VVIPs

c. Informal

- i. For class hours

d. Casual

- i. Cultural Evenings
- ii. Mess (other than for Formal Lunch / Dinner)

e. Traditional / Ethnic

- i. Cultural Programmes
- ii. India Day

4. MISCELLANEOUS

- Lapel cards/ID cards shall always be worn on all formal and informal occasions and during classes.
- All OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.**
- Only formal leather shoes shall be worn in the academic area, Officers' Mess, and Library.
- Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games.
- Use of slip-ons/chappals / bathroom slippers should be restricted to the hostel area only.
- Gentlemen OTs must keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustaches and beards must keep them properly trimmed.

5. REQUIREMENTS FOR PT/GAMES & SPORTS

- a) **Morning Activity is compulsory.** From the date of commencement of the program till the completion of the program.
- b) For PT, compulsory sports/games activities, the institute will supply Institute T-Shirts. Institute T-shirts must be worn.
- c) For other sporting activities, OTs may like to bring their own sports clothing/ track suit.
- d) One pair of good quality jogging/running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries.

6. TREKKING

A mandatory trek for about 8 days is an integral part of the Spl. Foundation Course. The equipment required for the Trek is listed below.

1. Rucksack (will be provided by Institute)
2. Wind Proof Jacket
3. Plain Cap (will be provided by Institute)
4. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip
5. Sleeping bag and ground sheet (Carry mat) will be provided by institute.

ANNEXURE II

Self – Introductory Note

1. This note is intended to express in your own view, yourself and your job and your role. It will enable your SFC colleagues to know you better as it will be shared with them. It will also be an aide to remember each one of them over your career and life.
2. The following structure is suggested to help you organize the note for uniformity. Any point you don't like to answer, you may choose to skip it.
 1. Name
 2. Date of birth
 3. Religion you accept
 4. Native place
 5. Your education at school and college - medium of education
 6. Father's and mother's education and occupation
 7. Significant impressions of your family life
 8. View of your school and college education in building your capacity
 9. How and why did you choose your higher education
 10. Physical activity, sports etc.
 11. Married – spouse education and occupation
 12. How match was made
 13. Single – preferred spouse - education and occupation
 14. Single – preferred process of selection of spouse
 15. Any job(s) before passing UPSC and your take away from the job experience
 16. Reasons for opting for UPSC
 17. Target service
 18. Attempts made prior to success
 19. Any other service secured if not the preferred one – which one?
 20. Current Service
 21. Cadre or post at this time
 22. Write about your expectation and reality of your job and work
 23. Favourite sport and/or activity (music, dance, writing, reading etc.)
 24. Books/events/persons that influenced you in life -and how and why
 25. What in your view constitutes "happiness"?