



**Dr Marri Channa Reddy Human Resource Development Institute of Telangana  
Government of Telangana**

**Foundation Training Programme  
for Assistant Section Officers (Direct Recruit)  
of the Central Secretariat Service**

(From 02 March 2020 to 22 May 2020)

FTP website: <http://mcrhrdi.gov.in/dr2020/indexdr.html>

**Joining Formalities**

Joining formalities for the Officer Trainees (OTs) of the ASO (DR) Foundation Training Programme (FTP) will commence and continue on 2nd March, 2020 from 9.30am to 1.30 pm.

**Arrival at MCR HRD Institute of Telangana**

1. The OTs shall report at the Godavari Hostel of the Institute. Each OT must carry a valid photo identity (ID) card, which has to be furnished for verification purposes at the reception of the Godavari Hostel.  
If travel details are received in advance, Institute will provide transport facility to the extent possible.
2. No individual other than the OT concerned will be permitted to stay in the hostel. The OTs are, therefore, advised not to bring their relatives / spouse / parents along with them.

**Accommodation**

1. Accommodation for all OTs is arranged at Godavari hostel. At the Godavari hostel, OTs are required to furnish a copy of their appointment order / relieving order and their photo identity proof (Aadhar Card / PAN card/ any other proof) for collecting the room keys.
2. In case, any further assistance with regard to accommodation is needed, you may contact **Sri Kavibhushan Pandey, Manager, Facilities (9248032089)** or **Sri Nagaraj, Facilities Executive (9677757539)**

**Joining Formalities**

1. All candidates must register online in ISTM Website ([www.istm.gov.in](http://www.istm.gov.in)), irrespective of their place of training.
2. Joining Formalities in the Institute will be held on 02.3.2020 from 9.30am to 1.30pm in the Administrative Block of MCRHRDIT.

3. Details of the joining formalities

All candidates must bring following documents and articles on the first day itself, failing which joining shall not be allowed:

- a. Original Class 10th Pass Certificate;
- b. Original Graduation Certificate;
- c. Original Caste Certificate in the prescribed format;
- d. Hard copies (printouts) of all forms submitted online (Joining form, Mandate form, PRAN (Permanent Retirement Account Number) Form etc.)
- e. AADHAAR Card (If not made so far, it has to be applied for immediately);
- f. Election Photo Identity Card (Voter Card) and PAN Card (If not made so far, it has to be applied for immediately);
- g. Bank Pass Book opened in the name of the trainee along with the cancelled cheque;
- h. Relieving Order and PRAN Card in case of those candidates who were in service;
- i. Four (4) copies of Passport size colour photographs with white background and
- j. Black ink ball point pen.

4. Officer Trainees are instructed to carry the registration form downloaded from the website and submit it at the counter for verification.

5. The OTs are required to furnish their bank account details for the purpose of payment of their salary by / through ISTM. Those of the OTs who wish to open a bank account must bring along the following documents, so that, bank account can be opened during joining formalities. The following documents are required for opening bank account:

- a) PAN Card
- b) AADHAR Card
- c) Address Proof
- d) (02) photographs.



**Dr Marri Channa Reddy**  
**Human Resource Development Institute of Telangana**  
Government of Telangana

**FTP for ASODR of CSS**  
(From 02 March 2020 to 22 May 2020)

**Joining Instructions**  
**Annexure – A**

**Course Details**

- a) Course Duration: 02 March 2020 to 22 May 2020
- b) Date of Joining : 02 March 2020 (9.30am to 1.30pm)
  - i) OTs will arrive at MCRHRDIT and assume charge on 02 March 2020. Officer Trainees reporting after 1.30pm on 02 March 2020 will not be allowed to join under any circumstances.
  - ii) OTs are required to complete the Joining formalities on 02 March 2020 between **9.30am and 1.30pm** in the Institute. Schedule of Joining formalities will be issued, separately.

**Course Team**

The Course Team for the conduct of the ASO(DR) Foundation Training Programme (FTP) at MCRHRDIT comprises of the following members of the Faculty:

S.No.	Name & Designation	Designation in FTP	Intercom No.	Contact Number
1	Sri M.P. Sethy, Chief Consultant (Trg.&e-learning)	Advisor	488	9958483963
2	Dr S.M. Nabi, Director (Trg.)	Proctor	270	9030005574
3	Sri K.Sree Ram Prasad, Consultant (Trg)-TMU	Course Director	181	9000131480
4	Smt K. Soumya Rani, Faculty	Nodal Officer	359	9248032079
5	Sri K. Ram Gopal, Senior Faculty	Additional Course Director (Academic)	277	9121218354
6	Sri Srinivas Madhav, Senior Faculty	Additional Course Director (Co-Curricular & Non-Academic)	162	9247159343

**Contact Details**

- a. Address of the Institute :  
Dr. Marri Channa Reddy Human Resource Development Institute of Telangana, Road No. 25, Jubilee Hills, Hyderabad-500 033
- b. e-mail: [asodr2020@mcrhrdi.gov.in](mailto:asodr2020@mcrhrdi.gov.in)
- c. Home Page: <http://mcrhrdi.gov.in>
- d. STD Code: 040
- e. **EPABX Lines:** 23557580,23557582
- f. **Fax:** 23557584/ 23543459

## Reaching the Institute

### By Air:

Rajiv Gandhi International Airport (RGIA) at Shamshabad, is located 30 kms away 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 MCRHRDIT at the Airport Arrival Area (near Telangana Tourism Corporation Counter at exit gate of Airport) from 7.00am to 9.00pm on 01.03.2020 (Sunday).
- The staff from the Institute shall be present at these counters to facilitate your transport to the Institute, by the buses /cars of MCRHRDIT, as far as feasible, if the travel plan is informed well in advance. In case of any queries, Sri Kavi Bhushan Pandey, Manager, Facilities (Contact No. 9248032089, 9000114443) may be contacted.

RGIA Aero Express Buses are available from Shamshabad to Hi-Tech City (Approx. Cost: Rs.250/-). Autos are available from Hi- Tech City to Dr MCR HRD Institute (4Kms) (Approx. Cost: Rs 100/- approx.).

Alternately, a cab to the Institute from RGI Airport will cost Rs1000/-approx.)

### By train:

Hyderabad is well connected with all major cities in India. It has three railway stations namely: Secunderabad, Hyderabad Deccan (Nampally) and Kacheguda. It is easier to reach the Institute by getting off either at Secunderabad or Hyderabad (Nampally) Stations.

From Secunderabad Railway Station: By Cab Rs 400/- By City Bus: Rs 30/-(Bus No: 10H from Secunderabad Station to Kondapur/Hi Tech-City) get down at Peddamma Temple and then by Autorikshaw (Rs 50/-)

### By bus:

Direct Bus services to Hyderabad [IMLIBAN -Mahatma Gandhi Bus Station - MGBS) Bus Terminal or JUBILEE BUS STATION (JBS), Secunderabad] are available from major cities like Bangalore, Mumbai, Chennai, Pune etc.,

From MGBS, Hyderabad to the Institute:

By Taxi/Cab: Rs 400/- (approx.); By City Bus (Route No.127K, 127H, 127Z, 127P & 222): Rs 30/- to get down at Peddamma Temple and then by autorikshaw to the Institute (Rs 50/- (approx.))

From JBS, Secunderabad: By Cab Rs 300/- (approx.); By City Bus: Rs 30/- (Bus No: 10H from Secunderabad Station to Kondapur/Hitech-City) to please get down at Peddamma Temple and then by Autorikshaw to the Institute (Rs 50/- (approx.))

### Metro:

Peddamma Temple Metro Station (near Axis Bank) is the nearest Metro Station, which is connected to Secunderabad Railway Station, MGBS, Jubilee Bus Station and many other landmarks. From Peddamma Temple reach the Institute by autorikshaw (Rs 50/- (approx.))

### Note:

The above mentioned rates are indicative only.

Route Map to the Institute is available on our website

## Accommodation

- a. During the Foundation Course, OTs are required to compulsorily reside in the accommodation provided by the Institute.
- b. The room keys will be available at the **Godavari Reception**, which will be handed over on furnishing ID proof (Voter ID/ PAN card/ Passport).
- c. Accommodation will be provided on **twin sharing basis** during the Foundation Training Programme. **No request for change or choice of room would be entertained.**
- d. The rooms are provided with the following basic furniture/ items - bed, mattress, two single bed sheets, blanket, pillow with cover and towel. OTs may bring any other items as per their personal requirements.
- e. All OTs are required to pay **accommodation charges @ Rs. 200 per day** at the Institute.
- f. Accommodation for spouses or family members will NOT be provided. OTs are NOT allowed to entertain guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do NOT bring any escorts with you at the time of joining.
- g. In case of differently abled OTs, assistance will be provided as per the Institute's policy on this matter.

## Dining Facilities

Dining for the OTs is arranged at the **Trupthi dining hall of Tungabhadra Block** and the mess charges are payable as per norms.

Refreshments are available on payment basis in the Institute's café. Cooking in the hostel rooms is strictly prohibited.

The **mess charges payable by OTs** are as follows:

- Mess charges payable by ASOs (DR) from Monday to Friday: @ Rs 250/- per day.
- Mess charges payable by ASOs (DR) during Saturday, Sunday and Public Holidays: @ Rs 400/- per day.

## Extra-Curricular Activities

The Institute has excellent facilities for various sports like Tennis, Badminton, Table Tennis besides a 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. On special occasions and also during participation in cultural programs, OTs are encouraged to wear traditional attire of their respective States.

## Membership of Clubs & Societies

Life at the Institute includes various indoor and outdoor activities organised by Officer Trainees through Clubs & Societies. All the OTs will become member of these Clubs & Societies. An amount of Rs. 1,000/- will be collected from each Probationer during joining formalities towards subscription for such membership.

## Computers

OTs are 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 Hostel thereafter.

## Course Inauguration

The ASO (DR) Foundation Training Programme (FTP) will be formally inaugurated on 3<sup>rd</sup> March 2020. The programme details will be circulated separately.

You are requested to be in formal dress for the inaugural ceremony (Formal dress with Blazer/ Jacket with Necktie and formal Shoes for Gentlemen OTs and Sari or Salwar Kameez and Shoes/ Sandals for Lady OTs) and be seated at the venue as per the seating plan, which will be communicated to you in due course. **Photography by OTs is strictly prohibited during the programme.**

## Banking

Newly recruited OTs will be required to furnish the Bank details viz. the Bank name and account details to credit the salary advance. Those who do not have bank accounts may like to open the same at the time of joining. **Please note that the bank details once furnished will not be allowed to be changed for the duration of the Foundation Training Programme.**

Andhra Bank ATM is available in the Institute Campus.

## General Instructions

- a. The Foundation Training Programme is a '**NO LEAVE**' course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Institute. OTs are advised to settle/dispose of any matters requiring their personal presence before joining the Institute. Even Station leave shall not be granted for any purpose.
- b. *OTs suffering from any serious health problems are requested 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. They are requested to bring along their medical records and prescriptions, if any.*

COURSE DIRECTOR  
FTP for ASO (DR) of CSS

**Annexure – B**  
**List of items required, dress regulations etc.**

**1. Bedding and linen**

The articles that are supplied by the Institute have been detailed under the heading of 'Accommodation'. The OTs may carry other personal use items to the extent considered necessary by them.

**2. Clothing**

Generally, the weather in Hyderabad is pleasant through the year. **The weather will be hot during April - May.** Therefore it is advised to bring adequate required clothing along.

**Dress Regulations**

Formal

- Suit (preferably in dark colors), Jacket / Blazer with Necktie/cravat and formal Shoes for Gentlemen OTs
- Sari or Salwar Kameez or Churidar Kurta (sober colours) with Shoes/ Sandals for Lady OTs
- A complementary Tie for gentlemen OTs and Pochampally Stoll for lady OTs to be supplied during joining formalities which shall be used for inaugural and other formal occasions.

Informal

- Full Sleeve Shirt and Trousers with Shoes (other than casuals) for Gentlemen OTs
- Salwar Kameez or Churidar Kurta with Shoes/Sandals for Lady OTs

Casual

- Open Collar Shirt with Trousers (not jeans) and Shoes (other than sports shoes/sneakers) for Gentlemen OTs
- Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals/slip-ons/sneakers) for Lady OTs

**3. Miscellaneous**

Lapel cards/ID cards shall always be worn on all formal and informal functions 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 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 by Gentlemen and Lady OTs is strictly proscribed. Use of bathroom slippers should be restricted to the hostel rooms only.

**4. Requirements for PT/Yoga/Games & Sports**

- a. Morning activity is compulsory
- b. The OTs have a choice between PT or Yoga.
- c. For PT, compulsory sports/games activities Institute T-shirts must be worn. One complementary T-Shirt will be provided by the Institute and OTs shall purchase another T-Shirt at the time of joining. The approximate cost will be Rs. 300/- per T-Shirt.

- d. For Yoga classes dress code will be as per the instructions of the teachers. However, white kurta and pyjama would be ideal.
- f. For other sporting activities, OTs may like to bring their own sports clothing.
- g. 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.
- h. Lady OTs may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above mentioned clothing and other accessories.