



**DR. MARRI CHANNA REDDY HUMAN RESOURCE DEVELOPMENT INSTITUTE**  
(An Institution included in Schedule-X of the A.P. Reorganization Act,2014)  
**FOUNDATION COURSE FOR ASSISTANT SECTION OFFICERS**  
**1<sup>st</sup> June 2015 to 22<sup>nd</sup> August 2015**

**JOINING INSTRUCTIONS**

**1. GENERAL INFORMATION :-**

- (a) Postal Address : Dr. Marri Channa Reddy Human Resource Development Institute, Road No. 25, Jubilee Hills, Hyderabad. 500 033.  
(b) Fax : 040 – 23557584  
(c) E-mails : [info@hrdiap.gov.in](mailto:info@hrdiap.gov.in)  
(d) EPABX Junction Lines : 040 – 23548487 / 23543727 / 23543453 (24 hrs.)  
(e) Home Page : <http://www.hrdiap.gov.in>  
(f) Duration of Course : **12 Weeks – 01.06.2015 to 22.8.2015**  
(g) Date of reporting : **01.06.2015 ( MONDAY) at 10.00 am**

**2. TRANSPORT :-**

**Mode of Transport to the Institute:**

- **By local buses** from Koti : Route No.127K, 127H, 127Z, 127P & 222 to get down at **PEDDAMMA TEMPLE** and from there by auto to the Institute.
- **From Secundrabad:** Local bus stand in front of the Secundrabad Railway Station - Route No. 47, 10H, to get down at **PEDDAMMA TEMPLE** and from there by auto to the Institute.

( The Institute is 1 ½ km away from Peddamma Temple)

**3. REPORTING :-**

Report at the Institute on 01.06.2015 at 10.00am at Room No. 023, Admn. Block and complete the Joining Formalities.

The Trainees have to fill a Registration Form with personal and official details.

- The trainees have to submit 2 passport size photographs for issuing of Identity Card which is compulsory. Hence, bring a minimum of two latest passport size photographs with you.

**4. ACCOMMODATION :-**

The Course is residential. All the trainees should stay in the Institute Hostel. The accommodation provided is on double occupancy. The rooms are provided with basic furniture, mattress, blanket, bed sheet and pillows with cover. No accommodation will be provided for spouses or family members. Hence, the trainees are advised **not to bring any companions with them.**

**5. ATTIRE :-**

At all the times, trainees are expected to be properly attired and should not appear in an unkempt or untidy appearance. Specified Dress Code should be followed during the Course.

- **FOR MEN** : Formal dress with shoe.  
(Black / Brown leather shoe and socks)
- **FOR WOMEN** : Saree/ Salwar kameez /Churidar (Sober Colours)

## **FOR YOGA :-**

FOR MEN : Kurtha Pyzama

FOR WOMEN : Salwar kameez

## **FOR FORMAL OCCASSIONS :-**

FOR MEN : (i) Full hands shirt & Trouser  
(ii) Black / Brown leather shoe and socks.

FOR WOMEN : Saree/ Salwar kameez /Churidar (Sober Colours)

## **6. DISCIPLINE :-**

All the Trainees are expected to be well groomed, neatly and cleanly attired. No jeans shall be allowed during academic hours or in the dining hall. Casual or playful attire shall not be worn. However, ladies are permitted to wear salwar kameez/ churidars in classroom and on formal occasions.

Formal leather shoe or sandals are preferred in case of women in the main Institute square, dining hall, lounge and library. Sneakers, sports shoe and tennis shoe may be worn **only** as a part of sports and games. **Use of bathroom slippers is restricted to the hostel room.** Shoe with rubber soles are preferred.

### • MOBILE PHONES :

Using of mobile phones is strictly prohibited in the class rooms. If found using, the instrument will be seized. However, it can be used in the hostel rooms.

### • ALCOHOLIC DRINKS :-

The Institute is a no-alcohol and no-smoke campus. Trainees either found in possession of alcoholic drinks or found to have consumed alcoholic drinks will be relieved from the Course with immediate effect. This will also lead to disciplinary action against the trainee under the relevant rules.

## **7. DINING FACILITIES :-**

Dining facilities are provided in the Trupthi Canteen. Cooking in the hostel rooms is completely prohibited.

## **8. EXTRA-CURRICULAR ACTIVITIES :-**

Extensive facilities exist in the Institute for extra-curricular activities (**Details will be furnished**). The trainees may bring their personal equipment for games, music and photography.

## **9. SPECIAL INSTRUCTIONS:-**

- **No leave shall be granted during the period of training. Settle/dispose off matters requiring your personal presence before joining. No permission will be given to leave the station for festivals falling during this Course.**
- **The trainees have to carry their own medicines if any, as directed by their family physician. The Institute has a visiting doctor facility.**
- **For further details visit [www.hrdiap.gov.in](http://www.hrdiap.gov.in)**

**You are advised to visit the website frequently for further Instructions, if any.**

**Note:** Bring this set of joining instructions along with you for your reference.