



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

**Foundation Course for Assistant Section Officers (Direct Recruits
(DR) of Central Secretariat Services (CSS)
(1st May, 2018 to 13th July, 2018)**

Joining Formalities

The joining formalities for the ASOs (DR) Foundation Course (FC) will commence and continue on 1st May, 2018 from 10.00 am to 3.00 pm.

Arrival at MCR HRD Institute of Telangana

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

Room Allotment

1. Accommodation for all ASOs (DR) is arranged at Godavari hostel. At the Godavari hostel, ASOs (DR) s are required to furnish their photo identity proof identity proof for collecting the room keys and new photo ID cards. These photo ID cards shall be valid till the end of the training.
2. In case, any further assistance with regard to accommodation is needed, you may contact Sri .R.Nagaraj , Facilities Executive (Mobile: 9677757539).
Nagaraj.regulapati@gmail.com

Joining Formalities

1. ASOs (DR) have to report at the counters set up at PVRK Prasad Hall (Room No. 28, Ground Floor, Administrative Block for the joining formalities on 1st May 2018 between 10.00 am and 3.00 pm.
2. Details of the joining formalities
The ASOs (DR) are instructed to submit the following documents for verification at the time of joining:
 - a) Declaration regarding marital status
 - b) Original caste certificate; Person with Disabilities (PwD)
 - c) Original educational certificates
 - d) Certificate relating to date of birth; age relaxation, if any
 - e) Undertaking as in para 2 (ii) above
 - f) Medical fitness certificate
 - g) Two passport size photographs

3. ASOs (DR) are required to carry the registration form downloaded from the website and submit it at the registration counter for verification.

4. The ASOs (DR) are required to furnish their bank account details for the purpose of payment of their salary advance. Those of the ASOs (DR) who wish to open a bank account must bring along the following documents. The bank account can be opened during joining formalities.
 - a) PAN Card
 - b) Aadhaar
 - c) Address Proof
 - d) (02) photographs.



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Recruits (DR) of Central Secretariat Services (CSS)
(1st May, 2018 to 13th July, 2018)**

Joining Instructions

Course Details

- a) Course Duration: 1st May, 2018 to 13th July, 2018
- b) Date of Joining: 1st May, 2018 (**10.00 am to 3.00 pm**)
 - i) ASOs (DR) will arrive at MCRHRDIT and assume charge on 1st May, 2018. ASOs (DR) reporting after **3.00 pm** on 1st May, 2018 will not be allowed to join under any circumstances.
 - ii. ASOs (DR) are required to complete the Joining formalities on 1st May, 2018 between **10.00 am and 3.00 pm** in the Institute.

Course Team

The Course Team for the conduct of the ASOs (DR) Foundation Course (FC) at MCRHRDIT comprises of the following members of the Faculty:

- a) **Course Director:** Sri K.Sree Ram Prasad, Consultant (Trg)- TMU
- b) **Course Coordinators (Academic):**
 - i) Dr. Ravulapati Madhavi, Asso.Proffessor & CH, CPA
 - ii) Dr.MD.Abbas Ali, Sr.Professor & CH, MDC
- c) **Course Coordinator (Co-Curricular & Non- Academic):**
Dr. V.Deepa Nair, Professor & CH, CUDS
- d) **Proctor and Controller of Examinations**
Sri K.Jagan Mohan Goud, CH,CFM
- e) **Associate Course Coordinator (Academic):**
Smt. K. Usha Rani, JFM-CTS
- f) **Asst. Course Coordinator (Co-Curricular & Non-Academic):**
Dr. B.Laxminarayana, TRA, MDC
- g) **Nodal Officers:**
 - i) Smt.G.Jhansi Rani, Faculty-CPA
 - ii) Sri G.V.V.Subba Rao, AAO/ Asst.Lecturer,CFM

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: asodr@mcrhrdi.gov.in
- c. Home Page: <http://www.mcrhrdi.gov.in>
- d. STD Code: 040
- e. EPABX Lines : 23548487,23557580,23557582,
- 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.
- 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 Rs 1000/- 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 (Rs50/-)

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.))

Note: The above mentioned rates are indicative only
Route Map to the Institute is available on our website

Accommodation:

- a. During the Foundation Course, ASOs (DR) 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 Course.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. ASOs (DR) may bring any other items as per their personal requirements.
- e. All ASOs (DRs) are required to pay accommodation charges @Rs. 300 per day for their stay at the Institute.
- f. Accommodation for spouses or family members will NOT be provided. ASOs (DR) 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 ASOs (DR) , assistance will be provided as per the Institute's policy on this matter.

Dining Facilities:

- Dining for the ASOs (DRs) is arranged at the Pushti dining hall of Tungabhadra Block. Both vegetarian and non-vegetarian food will be served in the Mess and the monthly mess charges will be approximately Rs 7,500/-(B/F:Rs.75/- and Dinner:Rs.175/- : Total Rs.250/- per day per person)
- Refreshments are available on payment basis in the Institute's café. Cooking in the hostel rooms is strictly prohibited.

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. ASOs (DR) are advised to make optimal use of these facilities.
- ASOs (DR) may bring along with them their personal equipment for games, music, photography, etc. On special occasions and also during participation in cultural programs, ASOs (DR) are encouraged to wear traditional attire of their respective States.
- All ASOs (DR) will be required to pay Rs.1000/- towards Officers Club during joining formalities.

Computers:

ASOs (DR) 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. The ASOs (DR) 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

Project Management Software: MS-Project 2003

MS-Office should not be a starter version. It must include MS-Word, MS-Power Point, MS- Excel and MS-Access.

Course Inauguration:

- The ASOs(DR) Foundation Course (FC) will be formally inaugurated on 1st May, 2018. The programme details will be circulated separately.
- You are requested to be dressed in CEREMONIAL ATTIRE for the inaugural ceremony and be seated at the venue as per the seating plan, which will be communicated to you in due course. Photography by ASOs(DR) is strictly prohibited during the programme.

Banking:

Newly recruited ASOs(DR) will be required to furnish the Bank details viz. the Bank name and account details to credit the salary and other payments. 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 Course. The campus has Andhra Bank ATM in the campus.

General Instructions:

- a) The Foundation Course is a 'NO LEAVE' course. NO LEAVE SHALL BE GRANTED during the period of training at the Institute. The ASO (DR) are advised to settle/dispose off matters requiring their personal presence before joining the Institute. Even Station leave shall not be granted for any purpose.
- b) The ASOs(DR) 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
FC for ASO(DR) of CSS

Annexure to Joining Instructions

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 ASOs(DR) 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 very hot during May.** Therefore it is advised to bring adequate required clothing along.

Dress Regulations

At all times, ASOs(DR) are expected to be properly attired and should not present an unkempt appearance. Gentlemen ASOs(DR) must keep their hair trimmed short and properly groomed. They are required to shave daily. The ASOs(DR) sporting moustaches and beards must keep them properly trimmed. For stay in Hyderabad and also on various official tours, the ASOs(DR) are advised to have adequate clothing both for formal and informal occasions. Following are the dress regulations:

Ceremonial /Formal

- a. Black Bandhgala / Jodhpur Suit /_Sherwani with formal shoes (Oxfords / Brogues) for Gentlemen.
- b. Sari with formal shoes / sandals for Ladies

Informal

- Full Sleeves Shirt and Trousers with necktie (summer) and Jacket and Trousers with necktie (winter) with shoes (other than casuals) for Gentlemen.
- Sari, Salwar Kameez or Churidar Kurta (not short kurtis /tight leggings) or Western Business Suit with shoes / sandals for Ladies

Casual

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

Traditional/ Ethnic

- Dhoti/ Kurta-Pajama / Veshti / Mundu etc. for Gentlemen
- Ethnic Saree/ Ghaghra / Lehnga/ Mekhla Chador/ kasavu set etc. for Ladies

Occasion

Ceremonial/Formal

- Course Inauguration / Valediction Ceremony
- Visit of VVIPs such as Governor/ Chief Minister/ Ministers
- Any other occasion designated by the Course Director

Informal

- For ASOs(DR) and In-Service Officers during Class Hour

Casual

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

Traditional/ Ethnic

- Cultural Performances
- India Day

3. Miscellaneous

- Lapel cards/ID cards shall always be worn on all formal and informal functions and during classes.
- All ASOs (DR) are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shorts etc 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 ASOs (DR) is strictly proscribed. **Use of bathroom slippers should be restricted to the hostel rooms only.**

4. Requirements for PT/Yoga/Games & Sports

Morning activity is (compulsory) will consist of the following

PT/ Art of Living /Yoga

- a) For PT, compulsory sports/games activities, Institute T-shirts must be worn. Other T-shirts will not be allowed. Track pant and T-shirt to be worn for PT.
- b) For Art of Living and Yoga, dress code will be as per the instructions of the Teachers. However, white kurta and pyjama would be ideal.
- c) One Institute T-shirt has to be purchased by all ASOs (DR) at the time of joining. The approximate cost will be Rs 300/- per T-shirt.(One T-Shirt will be provided by the institute).
- d) For other sporting activities, the ASOs (DR) may like to bring their own sports clothing.
- e) 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.
- f) Lady ASOs (DR) may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above mentioned clothing and other accessories.
