



**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 8<sup>th</sup> April to 7<sup>th</sup> June 2024)**

**Joining Formalities**

Joining formalities for the Officer Trainees (OTs) of the ASO (DR) Foundation Training Programme (FTP) will commence and continue on 8<sup>th</sup> April 2024 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 Bharat Kumar, Facilities Executive (9966064441)** or **Sri Nagaraj, Facilities Executive (9677757539)**. Godavari Hostel reception no. 92480 05306.

**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 08.04.2024 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. AADHAAR Card or any GoI Identity card
  - b. Relieving Order
  - c. Four (4) copies of Passport size colour photographs with white background and

**Dr Marri Channa Reddy**  
**Human Resource Development Institute of Telangana**  
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**FTP for ASODR of CSS**  
(From 8<sup>th</sup> April to 7<sup>th</sup> June 2024)

**Joining Instructions**

**Annexure – A**

**Course Details**

- a) Course Duration: From 8<sup>th</sup> April to 7<sup>th</sup> June 2024
- b) Date of Joining : 8<sup>th</sup> April 2024 (9.30am to 1.30pm)

**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:

<b>S.No.</b>	<b>Name &amp; Designation</b>	<b>Designation in FTP</b>	<b>Contact Number</b>
1	Prof. Abbas Ali, Sr. Professor & Sr. Academic Advisor, TMU	Overall Supervision & Academic Advisor	9030005661
2	Dr.Kandukuri Usha Rani Sr.Faculty & Centre Head-CDS	Course Director	9948921557
3	Sri K.Jagan Mohan Goud, JD (Retd.) Joint Director (Trg)	Proctor	8008422262
4	Smt. T.Padmavathi	Administrative Officer	8977784568/ 9666943974
5	Smt. P.Leela Krupa Kumari, Superintendent	Nodal Officer-1	9440777569
6	Sri Saka Venkateswara Rao, Faculty, CLP	Nodal Officer-2	9248032073

**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: [ftpaso2023@mcrhrdi.gov.in](mailto:ftpaso2023@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 at Airport:

- The following staff will be available at the airport to facilitate arrivals Sri Surya Chandra, JA (Contact No. 9908438660) Sri P. Ramesh, 9666898863) 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. 750/- per day per head** 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 **Ruchi dining hall of Godavari 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:

- ASOs have to pay for bed Tea , Breakfast and dinner on all working days and for lunch and snacks also during Saturday, Sunday and Public Holidays.

## Extra-Curricular Activities

The Institute has excellent facilities for various sports like Tennis, Badminton, and Table Tennis 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.

## 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 8<sup>th</sup> April 2024 (Tentative). The programme details will be circulated separately.

You are requested to come in formal dress 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 OTs is strictly prohibited during the programme.**

## 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.*

Handwritten signature in blue ink, possibly 'S. Dhar', with the date '21/04/24' written below it.

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. Therefore, it is advised to bring adequate normal clothing along.

**Dress Regulations**

Gentlemen: 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/Games & Sports**

a. Morning activity is compulsory

b. The OTs have to attend PT

c. For PT and 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. 355/- per T-Shirt.

d. For other sporting activities, OTs 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 OTs may also bring two pairs of plain white salwar kameez, in addition to the above mentioned clothing and other accessories, for use during PT .