

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

Cir. Memo. No. T1/11195/ 2015

Dt:24-04-2017

Sub:- TECHNICAL EDUCATION – The Training Programme on
“Foundation course for Junior Assistants (who were appointed on compassionate grounds)” Scheduled from May 2017 to June 2017 Dr. MCRHRDI, Hyderabad – Reg.
Ref:- Lr. No. T2/377/OM&SP/2017, Dt:- 07.04.2017 received from Dr. MCRHRD Institution of Hyderabad.

All the Principals of Govt. Polytechnics of Telangana state are hereby informed that Dr. MCRHRDI, Hyderabad is conducting Training Programme on **“Foundation course for Junior Assistants (who were appointed on compassionate grounds)”** Scheduled from May 2017 to June 2017.

S. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1	Foundation course for Junior Assistants (who were appointed on compassionate grounds)	01.05.2017 to 29.05.2017 (30 days)	24.04.2017	Sri. V. Jagadishwer	Untrained Junior Assistants (up to 3 years of Service)
2		22.05.2017 to 19.06.2017 (29 days)	12.05.2017	Sri.Saka Venkateswara Rao	
3		12.06.2017 to 13.07.2017 (32 days)	03.06.2017	Dr. G. Lakshmi	

In this connection the Principals of Govt. Polytechnics of Telangana State are requested to circulate the same among the staff and send nominations for the training programme in the proforma enclosed of those employees who were appointed on compassionate grounds of Jr. Assistant and who have not attended the programme earlier of their institution to this office in the following proforma to take further action in the matter. They may send the nomination to adtrg.ts@gmail.com.

Encl: Annexure I & II

Sd/- A.VANI PRASAD
COMMISSIONER

To
The Principals of Govt. Polytechnics under control
of Department of Technical Education.
Copy to Secretary, SBTET, TS, Hyderabad
Copy to RJD of Technical Education.
Copy to Stock File / Spare.

//F.B.O.//

A. Vani Prasad
SUPERINTENDENT
25/04/17

ANNEXURE-I

Programme Title	:	Foundation Course for Junior Assistants (who were appointed on compassionate grounds)
Venue	:	Dr. MCR Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad – 500 033, Fax : 2355 7584
Duration	:	Four Weeks (24 working days)
Dates	:	1. 01.05.2017 to 29.05.2017 2. 22.05.2017 to 19.06.2017 3. 12.06.2017 to 13.07.2017 respectively
Aim	:	To familiarize the newly recruited Junior Assistants with certain Administrative & Accounting Rules and Procedures required in day to day office work
Level and type of Participants	:	Untrained Junior Assistants (up to 3 years of service)
Last date of receipt of Nominations	:	1. 24.04.2017 2. 12.05.2017 3. 03.06.2017
Details of Course Coordinator's		
1. Sri V. Jagadishwer, Sr. Faculty		Ph.No.040-23548487, Extn: 266 FAX No.040-23557584 Mobile No. +91 90300 05572 Mail ID: vjagadishwar@mcrhrdi.gov.in
2. Sri Saka Venkateswara Rao, Jr. Faculty		Ph.No.040-23548487, Extn: 377 FAX No.040-23557584 Mobile No. +91 92480 32073 Mail ID: venkateswararao@mcrhrdi.gov.in
3. Dr. G. Lakshmi, Faculty		Ph.No.040-23548487, Extn: 162 FAX No.040-23557584 Mobile No. +91 88855 26715 Mail ID: lakshmi@mcrhrdi.gov.in

(PTO)

ANNEXURE – II
NOMINATION FORM

1. Programme Title	:	Foundation Course for Junior Assistants (who were appointed on compassionate grounds)
2. Name of the Institute	:	Dr. MCR HRD Institute of Telangana
3. Venue	:	Dr. MCR HRD Institute of Telangana, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	1. 01.05.2017 to 29.05.2017 2. 22.05.2017 to 19.06.2017 3. 12.06.2017 to 13.07.2017 respectively
5. Name of the Candidate: (in CAPITAL Letters)	:	
1. Mobile No.	:	
7. SC/ST/OBC/Others:	:	
8. Date of Birth:	:	
9. Designation:	:	
10. Pay Scale:	:	
11. Basic Pay:	:	
12. Academic Qualifications:	:	
13. Professional Qualification:	:	
14. Address for Communication:	:	
15. Brief description of duties of the officer	:	
		SIGNATURE OF THE CANDIDATE

TO BE FILLED IN BY THE SPONSORING AUTHORITY

Certified that:

- (a) the particulars given above are correct
 (b) Due care has been taken of the training needs of the officer nominated with reference to his/her present/future duties viz-a-viz the contents of the course
 © The Officer, if selected, will be relieved on full time basis for attending the programme

ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION

PIN: PHONE(O) FAX: EMAIL:

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date