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.  

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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.  

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

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.//  

SUPERINTENDENT  
25/04/17
<table>
<thead>
<tr>
<th>Programme Title</th>
<th>Foundation Course for Junior Assistants (who were appointed on compassionate grounds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Dr. MCR Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad – 500 033, Fax: 2355 7584</td>
</tr>
<tr>
<td>Duration</td>
<td>Four Weeks (24 working days)</td>
</tr>
</tbody>
</table>
| 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: lakshmig@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)*

6. **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**: *

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**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
(c) The Officer, if selected, will be relieved on full time basis for attending the programme

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**ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION**

<table>
<thead>
<tr>
<th>PIN:</th>
<th>PHONE(O)</th>
<th>FAX:</th>
<th>EMAIL:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date