

**GOVERNMENT OF TELANGANA**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD**

Cir. Memo. No. T1/11195/ 2015

Dt: 05-12-2017

Sub:- TECHNICAL EDUCATION – The Training Programme on  
“**Foundation Courses for Junior Assistants**” for 4<sup>th</sup> quarter  
of 2017-18 - Nominations called for by the Dr. MCRHRDI,  
Hyderabad – Reg.

Ref:- Lr. No. T1/740/OM&SP/2017, Dt: 21.11.2017 received from  
The Director General & E.O. Spl. C.S. to Govt. (FAC),  
Dr. MCRHRDI, Hyderabad.

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With reference to above letter cited, the Secretary, SBTET, RJD (TE),  
Hyderabad and all the Principals of Govt. Polytechnics of Telangana state are  
hereby informed that the Dr. MCRHRDI, Hyderabad is conducting Training  
Programme as shown below.

S. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1	Foundation Courses for Junior Assistants	02.01.2018 to 01.02.2018	22.12.2017	Sri. K. Suresh Kumar, Jr. Faculty	Untrained Junior Assistants
2		19.02.2018 to 20.03.2018	09.02.2018	Sri. Saka Venkateswara Rao, Jr. Faculty	
3		05.03.2018 to 31.03.2018	23.02.2018	Dr. G. Lakshmi, Faculty	

In this connection, all the above are requested to circulate the same among the Junior Assistants and send nominations for the above training programme from interested Untrained Junior Assistants in the proforma enclosed to this office to take further action in the matter. They may send the nomination to [adtrg.ts@gmail.com](mailto:adtrg.ts@gmail.com).

Encl: Nomination forms

Sd/- U.V.S.N.MURTHY  
For COMMISSIONER

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

//F.B.O.//

*Murthy*  
SUPERINTENDENT  
06/12/17  
06/12/17

**ANNEXURE-I**

Programme Title	:	<b>Foundation Course for Junior Assistants</b>
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	:	<b>From 02.01.2018 to 01.02.2018 19.02.2018 to 20.03.2018 05.03.2018 to 31.03.2018 respectively</b>
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
Last date of receipt of Nominations	:	<b>1. 22.12.2017 2. 09.02.2018 3. 23.02.2018</b>
<b>Details of Course Coordinators</b>		
<b>1. Sri K. Suresh Kumar, Jr. Faculty</b>	:	Ph.No.040-23548487, Extn: 484 FAX No.040-23557584 Mobile No. +91 8977000326 Mail ID: Sureshkumark@mcrhrdi.gov.in
<b>2. Sri Saka Venkateswara Rao, Jr. Faculty</b>	:	Ph.No.040-23548487, Extn: 377 FAX No.040-23557584 Mobile No. +91 92480 32073 Mail ID: venkateswararao@mcrhrdi.gov.in
<b>3. Dr. G. Lakshmi, Faculty</b>	:	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
2. Name of the Institute	:	Dr. MCR HRD Institute
3. Venue	:	Dr. MCR HRD IT, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	<b>From 02.01.2018 to 01.02.2018</b> <b>19.02.2018 to 20.03.2018</b> <b>05.03.2018 to 31.03.2018 respectively</b>
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	:	
		<b>SIGNATURE OF THE CANDIDATE</b>
<b>TO BE FILLED IN BY THE SPONSORING AUTHORITY</b>		
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 present/future duties viz-a-viz the contents of the course		
<b>© The Officer, if selected, will be relieved on full time basis for attending the programme</b>		
<b>ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION</b>		
PIN:	PHONE(O)	FAX: EMAIL:
(Signature of the Sponsoring authority with Seal)		
Ref. No. of Sponsoring Authority		
Place & Date		