

## Important Instructions & Guidelines to

ARS Probationers during their Foundation Training Course at ICAR-NAARM, Hyderabad

F. No. 17-53/2019/AIV(110 FOCARS)

December 19, 2019

1. The Scientist-trainees should report on the first day of the Foundation Course. **In no case, extension of joining time will be permitted.**
2. You are advised to plan your travel arrangements so as to reach NAARM, Hyderabad latest by the evening of **January 6, 2020 to join the FOCARS on January 7, 2020 by 9.30 a.m. without fail.**
3. At the time of registration you have to submit a **copy of your appointment order** issued by ICAR alongwith **one photo identity card and six passport size photographs.**
4. Please bring one set of attested copies of all certificates alongwith originals for verification and also one **BLANK Non-judicial Stamp paper worth Rs.100/-** for completing the bond formalities.
5. Please fill your bio-data at : <https://naarm.org.in/focars/>. Bring your M.Sc. / Ph.D. Thesis or Dissertation and published Research Papers.
6. The Scientist-trainees may note that the attendance and participation during all modules of training course is mandatory. The training entails "Field Experience Training" (FET) where candidates need to travel long distances to villages and farms.
7. ***Female candidates in any stage of pregnancy are advised NOT to join the course as the FOCARS includes Field Experience Training which entails long travel to villages / farms and can cause physical hardship. They can request ICAR for joining the Course at a later date.***
8. Scientist-trainees may note that attending Yoga/Physical training/sports is **compulsory.**
9. Foundation Course is a full-time residential programme. The scientist-trainees would be staying in NAARM Halls of Residence during the entire duration of FOCARS for which boarding and lodging will be charged as per rules and it will be recovered from salary payable to those who join NAARM directly.
10. The Scientist-trainees are advised **not to bring** their family members during the entire duration of Foundation Course.
11. ARS Scientists directly reporting to NAARM for FOCARS are not entitled to payment of HRA during the training period as per ICAR orders.
12. The Scientist-trainees must ensure full attendance during the period of training which will be the major deciding factor for successful completion of the Foundation Course. An undertaking has to be submitted to the effect that he/she will not avail any earned leave during the Foundation Course. The probationers may avail a maximum of three casual leaves during the period of training only on emergent/justifiable reasons.
13. To maintain good mental and physical health, all the scientist-trainees are required to become member of NAARM Sports Complex. An amount of Rs.2000/- (for 2 months) will be deducted from salary towards yoga and sports maintenance charges. All the necessary material for playing various games will be provided by the Academy to the scientist-trainees.
14. No Scientist-trainee shall go on outstation leave without prior written permission of the Course Directors & Joint Director.
15. Scientist-trainees who have been already posted at the institutes and then report for FOCARS are not entitled to 10 days travel time after relieving from NAARM.

16. Transport allowance to scientists directly reporting to NAARM for FOCARS will not be paid as per GOI rules.
  17. **Submission of a copy of your Aadhar Card is mandatory.**
  18. Heckling, teasing, making noise in the class, using unparliamentary language by the probationers against faculty / officers / staff will be considered as gross indiscipline on the part of trainees. Necessary disciplinary action would be initiated in case of any misconduct in the classroom/campus
  19. No scientist-trainee shall argue and quarrel with catering staff, maintenance staff or any other staff members. If dispute arises on any issue, the same shall be brought to the notice of Course Director.
  20. Scientist-trainees are expected to attend examination / evaluation during the course compulsorily. If any scientist-trainee is absent from attending examination on any pretext, he/she will be required to take up the same along with the next batch of FOCARS.
  21. Copying in the examination is considered a serious matter. If any person is involved in that malpractice, he/she will be debarred from examinations and disciplinary action initiated.
  22. The Academy is located adjacent to the PJTS Agricultural University and National Institute of Rural Development & Panchayat Raj (NIRD) campuses at Rajendranagar. It is at a distance of about 22 km from Hyderabad International Airport, Shamshabad, 25 km from Secunderabad Railway Station, 16 km from Hyderabad Deccan (Nampally) Railway station, 16 km from Kacheguda Railway Station, and 12 km from Imlibun/Mahatma Gandhi Bus Station.
  23. You are expected to make your own transport arrangements to reach the Academy. Ola, Uber, Meru, skycab etc are available at the Airport/Railway/Bus Stations and throughout the city. Both the Agricultural College and the Rajendranagar alighting points are about one-and-a-half kilometers away from NAARM. Auto rickshaws are available for hire at Rajendranagar to reach the NAARM Hostel. You may visit our website @ <https://www.naarm.org.in> for further details.
- Your address, while at this Academy will be

**Your Name**

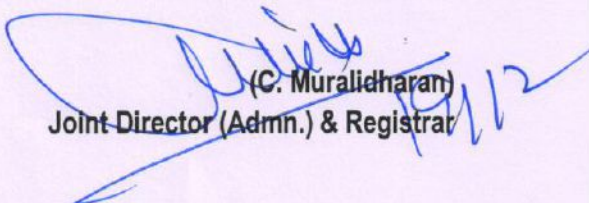
Scientist Probationer, 110<sup>th</sup> FOCARS

ICAR-National Academy of Agricultural Research Management (NAARM), Rajendranagar, Hyderabad 500 030

Tel: 040-24581370/330 (NAARM Hostel); Fax: 040-24015912/ 24581484

Further details can be obtained from the Course Directors.

This is issued with the approval of the Director, NAARM.

  
(C. Muralidharan)  
Joint Director (Admn.) & Registrar