

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR: KHANAPARA: GUWAHATI-22
email:director@aasc.gov.in, aasc1960@yahoo.com
(An Institute certified under the standards of ISO 9001:2015)

No. AASC(T)91/2022-23/ 53

Dated: Guwahati, the 10th November, 2022

INSTRUCTIONS FOR THE OFFICER TRAINEES (OTs) OF ASSAM CIVIL SERVICE
JUNIOR GRADE AND ALLIED SERVICES FOR THE INDUCTION TRAINING
PROGRAMME AT ASSAM ADMINISTRATIVE STAFF COLLEGE (AASC) wef 14TH
TO 26TH NOVEMBER, 2022

1. Entry on the first day :

- (i) The OTs must report for the Induction Training Programme at AASC at 8.00 AM positively on 14th November, 2022 .
- (ii) No individual other than the Officer Trainees (OTs) will be permitted entry into the Administrative Building. The OTs are therefore advised not to bring parents / relatives along with them as they will not be allowed access into the Administrative Building premises.
- (iii) OTs must carry a valid Photo Identity (ID) card and a copy of the appointment letter received from Government of Assam .

2. Accommodation in AASC Hostel and Guest Houses:

- (i) As hostel rooms are limited, only outstation OTs who do not have own house/rented accommodation in Guwahati will be provided twin sharing accommodation on preferential basis during the training. Beds with bed linen and blankets will be provided. All other items required by the OTs during their stay in the hostel will have to be arranged on their own.
- (ii) Accommodation will be arranged off-campus for outstation OTs who cannot be accommodated at AASC hostel.
- (iii) Accommodation for spouse or family member will not be provided. OTs are not allowed to entertain guests (family members, friends, spouse etc.) in their rooms (AASC Hostel / Guest Houses). **Room allotment will be made one day prior to the date of joining (i.e. 13th November, 2022 at 1 PM in Ground**

Floor of the Administrative Building of AASC). OTs requiring accommodation must report on the given date and time.

3. IT facilities:

AASC's Computer Lab can be utilized for course work. OTs may if they wish, bring their own laptops.

4. Library facilities:

Library timings are from 11:00 AM to 07:00 PM. OTs can avail the library facilities as per existing library rules.

5. Dress Code:

OTs are expected to dress decently and neatly at all times.

(i) Ceremonial Attire:

- Gentlemen: Bandgala/ Coat/ Suit with necktie and formal shoes.
- Ladies: Saree/ Mekhala Chadar
- Ceremonial Occasions:
 - a) Inauguration
 - b) Valediction
 - c) Any other occasion as may be informed by the Course Team

(ii) Dress for Classroom:

- Gentlemen : Formal wear such as full sleeved shirt and trousers.
- Ladies : Saree /Mekhala Chadar / salwar suit.

(iii) In Campus :

- Casual wear

(iv) Dining Room:

- Formal or casual wear
- Shorts, pyjamas or any other informal wear will not be allowed.

(v) PT & Yoga for OTs staying in AASC hostel:

- Sportswear /Other appropriate wear
- The OTs must bring their own yoga mats to the yoga classes

6. General Instructions:

- (i) The duration of the course is a no leave course. No leave shall be granted during the period of training at AASC.
- (ii) Consumption of alcohol / liquor is strictly prohibited in the hostel premises. Disciplinary action will be initiated if any form of liquor is found to be consumed or in possession of an OT.
- (iii) OTs are expected to maintain a dignified behaviour during the course. While interacting with faculty/ guest speaker and colleagues, the OTs should be courteous, polite and well-mannered. In case of any indiscipline, the matter will be viewed seriously by the authorities.

General Information :

- Nodal Persons for communication:

(i) Shri Mriganka Saikia, Sr.Asstt. – 9678788119

(ii) Shri Bidyut Pal Deka, Jr.Asstt. – 9706580038

(iii) Shri Kuldeep Deka, Jr.Asstt. – 7002138463



Joint Director of Training and Course Director
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