

# The English and Foreign Languages University

Hyderabad 500 007, India



Affix a **recent**  
photograph

## DIRECTORATE OF DISTANCE EDUCATION

APPLICATION FOR ADMISSION TO

**THE POST-GRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH  
(2025-2026)**

**Name of the applicant:** \_\_\_\_\_

### Check list for applicants

- |  |                          |
|--|--------------------------|
| 1.M.A. Certificate                                     | <input type="checkbox"/> |
| 2.SSC/High School Certificate                          | <input type="checkbox"/> |
| 3.Demand Drafts<br>[Application fees + Programme fees] | <input type="checkbox"/> |
| 4.SC/ST/OBC Certificate                                | <input type="checkbox"/> |
| 5.Visually/Physically-<br>challenged certificate       | <input type="checkbox"/> |
| 6.Document proof for<br>change of name (if any)        | <input type="checkbox"/> |
| 7. Hall Ticket   | <input type="checkbox"/> |

**Roll No:**

### FOR OFFICE USE ONLY

Eligible: Yes ☐ No ☐

Admitted: Yes ☐ No ☐

Checked by:

1.                      2.                      3.

(Asst.)                      (S.O.)                      (Programme Coordinator)

Candidates are required to submit a photocopy of their **Aadhaar Card, wherein their photograph should be clearly visible**. Details like *Candidate's name, Father's and/or Mother's name and Date of birth* should be exactly the same in the Application form and the Proof of Identity submitted.

## INSTRUCTIONS TO CANDIDATES

- i. All entries must be typed or written in **BLOCK LETTERS**.
- ii. Print the application form **back-to-back** – only the *first 06 (six) pages*.
- iii. Applications not accompanied by the **total fee (application form and the programme fees)** **will be rejected**.
- iv. Please **do not send** any unnecessary mark sheets and certificates, like BA/B.Sc/B.Ed. Your application needs to have only **two** mark sheets and **two** certificates: **MA** and **Class X (SSC/SSLC)**. Applications not accompanied by a copy of these **will be rejected**.
- v. The **Hall-ticket** has to be filled-in, signed and submitted along with the application. The candidate's photograph must be attached. **The hall-ticket's front and back page (Pages 5 & 6) must be printed back to back**.
- vi. It is mandatory to submit a photocopy of your **Aadhaar card**. There should be absolutely no discrepancy in the name of the applicant and the proof of identity submitted.
- vii. You need to put your signature in full at **two places**: on the *Declaration page* and the *Hall ticket*.
- viii. The Demand Draft should be drawn in favour of the "**The Registrar, EFL University, Hyderabad**".
- ix. Please send the application by Registered Post with acknowledgement due to:  
*The Director, Directorate of Distance Education  
The English and Foreign Languages University  
Near Tarnaka, Hyderabad-500007, INDIA.  
Ph.040-27095025, 27689597.*
- x. If your present name is different from the one in your SSC Certificate, please enclose the **gazette notification of change of name** as proof, or else the name in the SSC Certificate will be recorded.
- xi. Enclose a self addressed post-card for the acknowledgement of receipt of the application form.

**1. Name in full: Mr./Ms./Dr.:** \_\_\_\_\_  
(in BLOCK Letters)

**Proof of Identity (PoI) submitted: AADHAR/PAN**

**Identity card number of the PoI submitted:** \_\_\_\_\_

### **3. Academic Record:**

Examination Passed	University/ Institution	Subject (s)	Division/Class	Percentage of Marks	Year of Passing
<b>PhD</b> (if applicable)					
<b>MPhil</b> (if applicable)					
<b>MA/M.Sc</b>					
<b>M.Ed.</b> (if applicable)					

**Note:** Please enclose copies of the above (**Mark-sheets & Certificates**)

<b>4a. DEMAND DRAFTS</b>	
<b>(1) D.D. No.:</b> _____ <b>&amp; Amount</b> _____ <b>Date:</b> _____	
<b>(2) D.D. No.:</b> _____ <b>&amp; Amount</b> _____ <b>Date:</b> _____	
<b>4b. ONLINE PAYMENT (if applicable)</b>	
<b>(a) Transaction number</b> _____ <b>(b) Bank</b> _____ <b>(c) Date of transaction:</b> _____ <b>(d) Amount:</b> _____	
<b>5. Mailing address:</b>  _____ _____ _____ _____ Pin Code: _____ State: _____ Telephone/Mobile No: _____ <b>E-mail ID#:</b>	<b>Permanent address:</b>  _____ _____ _____ _____ Pin Code: _____ State: _____ Telephone No: _____ Mobile No: _____
<i>* Please fill in a working email ID here. Please make sure it is legible. If you do not have an email ID, please create one and fill it in. All future communications from the University will be only via emails.</i>	
<b>6a. Date of Birth:</b>	<b>6b. Place of birth:</b>
<b>7a. Mother's Name:</b>  <b>7b. Father's Name:</b>	
<b>8. Nationality:</b>	
<b>9. Gender: MALE/FEMALE/TRANSGENDER/OTHER</b>	
<b>10. Do you belong to a Scheduled Caste/Scheduled Tribe/ OBC?</b>  Scheduled Caste: <b>Yes/No.</b> Scheduled Tribe: <b>Yes/No.</b> OBC: <b>Yes/No.</b>  If yes, please <b>enclose a certificate</b> from a competent authority.	

**11. Are you visually challenged or physically (orthopedically) challenged? \_\_\_\_\_**

If yes, please **enclose a certificate** from a competent authority.

**12. What languages other than English can you**

Speak?: \_\_\_\_\_

Read?: \_\_\_\_\_

**13. Teaching Experience: (Please DO NOT attach any certificates)**

Institution	Designation	Subject taught (Indicate the level)	Date	
			From	To

**14. Present Employment: (Please DO NOT attach any certificates)**

Institution	Designation	Permanent/Temporary	Govt./Non-Govt.	Date of appointment

**DECLARATION**

1. I will abide by the rules of the University and will not act in any manner that will hamper the discipline of the University.
2. The information I have given above is correct and complete to the best of my knowledge.
3. I understand that any false information given by me may result in cancellation of my admission.

**Place:**

**Date:**

**Signature of the applicant**

**The English and Foreign Languages University  
Hyderabad-500 007, India.**

**DIRECTORATE OF DISTANCE EDUCATION**

(Post-Graduate Certificate in the Teaching of English)

**HALL TICKET**

( \_\_\_\_ Month \_\_\_\_ Year )

**Latest passport size  
photograph of the  
candidate.**

**I bear the following marks of identification:**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**Name of the applicant:** \_\_\_\_\_

**Roll No:**

\_\_\_\_\_

(to be filled in by the School of Distance Education Office)

**Specimen Signature of the Candidate**

**DA**

**S. O.**

**DEAN**

Candidates are required to submit a photocopy of their **Aadhar card**, wherein their photograph **should be clearly visible**. The **original** of the proof of identity submitted has to be produced in the exam hall for verification.

**INSTRUCTIONS TO CANDIDATES**  
**(Please print this sheet on the back side of the Hall-Ticket)**

1. Candidates are required to bring their Hall Ticket along every day of the examination.
2. The photograph on the Hall Ticket should be **a clear and recent one**. Candidates pasting old photographs run the risk of being turned away from the examination hall for lack of verification.
3. Candidates should be in their seats at least five minutes before the distribution of the question papers.
4. No candidate shall be permitted to enter the examination hall after half an hour of the commencement of the examination. No candidate shall be permitted to leave the examination hall during the first half an hour of the examination.
5. Candidates are prohibited from writing their names on any part of the answer book. They should write their Roll No. legibly on the cover of the answer books only in the space specially provided for the purpose; otherwise their answers will not be valued.
6. Answers should be written on both sides of the paper.
7. Candidates should on no account address any communication to the examiner. They should also not address the examiner in any manner whatsoever in their answer books. If they do so, their papers will not be evaluated.
8. Candidates are prohibited from bringing into the examination hall any books, notebooks, loose sheets of paper, mobile phones or any other electronic devices. If they do, they are liable to expulsion. Candidates are also prohibited from talking to each other or from copying from others or allowing others to copy from them; or taking or giving any other kind of assistance, or talking to or communicating with a person outside the examination hall. If a candidate is found violating these rules, s/he will at once be expelled from the examination hall and will not be allowed to sit for the remaining papers.
9. No part of the answer book should be separated and no paper detached from the answer book. If the answer book is not sufficient, additional book(s) will be provided which should be securely fastened to the answer book.