

# The English and Foreign Languages University

Hyderabad 500 007, India



Affix recent photo  
attested by  
gazetted  
officer/head of  
recognized  
educational  
institution

## SCHOOL OF DISTANCE EDUCATION

APPLICATION FOR ADMISSION TO

POST-GRADUATE DIPLOMA COURSE IN THE TEACHING OF ENGLISH

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

### Check list for applicants

1. M.A. Certificate
2. PGCTE Certificate
3. SSC/High School Certificate
4. Demand Drafts
  - a. Application fee
  - b. Programme fee
5. SC/ST/OBC Certificate
6. Visually/Physically-challenged certificate
7. Hall Ticket
8. Aadhaar card/  
Passport/ Voter ID/  
Ration card/ Pan card
9. Document proof for  
Change of name (if any)

(For e.g., marriage certificate/Legal affidavit/Gazette notification)

### FOR OFFICE USE ONLY

Eligible: Yes  No

Admitted: Yes  No

Checked by:

1.                      2.                      3.

(D.A.)                      (S.O.)                      (Programme Coordinators)

Roll No:

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 SSC Certificate.

### **INSTRUCTIONS TO CANDIDATES**

- 1. All entries must be typed or written in BLOCK LETTERS**
- 2. The Demand Drafts should be drawn in favour of the "Registrar, EFL University, Hyderabad"**
3. Please send the application by Registered Post with acknowledgement due to ;  
**The Dean  
School of Distance Education  
The English and Foreign Languages University  
Near Tarnaka, Hyderabad 500 007, INDIA  
Ph.040-27095025 / 27689431**
4. The Hall ticket has to be filled-in, signed and submitted along with the application. The candidate's photograph must be attached.
5. If your present name is different from the one in your SSC certificate, please enclose a document as proof (i.e., marriage certificate or gazette notification) or else the name in the SSC certificate will be recorded.
- 6. "Applications NOT accompanied by a photocopy of Degree Certificate, Degree Marksheet, SSC Certificate, Aadhaar card/Passport/Voter ID/Pan card/Ration card and the total fee for PGDTE will be rejected".**

#### **NOTE**

- 1. The Passport/Pan card/Voter ID/Ration card should have been issued from the state claimed as domicile.**
- 2. If it is found that an applicant has given Passport/Pan card/Voter ID/Ration card as identification details and that the Passport/Pan card/Voter ID/Ration card are not from state of domicile, admission will not be given.**

**1. Name in full:** Mr/Mrs/Miss: \_\_\_\_\_  
(in **Block Letters**)

**2. Date of birth:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Day                  Month                  Year

Place of birth: \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

**3. Nationality:** \_\_\_\_\_

**4. Mother's Name:** \_\_\_\_\_

**5. Father's Name:** \_\_\_\_\_

**6. Educational qualifications:**

<i>Examination Passed (Begin with Master's Degree)</i>	<i>University/ Institution</i>	<i>Subject (s)</i>	<i>Division/Class</i>	<i>Percentage of Marks</i>	<i>Year of Passing</i>

**7. a. D.D. No.                          Amount :                          Date :                          Drawn on :**

**b. D.D. No.                          Amount :                          Date :                          Drawn on :**

**8. Mailing address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code: \_\_\_\_\_

State: \_\_\_\_\_

Nearest Rly. Stn: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

**Permanent address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

All future communication with and from the School of Distance Education, unless otherwise required, will preferably be only through e-mails. Therefore, please give us a working email ID and write it legibly. If you do not have an email ID, please create one and fill it in.

**9. Do you belong to any of these categories?**

Scheduled Caste: **Yes/No** Scheduled Tribe: **Yes/No** OBC: **Yes/No**

Visually Challenged: **Yes/No** Physically challenged: **Yes/No**

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

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

*Speak?*

*Read?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Teaching Experience:**

<i>Institution</i>	<i>Designation</i>	<i>Subject taught</i> <i>(Indicate the level)</i>	<i>Date</i>	
			<i>From</i>	<i>To</i>

**12. Present Employment:**

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

**13. Candidates should choose five courses, or four courses and a project. Please tick ( / ) your choice against the subjects you wish to choose.**

1. Principles of Language Teaching ( )
2. Testing Language & Literature ( )
3. Stylistics ( )
4. Indian Writing in English Course I ( )
5. Indian Writing in English Course II ( )
6. General and English Linguistics ( )
7. The Phonetics of English ( )
8. Project Subject (one of the seven above)

**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.*
3. *I understand that any false information given by me may result in cancellation of my admission.*

**Place:**

**Date:**

**Signature**

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

**SCHOOL OF DISTANCE EDUCATION**

Post-Graduate Diploma in the Teaching of English (Distance Mode)

**HALL TICKET**

( \_\_\_\_\_Month\_\_\_\_\_Year )

Latest passport size photograph of the candidate. (The certifying authority should sign across the photograph as well as the hall ticket form).

**(To be signed by a gazetted officer or the head of a recognized educational institution at the high school or college level)\*\***

This is to certify that the candidate has signed in my presence.

He/She bears the following marks of identification. (This column must be filled in either by the candidate or the certifying authority)

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

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

Specimen  
Signature of the  
**Candidate**

Signature of the **certifying authority\*\***

Name in Capitals ( \_\_\_\_\_ )

Designation:

Rubber Stamp

**Roll No.**

**Name**

**Centre**

**DA**

**S. O.**

**DEAN**

Candidates who are unable to get the attestation on the photograph from a gazetted officer or the Head of a recognized educational institution may submit a photocopy of their Aadhaar card/Pan card/Passport, wherein their photograph should be clearly visible. The original of the proof of Identity submitted has to be produced in exam hall for verification.

## **INSTRUCTIONS TO CANDIDATES**

1. Candidates are required to bring along with them their Hall Ticket every day of the examination.
2. The photograph on the Hall Tickets should bear the signature of the certifying authority (any gazetted officer or head of a recognized educational institution at the high school or college level) across the photograph as well as the Hall Ticket form and should be presented for inspection whenever demanded.
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. If a candidate leaves the Hall during the first half an hour of the examination, s/he will not be permitted to re-enter the Hall to answer the paper.
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 answer books 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 valued.
8. Candidates are prohibited from bringing into the Examination Hall any books, notebooks or loose sheets of paper. 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 or attached to the answer book. If the answer book is not sufficient, additional book or books will be provided which should be securely fastened to the answer book.
10. Mobile phones and electronic devices are prohibited and will not be permitted in the examination hall.



**Do not send this to us. The Application form is the first SEVEN pages of this document. Print it back to back and send it to us filled in.**

**The English and Foreign Languages University, Hyderabad  
School of Distance Education  
Post Graduate Diploma in the Teaching of English (PGDTE)**

**ELIGIBILITY INFORMATION**

**Programme duration: 1 Year**

**Eligibility:**

PGCTE from EFL University (formerly CIEFL)

**Procedure for application:**

Please print the application form (7 pages) **back to back**. Fill it up with the correct details. Please enclose with your application form a demand draft for an amount of Rs.500/- (Rs.250/- for SC/ST) towards the cost of the application form and another demand draft for the total programme fee for PGDTE. That is, an Indian citizen living in India should send **two** crossed demand drafts: one for Rs.500/- (Rs.250/- for SC/ST) and one for Rs.6200/- (Rs.3700/- for SC/ST) along with the filled-in Internet application form to **'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500007'**.

The demand drafts should be drawn in favour of **'The Registrar, EFL University'**.

**EEE STRUCTURE**

**I. Fee structure for Indian Nationals (residing in India):**

	General/OBC	SC/ ST
Registration fee	Rs. 200/-	Rs. 200/-
Tuition fee (including examination fee)	Rs. 1100/-	Rs. 550/-
Student Welfare Fund	Rs. 2700/-	Rs. 1350/-
Development Fund	Rs. 1200/-	Rs. 600/-
Postage	Rs. 1000/-	Rs. 1000/-
<b>Total programme fee</b>	<b>Rs. 6200/-</b>	<b>Rs. 3700/-</b>
<b>Cost of application form</b>	<b>Rs. 500/-</b>	<b>Rs. 250/-</b>

*Note: Differently-abled (VHC/PHC) students have to pay only the Registration fee and the postage.*

## GENERAL INFORMATION FOR INDIAN NATIONALS

### Refund of Fee:

Total programme fees will be refunded to the candidates who are ineligible for admission or, for any other reason, are not admitted to the programme.

Application for admission should be downloaded and mailed to The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007.

**Note: You need Acrobat Reader-5 to download the application form.**

**Filled-in application forms will be accepted till 15 November 2019.**

Please enclose with your application form a demand draft for an amount of Rs.500/- (Rs.250/- for SC/ST) towards the cost of the application form and another demand draft for the total programme fee for MA Part I. That is, an Indian citizen living in India should send two crossed demand drafts: one for Rs.500/- (Rs.250/- for SC/ST) and one for Rs.5100/- (Rs.3150/- for SC/ST) along with the filled-in Internet application form to 'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007'. The demand drafts should be drawn in favour of 'The Registrar, EFL University, Hyderabad 500 007'

## II. Fee structure for foreign nationals (including SAARC nationals) and Indian nationals residing outside India

	Sponsored Students Rs.	Self-financed students from Non-SAARC countries Rs.	Self-financed students from SAARC countries (excluding India) Rs.
Registration fee	200	200	200
Tuition fee	2200	2200	1650
Examination fee	500	500	500
Students' Welfare Fund	4200	4200	2700
Computer, internet and sports fund	500	500	
Reserve Fund	41900	41900	4000
Development Fund	4200	4200	
Postage for all non-Asian countries	8000*	8000*	
Postage for other-Asian countries	5000	5000	
Postage for SAARC countries			1000
Medical Insurance/need/help		2000	2000
<b>Programme Total fee</b>	<b>58,700</b> <b>(\$1277)</b> <b>61,700*</b> <b>(\$1342)</b>	<b>60,700</b> <b>(\$1320)</b> <b>63,700*</b> <b>(\$1385)</b>	<b>12,050</b> <b>(\$262)</b>
<b>Cost of application form</b>	<b>500</b> <b>(\$11)</b>	<b>500</b> <b>(\$11)</b>	<b>500</b> <b>(\$11)</b>

## **GENERAL INFORMATION FOR FOREIGN NATIONALS**

### **Refund of Fee:**

Total programme fees will be refunded to the candidates who are ineligible for admission or, for any other reason, are not admitted to the programme.

Application for admission should be downloaded and mailed to The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007.

**Note: You need Acrobat Reader-5 to download the application form.**

**Filled-in application forms will be accepted till 15 November 2019.**

## **BANK DETAILS FOR FOREIGN CURRENCY REMITTANCE**

STATE BANK OF INDIA

HABSIGUDA BRANCH

HYDERABAD

TELANGANA

SWIFT CODE : SBININBBFXD

IFSC CODE ; SBIN0021106

## **Other Information**

### **Refund of Fee:**

Programme fees, once paid, shall not be refunded, under any circumstances.