

The English and Foreign Languages University

Hyderabad 500 007, India



Affix recent
passport size
photograph

DIRECTORATE OF DISTANCE EDUCATION

APPLICATION FOR ADMISSION TO

POST-GRADUATE DIPLOMA COURSE IN THE TEACHING OF ENGLISH
(2025 – 2026)

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 OFFICE USE ONLY

Eligible: Yes ☐ No ☐

Admitted: Yes ☐ No ☐

Checked by:

1. 2. 3.

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

Roll No:

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 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 Director
Directorate of Distance Education
The English and Foreign Languages University
O.U. Campus, 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 Mark sheet, SSC Certificate, Aadhaar card/Passport/Voter ID/Pan card/Ration card and the total fee for PGDTE will be rejected".**

NOTE

1. The Aadhaar card/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**)

PGCTE Roll Number:

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

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

B. ONLINE PAYMENT (if applicable)

(a) **Transaction number** _____
(b) **Bank** _____ **Amount:** _____
(c) **Date of transaction:** _____

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 Directorate 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. Listed below are all compulsory courses offered under the PGDTE programme.

1. Principles of Language Teaching
2. Testing Language & Literature
3. Indian Writing in English Course I
4. Indian Writing in English Course II
5. General and English Linguistics
6. The Phonetics of English
7. Project Subject (one of the six 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 to the best of my knowledge.*
3. *I understand that any false information given by me may result in cancellation of*

Place:

Date:

Signature

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

DIRECTORATE OF DISTANCE EDUCATION
(Post-Graduate Diploma 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

1. Candidates are required to bring along with them their Hall Ticket 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. 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.