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From

The Director
Regional Institute of English
Chandigarh Administration
Sector 32-C, Chandigarh.

To

The Director Public School(S)/Director of Higher Education/Director of Education,
Chandigarh Admn., Punjab, Haryana, HP and J & K, Jammu.

Memo No. RIE/COS-108-GI/PGCTE/2017/1137

Dated Chandigarh, the 22/9/17

Subject:-

Qualitative improvement in the teaching of English: Nomination of 10 Masters/Mistress/Lecturers in English per State for admission to the 108th PGCTE Course at RIE Sector 32 C, Chandigarh. Teacher Trainees with Computers Skills to be given preference.

This is to inform you that the Regional Institute of English, Chandigarh will conduct the 108th Postgraduate Certificate Course in the teaching of English (PGCTE) from 23rd October 2017 to 5th March 2018. The 'on campus' part of course is from 23rd October to 25th Jan 2018 and the 'off campus' part of the course to be done online from one's school/residence is from 29 Jan 2018 to 5 March 2018. This course is meant for trained Graduate/Postgraduate/Masters/Mistress/Lectures in teaching English at the middle, high and higher secondary school of your state. This course aims at:-

- a) Acquainting the teacher's trainees with the structure of English through Linguistics, Phonetics and phonology, English Grammar and Usage.
- b) Training the teachers in adopting the latest techniques & methods including using computers and multimedia software while teaching English as a second language.
- c) Improving the trainees proficiency in English by holistic improvement of listening, speaking reading and writing skills, and
- d) Sensitizing the teacher trainees to class room research which leads to production of material that can be readily used in classroom.
- e) Training Teachers besides pursuing online learning.

The course accordingly includes the following subjects:

1. English Linguistics
2. English Phonetics and Phonology
3. Contemporary English Grammar and Usage
4. Methods of Teaching English
5. Communication Skills
6. Research and Material Production
7. Computer Skills

You are requested to direct the District Education Officers(s) of your state to sponsor at least 10 teachers from your state to attend the course. The teachers should report to the institute at 9 a.m. on 23rd October 2017. Copies of application forms are enclosed for further circulation to the District Education Officers(s).

The Following stipend rules will apply:-

Rs. 190/-pm for participants from Chandigarh.

Rs. 300/- pm for participants from Punjab, Haryana, Himachal Pradesh and Jammu & Kashmir by Chandigarh Administration.

Rs. 2400/-pm to all participants from all states under GOI scheme.

Necessary and early action in this matter may kindly be taken.

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Director
Regional Institute of English
Chandigarh Administration
Sector 32 C, Chandigarh.
Dated:

Endst. No. RIE/COS-108 PGCTE/2017/

A copy of this may be forwarded to all District Education Officers of the States of Punjab, Haryana, Himachal Pradesh, Jammu and Kashmir and the Union Territory of Chandigarh for immediate action. Please note that:-

The teacher should be below 55 years of age.

Hostel facility is available for male schools teachers only. All those teachers who are deputed to attend the course and would like to stay in the hostel should bring their own bedding.

You are requested to ask the Principals/Headmasters/Headmistress to send the casual leave account of the teachers deputed to the RIE alongwith relieving orders.

Teacher trainees will not be allowed to take more than 8days of leave during training.

Sr
Director
Regional Institute of English
Chandigarh Administration
Sector 32 C, Chandigarh

The District Education Officer

Endst. EDN-V(G-II) Elem/Tsg/- 32407-32673
office of the

Dy. Direct. Elem. Education, Una (H.P.)

Dated:- 12/10/2017

Copy is forwarded to all the C/SSS/GMS/GMS in Dist. Una/H.P. with the directions that willing teachers may apply online for the above said course under intimation to this office.

Dy. Director Elementary Education
UNA, Dist. Una (H.P.)

APPLICATION FORM FOR ADMISSION TO THE POST GRADUATE COURSE IN THE TEACHING
 ENGLISH AT THE REGIONAL INSTITUTE OF ENGLISH CHANDIGARH ADMINISTRATION,
 R 32-C, CHANDIGARH

Name (Capital Letters) _____

Father's Name _____

Address for Correspondence _____

Date of Birth _____

Record of Examination passed:-
 (Attested copies of certificates to be attached)

Examination Passed	%age of marks	Board/ Universities/ Institution	Year of passing	Subject(s) offered
Matric				
B.A.				
M.A.				

Any other Examination _____

Name of the School if employed _____

a) Designation _____

b) Subject(s) being taught _____

Experience of teaching English _____
 Classes _____

Year _____ Months _____

Will you require Hostel accommodation? _____

I agree to abide you by the rules of the Institute.

Signature of the teacher _____

Date _____

The particulars furnished by the applicant have been verified and found correct.

Signature and office seal of the Head of the Institute.

Signature and office seal of the District Education officer

Recommended and forwarded _____

Recommended and forwarded _____