

From

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

7594  
30/10/18

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श्री-1215 अक्षय कुमार  
व.प. अक्षय कुमार

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-110-GI/PGCTE/2018/  
Dated Chandigarh, the

Subject:- Qualitative improvement in the teaching of English: Nomination of 10 Masters/mistress/Lecturers in English per State for admission to the 110<sup>th</sup> 4-Month PGCTE Course at RIE Sector 32 C, Chandigarh. Teacher trainees with Computer Skills to be given preference.

This is to inform you that the Regional Institute of English, Chandigarh will conduct the 110<sup>th</sup> 4-Month Postgraduate Certificate Course in the teaching of English (PGCTE) from 12 November 2018 to 15 March 2019. The 'on campus' part of course is from 12 November 2018 to 15 February 2019 and the 'off campus' part of the course to be done online from one's school/residence is from 18 February 2019 to 15 March 2019. This course is meant for trainee Graduate/Postgraduate/Masters/Mistress/Lectures in teaching English at the middle, high and higher secondary school of your state. This course aims at:-

1. Acquainting the teacher's trainees with the structure of English through Linguistics, Phonetics and phonology, English Grammar and Usage.
2. Training the teachers in adopting the latest techniques & methods including using computers and multimedia software while teaching English as a second language.
3. Improving the trainees proficiency in English by holistic Improvement of listening, speaking reading and writing skills, and
4. Sensitizing the teacher trainees to classroom research, which leads to production of material that can be readily used in classroom.
5. 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 Grammar and Usage
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 12 November 2018. Copies of application forms are enclosed for further circulation to the District Education Officers(s).

The following stipend shall be paid to concerned teacher/trainee:-

Rs. 190/- pm for participants from Chandigarh.

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

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

-sd-

Director,  
Regional Institute of English,  
Sector 32, Chandigarh

Dated:- 9/10/18

Endst No. RIE/COS-110 PGCTE/2018/ 4277

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 causal leave account of the teachers deputed to the RIE along with relieving orders.

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

  
Director,  
Regional Institute of English,  
Sector 32, Chandigarh

The District Education Officer

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

Name (Capital Letters) \_\_\_\_\_

Residential Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Attended copies of certificates to be attached:-

Examination Passed

%age of marks

Board/ Universities/ Institutions

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 \_\_\_\_\_

Will you require Hostel accommodation? \_\_\_\_\_

Year \_\_\_\_\_ Months \_\_\_\_\_

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

Signature of the teacher

Date \_\_\_\_\_

Signature and office seal of the Head of the Institute.

Recommended and forwarded

Signature and office seal of the District Education officer

Recommended and forwarded

ਸਰਕਾਰ ਜਿਲ੍ਹਾ ਤੇਜ਼ਾਨਾ ਮਹਾਂਸ਼ਾਲਾ (ਸੰ. 100) ਖਰੀਦੀ

ਪੱਤਰ ਨੰ. ਜੀ-1/1(7) 2018

05/11/2018

ਕੁਪੜੇ ਪੱਤਰ ਨੰ. 100 ਦੇ ਖਰੀਦੀ ਜਿਲ੍ਹੇ ਦੇ ਮੁਖੀਆਂ / ਸੰ. 100  
ਦੀ ਸੇਵਾ ਵਿੱਚ ਮਾਫ਼ੀ ਦੇ ਤੇਜ਼ਾਨਾ ਮਹਾਂਸ਼ਾਲਾ

ਜਿਲ੍ਹਾ ਮੁਖੀਆਂ ਮਹਾਂਸ਼ਾਲਾ  
ਜੀ-100, ਖਰੀਦੀ

5/11

05/11/2018