



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD 500 007**

(A Central University established by an Act of Parliament)

[www.efluniversity.ac.in](http://www.efluniversity.ac.in)

(040-27689447/27070046/27689714)

**IMPORTANT INSTRUCTIONS**

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**I. General Instructions**

1. The University shall be open to persons of either sex and of whatever caste, creed, race, or class and gender and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as a applicant in the University or to graduate thereat or to enjoy or exercise any privilege thereof.
2. Notwithstanding anything above, the University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unbecoming of an applicant, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming and that harms the interest, name and reputation of a member of the University or of the University as an academic body.

3. The University reserves the right to withdraw, defer or cancel a programme of study initially offered based on valid and cogent reasons which shall be recorded in writing.
4. If at any time it is discovered that an applicant has made false or incorrect statement, concealed any culpable information and used fraudulent means to secure admission, his/her name shall be removed from the rolls of the University.
5. The University reserves the right not to admit or to cancel any admission.
6. The University has a policy of zero tolerance towards indiscipline.
7. Mere appearance or qualifying in the entrance test does not guarantee a seat. Admission will be decided solely on the merit in the entrance test, fulfillment of eligibility criteria, and production of the eligibility documents at the time of admission. The University is not liable to be held responsible in any way if admission is denied on these grounds or other as listed in the 'Important Instructions' booklet. It is the duty of the candidate to fully satisfy herself/himself of eligibility criteria before applying for a programme.
8. Note that for application to any programme, Aadhar Number is mandatory. Without an Aadhar Number, application submission will not be successful. You need to upload scanned copies of the Aadhar Card along with the application.
9. For admission to a programme, the following documents need to be compulsorily provided, failing which admission will not be granted.
  - (a) Relevant qualifying Degree and Board certificate
  - (b) Transfer/Migration and character certificates from the Institution last attended
  - (c) Grade cards or Mark sheets
  - (d) Caste/Tribe/OBC/PH certificates and certificates for other reserved categories under GOI rules.
  - (e) Certificate of teaching /research experience (for Part Time PhD)
10. Scanned copies of Aadhaar/Voter Id/ Ration card of the parent/guardian need to be submitted as address proof.
11. All those who submit the online application form along with payment of fee will be issued Admit Passes without verifying whether or not they satisfy the eligibility criteria for admission to a programme. Eligibility will be verified by the university only at the time of admission, if granted. The candidates are therefore advised to go through the Online Prospectus 2017-2018 carefully and judge their eligibility before submitting their application forms.
12. Online Application will not be complete without your photo, signature, Aadhar Card and other required documents.

## II. Application-related instructions

1. You must apply online through <http://www.efluniversity.ac.in> website. No other means/ mode of application will be accepted.
2. You must have a valid personal e-mail id. It should be kept active until the completion of the admission process. In case you do not have a valid personal email id, you should create a new email id before applying online.
3. Applications for admission to various academic programmes should be submitted online in the prescribed form. Read the instructions carefully before filling the application form.
4. The Online Prospectus contains details of the Programmes offered, duration of Programmes and courses, eligibility criteria, Fee, Deposits, availability of seats etc. Read the Prospectus before you apply for a programme.
5. No applicant shall be allowed to apply for more than two full time or Part time programmes in an academic year.
6. If an applicant wishes to apply for a second programme, he/she needs to select second programme in the same application and make a payment of the entrance fee for two programmes.
7. No applicant shall be allowed to apply for the same programme in two campuses (for instance, MA English in Hyderabad, and MA English in Shillong).
8. The drop down menu in the application form allows you to select the campus (Hyderabad, Lucknow, Shillong) for a programme. Once selection of a campus is made, **no requests for change of campus or transfer to another campus will be entertained before or after the admission for reasons whatsoever.**
9. The prescribed entrance test fee should only be paid Online (credit card/debit card/netbanking). The fee is Rs. 500/- in the case of General/OBC/WDP candidates and Rs.250/- in the case of SC/ST/PWD candidates. The entrance test fee is non-refundable.
10. The applicant needs to upload the following:
  - a. scanned photograph of the applicant
  - b. signature of the applicant
  - c. scanned copy of Aadhar card
  - d. scanned copy of Aadhar card/Voter card/Ration card/Passport
  - e. scanned copy of caste certificate (in case of applications under SC/ST/OBC quota)
  - f. scanned copy of PWD certificate (in case of Persons with Disability)
    - i. scanned copy of WDP certificate (in case of Wards of Defence Personnel)
  - g. Scanned copy of certificate of teaching/research experience (in Case of Part time PhD Programme)

11. Refer to the section 'HOW TO APPLY' to know the steps to scan and upload photograph, signature and scanned copies of certificates.
12. The caste certificates should be provided only in the prescribed GOI format.
13. The applicant needs to upload the scanned copy of the WDP/PWD certificate issued by a competent authority, if he/she is seeking admission against the WDP/PWD quota.

### III. Choice of Test Cities

1. The **online entrance tests** for all Undergraduate programmes, Post-graduate programmes, B.Ed, PGDTE, PhD (Full and Part Time mode) will be held in the following cities (subject to a minimum number of candidates.)

Ahmedabad	Bangalore	Delhi	Hyderabad
Lucknow	Mumbai	Shillong	Vishakapatnam

2. You will be assigned a test centre in city selected and it will be mentioned in your admit pass. Once a choice of city has been exercised, no request for any change in the choice will be entertained.
3. The University reserves the right to cancel any of the above test cities and allot the candidate another centre closest to the centre cancelled.

### IV. Issue of Admit Pass for the entrance tests

1. The Admit Pass will be made available for downloading on the University's website <http://www.efluniversity.ac.in> after successful submission of the online application and payment of the entrance test fee.
2. The University will not send the Admit Pass by post. Therefore, it is the responsibility of the candidate to download the same and appear for the test.
3. No candidate shall be allowed to write the entrance test at any other centre except the centre allocated and mentioned in the Admit Pass.

### V. Entrance Test Instructions

1. Candidates are instructed to be in their seats 45 minutes before the commencement of the test as mentioned in the Admit Pass. For session 1 (10:00-12:00 am) candidates should be in their seats by 9.15 am to complete pretest formalities; for Session 2 (2.00 to 4.00 pm) candidates should be in their seats by 1.15 pm. No one will be allowed to enter the test hall even a minute after the commencement.
2. Use of cell/mobile phones/tabs in the test hall is strictly prohibited.
3. No candidates shall be allowed to leave the test hall before the end of the test.

4. The format for the entrance tests for various programmes is provided in the Online Prospectus.

EFL University is not a residential university. Accommodation in hostels is therefore not guaranteed and is subject to availability on sharing basis only for applicants who are from outstation and enrolled in a full time programme at the University.

## **VI. How to apply?**

### ***Step 1: Documents to be kept with you***

1. Download the Online Prospectus from the website and check the academic programmes offered and the eligibility criteria for each programme.
2. Keep the scanned copies of the following documents ready
  - (a) your photograph
  - (b) your signature
  - (c) Aadhar Card
  - (d) caste certificate, if you belong to SC/ST/OBC categories
  - (e) WDP/PWD certificates issued by a competent authority, if you are seeking admission against the WDP/PWD quota
  - (f) credit card/debit card/Net banking codes
  - (g) JRF certificate, if you are a JRF awardee.
  - (h) Aadhaar /Voter ID/ Ration card of the parent/guardian

### ***Step 2: New user registration***

1. Click on EFLU Registration online.
2. Complete the details required. Then click the SUBMIT button.
3. Enter all the relevant details carefully. Change of data will not be allowed.
4. A password will be sent from EFL University to your registered mobile number and email id.
5. Retain your Username and Password that appear for further reference.

### ***Step 3: Confirmation of password***

Login to with the username and password received from EFL University.

### ***Step 4: Fill in the Online Registration form***

1. Click on EFLU Registration Online to get the application form.
2. Complete the details required, upload your passport photograph, signature and certificates if any, and make the fee payment. Then click the Submit button.

3. Pay the required fees online using Net banking / Credit Card / Debit Card of any bank following the link that appears (see INSTRUCTIONS FOR PAYMENT OF ENTRANCE TEST FEE for more details).
4. Once the payment is made, you will receive an SMS and email confirming your payment.

**Step 5: Download the Admit Pass**

1. On the date announced, (see website for information) download the Admit Pass using the same username and password.
2. You will receive a system-generated Admit Pass. Download it, keep it safe and bring it to the Test centre on the Entrance test date.

**VII. Guidelines for scanning the Photograph & Signature:**

While filling the online application form, you will be provided with a link to upload your photograph and the image of your signature. So before applying online you must have a scanned (digital) image of your photograph, signature, Aadhra Card as per the specifications given below.

- (i) **Photograph Image:** Photograph must be a recent one and should be in passport size colour picture. Make sure that the picture is in colour, preferably with a white background. If you wear spectacles, make sure that there are no reflections and your eyes are clearly visible. Caps/hats and dark glasses are not acceptable. Religious headgear is allowed but it must not cover your face. The photograph should be in 200 x 230 pixels. Ensure that the size of the scanned image is not more than 50KB. Adjust the settings of the scanner, such as the dpi resolution, during the process of scanning.
- (ii) **Signature Image:** You have to sign on white paper with black ink/ball point pen. Scan this image. The signature should be in 140 x 60 pixels. Ensure that the size of the scanned image is not more than 20KB. The signature will be appended on the Admit Pass and wherever necessary. If your signature on the answer script, at the time of the examination, does not match with the signature on the Admit Pass, then you will not be allowed to write the entrance test.
- (iii) **Scanning the Proof of OBC/SC/ST/PWD/WDP certificate:**
- (iv) Set the scanner resolution to a minimum of 200 dpi (dots per inch)
  - Set colour to True colour
  - File size (50 to 150 KB, as specified in the application form)
  - Crop the image in the scanner to the edge of the image, then use the upload editor to crop the image to the final size (50 to 150 KB, as specified in the application form).

- The image file should be JPG or JPEG format. An example file name is: image 01.jpg or image 01.jpeg. You can check the image dimensions by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain the image in .jpeg format not exceeding 50KB (photograph), 20KB (signature) & 200KB (Proof of BC/SC/ST/PWD/WDP and other certificates) by using MS Paint or MS Office Picture Manager. Scanned images in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph), 20KB (signature) & 200KB (Proof of Date of Birth, Proof of BC/SC/ST/PWD/WDP Certificate) by using crop and then resize option (please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.

**VIII. Procedure for uploading the photograph, signature, Proof of OBC/SC/ST/PWD/WDP and other Certificates**

1. There are separate links for uploading images.
2. Click on the respective link "Upload Photograph, Signature, Proof for OBC/SC/ST/
3. PWD/WDP"
4. Browse and Select the location where the Scanned Image file has been saved.
5. Select the file by clicking on it.
6. Click the 'Upload' button.

***Procedure for creating images with correct dimension***

While scanning the photo, signature and other documents if you do not get the correct dimension for uploading the images, kindly follow the instructions given below:

1. Open the scanned images in MS paint.
2. Click on images--->stretch/skew (ctrl+w).
3. Reduce the horizontal and vertical percentage in the stretch box, if the image size is more.
4. Increase the horizontal and vertical percentage in the stretch box, if the image size is less.
5. Save the image in JPEG format.

Submitted for approval

OSD (A&E)

COEi/c

To  
The Vice Chancellor

