

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD**

No. EFL-U/Admn/F.2294/2019/1298

11th January, 2019

NOTIFICATION

The English and Foreign Languages University, a Central University established under an Act of Parliament, invites applications for the following positions from retired Professors / retired Officials for Sl. No. 01 to 05, who worked in Officer Cadre in any State / Central University/ Government Organisations and for Sl. No. 06 & 07 the candidates retired from the Govt. Service or Professionals in the field only need apply:

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|------------------------------------|---|----|
| 1. Consultant (University Hostels) | - | 02 |
| 2. Consultant (Administration) | - | 02 |
| 3. Consultant (Finance) | - | 02 |
| 4. Consultant (Yoga) | - | 01 |
| 5. Consultant (Legal Affairs) | - | 01 |
| 6. Consultant (Fitness) (Male) | - | 01 |
| 7. Consultant (Fitness)(Female) | - | 02 |

The details of the field of specialisation, educational qualifications and other details are as under:

1. Consultant (University Hostels):

- I. No. of Positions : 02
- II. Location: The English and Foreign Languages University, Hyderabad.
- III. Job profile:
 - a) to look after the working and smooth functioning of the day-to-day activities in hostels of the EFL University.
 - b) to ensure discipline among the students residing in hostels of University.
 - c) to identify the problems of the students in the hostels and report to competent authority.
- IV. Qualifications, knowledge and skills required:
 - a) the applicant should be a Retired Professor/Associate Professor in any State/ Central University.
 - b) should possess a Doctoral Degree from a recognized Indian University.
 - c) should have a minimum of 3 years of experience in senior supervisory position.
 - d) should have proven record of managing critical issues.
 - e) should be capable of independently functioning in a multi-cultural environment .
 - f) should have excellent inter-personal and management skills to work in a deadline-driven environment.



- V. Schedule for Engagement: The initial engagement of Consultant (University Hostels) shall be for a period of 06 months, which may be extended subject to requirement and satisfactory performance.

2. Consultant (Administration) :

- I. No. of Positions : 02
- II. Location: The English and Foreign Languages University, Hyderabad.
- III. Job profile :
 - a) The candidate should be a graduate in any discipline.
 - b) The candidate should be well-versed with all the administrative rules and well-acquainted with knowledge of service matters of both teaching and non-teaching issues, legal matters, UGC rules etc.
 - c) He/she should have a minimum of ten years of service in the Officer Cadre out of which he/she should have served in the cadre of Deputy Registrar or equivalent cadre in any State /Central University/Government Organisation.
- IV. Schedule for Engagement: The initial engagement of Consultant (Admin) shall be for a period of 06 months, which may be extended subject to requirement and satisfactory performance.

3. Consultant (Finance)

- I. No. of Positions : 02
- II. Location: The English and Foreign Languages University, Hyderabad.
- III. Job profile:
 - a) to look after all finance related matters, to guide the staff in the preparation of Minutes of the Finance Committee, in the preparation of Budget, correspondence with MHRD for release of funds etc.
 - b) He/she should be a graduate in any discipline.
 - c) He/she should have a minimum of ten years of experience in the Officer Cadre or Equivalent cadre in any State/Central University/Government organisation.
- IV. Schedule for Engagement: The initial engagement of Consultant (Finance) shall be for a period of 06 months, which may be extended subject to requirement and satisfactory performance.



4. Consultant (Yoga)

- I. No. of Positions : 01
- II. Location: The English and Foreign Languages University, Hyderabad.
- III. Job profile:
 - a) to teach yoga to the students and employees of the University.
 - b) Bachelor's Degree from a recognized University.
 - d) He/she should have a minimum of 05 years of experience as a yoga instructor/teacher in any government organization/any reputed Institute.
 - e) He/she should be proficient in English.
- IV. Schedule for Engagement: The initial engagement of Consultant (Yoga) shall be for a period of 06 months, which may be extended subject to requirement and satisfactory performance.

5. Consultant (Legal Affairs)

- I. No. of Positions : 01
- II. Location: The English and Foreign Languages University, Hyderabad.
- III. Job profile:
 - a) To look after the work related to legal matters.
 - b) He/she should be a law graduate.
 - c) He/she should have a minimum of 05 years of practice in High Court/District Court.
- IV. Schedule for Engagement: The initial engagement of Consultant (Legal Affairs) shall be for a period of 06 months, which may be extended subject to requirement and satisfactory performance.

6. Consultant (Fitness) - Male

- I. No. of Positions : 01
- II. Location: The English and Foreign Languages University, Hyderabad.
- III. Job profile:
 - a) to train the male students/employees of the University at the Gym for Men.
 - b) He should have a minimum of 03 years of experience in fitness training in any gyms.

