



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD – 500 007

No. EFLU/Admn./F.361/2021/321

18 August, 2021

**DPC NOTIFICATION TO FILL UP THE FOLLOWING VACANT POSTS  
AS PER THE RECRUITMENT RULES 2010**

Applications are invited from the eligible employees of the University in the prescribed format for the posts mentioned below. Filled in Applications shall be submitted to the office of the Registrar I/c, **by 5:00 PM on or before 23.08.2021.**

**1. SECTION OFFICER (02 UR):**

40% through Limited Departmental Competitive Test amongst the Senior Assistants and Stenographers and other equivalent ministerial posts with  
(a) 5 years' continuous service in the cadres concerned; and  
(b) Satisfactory record of work.

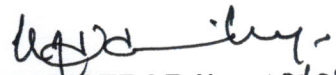
- Competitive Exam based on comprehension and drafting/Administration/General Admn./Purchase/Accounts & Finance in a University
- Maximum marks 100.

**2. JUNIOR OFFICE ASSISTANT (02 UR):**

**Limited Departmental Examination:** Erstwhile Group-D employees, now converted into Group-C Cadre working in the University with a minimum period of 8 years regular service in the cadre with the minimum qualifications prescribed for direct recruitment i.e., HSC with basic computer skills viz., MS Office (MS-Word, Excel and Power Point).

- General Knowledge
- General English
- Knowledge about the University Administration
- Basic Computer Skill Test viz. MS Office (MS-Word, Excel and Power Point)
- Maximum marks 100

A copy of the application form is appended to the Notification to submit the same by the applicant for consideration.

  
REGISTRAR I/c 18/08/2021

To  
All Notice Boards

Copy to:

- 1) Office of the Pro-Vice-Chancellor
- 2) Director, EFLU Regional Campus, Shillong
- 3) Director, EFLU Regional Campus, Lucknow
- 4) The Dean, TI – with a request to upload the above along with application on the University website.
- 5) PS to the Vice-Chancellor
- 6) PA to the Registrar
- 7) DPC File No.361

**APPLICATION FOR DEPARTMENTAL EXAMINATION TO BE HELD**

**ON \_\_\_\_\_ FOR THE POST OF \_\_\_\_\_**

To  
THE REGISTRAR  
EFL University  
Hyderabad

Date: \_\_\_\_\_

Sir,

With reference to the DPC Notification No.EFLU/Admn/F.361/2021/\_\_\_ dated  
\_\_\_\_\_, I wish to apply for the post of \_\_\_\_\_

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Qualifications : \_\_\_\_\_  
Technical Qualifications : \_\_\_\_\_  
Date of appointment : \_\_\_\_\_  
Date of Promotion : \_\_\_\_\_  
Service at Present post : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Date of Retirement : \_\_\_\_\_

I declare that I am a permanent employee of the EFL University. The information given above is true and correct to the best of my knowledge.

Yours faithfully

Signature of the Employee

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**FOR OFFICE USE**

Eligible / Not Eligible

Joint Registrar  
Administration