



# THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD – 500 007

## DETAILS OF THE EMPLOYMENT NOTIFICATION No. III/ 2023, DATED 27.05.2023 (Group 'A', 'B' and 'C' Posts)

The English and Foreign Languages University, a Central University under the Ministry of Education, Government of India invites applications, from the eligible candidates, for appointment to various Non-Teaching positions through Direct Recruitment at Hyderabad and its Regional Campuses at Shillong and Lucknow.

The Essential Qualifications, Experience, Age limit, Pay scales and other relevant terms for Group A, Group B, and Group C, posts are strictly as prescribed by the UGC Model Cadre Recruitment Rules, 2022, which are as follows:

### GROUP – 'A'

#### 1. DEPUTY REGISTRAR

01 Post (UR-01)

Group – A (Pay Level – 12)  
(Rs.78800-209200)

#### Essential Qualifications:

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

**Age Limit: 50 Years**

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#### 2. ASSISTANT REGISTRAR

04 Posts (UR-03, OBC-01)

Group – A (Pay Level – 10)  
(Rs.56100-177500)

#### Essential Qualifications:

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) The appointment under direct recruitment shall be made through an All India Open competition by conducting a written test and interview.

**Age Limit: 40 Years**

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### 3. HINDI OFFICER

01 Post (UR-01)

Group – A (Pay Level – 10)  
(Rs.56100-177500)

#### Essential Qualifications:

- i) Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

**AND**

- ii) Three years' experience of using /applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Govt./ Autonomous Body/Statutory Organisation/PSU/Universities or recognized research or educational institutes.

**OR**

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ /State Govt./ Autonomous Body/Statutory Organisation/PSUs/Universities or recognized research or educational institutions.

#### Desirable Qualifications:

Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognized board.

#### Age Limit: 40 Years

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#### **4. DEPUTY LIBRARIAN**

**02 Posts (UR-02)**

Group – A (Academic Level-13A)  
(Rs.131400-217100)

##### **Qualifications:**

- i) Master's degree in Library Science/Information Science/documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) Eight years' experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science /information science/ Documentation science/ Archives and manuscript keeping/computerization of library

**Age Limit: 50 Years**

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#### **5. ASSISTANT LIBRARIAN**

**05 Posts (UR-04, OBC-01)**

Group – A (Academic Level-10)  
(Rs.57700-182400)

##### **Qualifications:**

- i) A Master's degree in Library Science, Information Science OR Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed).
- ii) A consistently good academic record with knowledge of computerization of library.
- iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulation of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and

appointment of Assistant Librarian or equivalent positions in Universities / Colleges / Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode.
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The Candidate has presented at least two papers based on his/her Ph.D. work in conference/ seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any other similar agency.

**NOTE:**

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.
- (ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**Age Limit: 40 Years**

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**6. PUBLIC RELATIONS OFFICER**

**01 Post (UR-01)**

Group – A (Pay Level-10)  
(Rs.56100-177500)

**Essential Qualifications:**

- i) Master's degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University / Institute.
- ii) At least Five years' experience in the editorial department/Central of any Central/ State Govt. department/PSU/Central /State Educational Institutions established English/regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.

**Desirable:** Good working Knowledge of computer applications.

**Age Limit: 40 Years**

## **GROUP – ‘B’**

### **1. SECTION OFFICER**

**01 Post (UR-01)**

Group – B (Pay Level – 7)  
(Rs.44900-142400)

#### **Essential Qualifications:**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting.

**Age Limit: 35 Years**

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### **2. ASSISTANT**

**07 Posts (UR-04, SC-01, OBC-01, PwBD (B,LV)-01)**

Group – B (Pay Level – 6)  
(Rs.35400-112400)

#### **Essential Qualifications:**

- i) Bachelor Degree from a recognized University / Institution.
- ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Typing, Computer applications, noting and drafting.

**Age Limit: 35 Years**

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**3. PERSONAL ASSISTANT**  
Group – B (Pay Level – 6)  
(Rs.35400-112400)

**06 Posts (UR-05, OBC-01)**

**Essential Qualifications:**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
- iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.
- v) Two years' experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover of 200 Crores.

**Desirable:** Proficiency in English and good communication skills.

**Skill Test Norms on Computer:**

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English/55 minutes Hindi.

**Age Limit: 35 Years**

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**4. PROFESSIONAL ASSISTANT**

**01 Post (UR-01)**

Group – B (Pay Level – 6)  
(Rs.35400-112400)

**Qualifications:**

- i) Master's Degree in Library & Information Science from any recognized University /Institution with 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

**OR**

Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field

in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

- ii) Knowledge of Computer Applications.

**Age Limit: 35 Years**

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**5. ASSISTANT ENGINEER (CIVIL)**

**01 Post (UR-01)**

Group – B (Pay Level – 7)  
(Rs.44900-142400)

**Qualifications:**

- i) First Class Bachelor's Degree in relevant field from a recognised institute/ University or equivalent.
- ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.

**Age Limit: 35 Years**

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**6. JUNIOR ENGINEER (ELECTRICAL)**

**01 Post (UR-01)**

Group – B (Pay Level – 6)  
(Rs.35400-112400)

**Essential Qualifications:**

Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one-year relevant experience.

**OR**

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

**Age Limit: 35 Years**

**7. SECURITY OFFICER****01 Post (UR-01)**

Group – B (Pay Level – 7)  
(Rs.44900-142400)

**Essential Qualifications:**

Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.

**OR**

Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.

**AND**

Holding a valid Driving License (LMV/ Motor cycle).

**Age Limit: 35 Years**

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**8. PRIVATE SECRETARY TO PRO-VC****01 Post (UR-01)**

Group – B (Pay Level – 7)  
(Rs.44900-142400)

**Qualifications:**

- i) A Bachelor's Degree from a recognized University/Institute.
- ii) At least 03 years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.
- iii) English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi.
- iv) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.
- v) Knowledge of computer applications.

**Skill Test Norms on Computer:**

Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)



**Desirable:** Proficiency in English & good communication skills.

**Age Limit: 35 Years**

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**9. HINDI TRANSLATOR**

**01 Post (UR-01)**

Group – B (Pay Level – 6)  
(Rs.35400-112400)

**Qualifications:**

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;

**OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

**AND**

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.

**Age Limit: 35 Years**

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**10. STATISTICAL ASSISTANT**

Group – B (Pay Level – 6)  
(Rs.35400-112400)

**01 Post (UR-01)**

**Essential Qualifications:**

Bachelor's Degree in Statistics/ Mathematics with Statistics as one of the subjects/  
Economics with Statistics as one of the subjects/ Commerce with Statistics as one  
of the subjects.

**Age Limit: 32 Years**

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## **GROUP – ‘C’**

### **1. UPPER DIVISION CLERK**

**07 Posts (UR-06, OBC-01)**

Group – C (Pay Level-4)  
(Rs. 25500 - 81100)

#### **Essential Qualifications:**

- i. A Bachelor's Degree from any recognized Institute /University.
- ii. Two years' experience as Lower Division Clerk/Equivalent posts in University/Research Establishment/Central State Govt./PSU/Autonomous Bodies or equivalent pay package in the reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.
- iv. Proficiency in Computer Operations.

**Age Limit: 32 Years**

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### **2. SEMI PROFESSIONAL ASSISTANT**

**02 Posts (UR-02)**

Group – C (Pay Level-5)  
(Rs. 29200 - 92300)

#### **Qualifications:**

- i. Master's Degree in Library Science and information Science from any recognized University / Institution.
- OR**
- ii. Bachelor's Degree in Library/Library and Information Science from a recognized Institute/University with two years relevant experience in a University /Research Establishment/ Central/ State Govt. / PSU Autonomous Institutions.

**Age Limit: 32 Years**

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**3. LOWER DIVISION CLERK** **56 Posts**  
(UR-21, SC-09, ST-03, OBC-15, EWS-05, PwBD-03 (B, LV-01, D, HH - 01, OA, BA, OL, OAL, BL, LC, Dw, AAV - 01)

Group – C (Pay Level-2)  
(Rs.19900-63200)

**Essential Qualifications:**

- i) A Bachelor's Degree from any recognized Institute/ University.
- ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work).
- iii) Proficiency in Computer Operations.

**Age Limit: 32 Years**

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**4. HINDI TYPIST** **01 Post (UR-01)**

Group – C (Pay Level-2)  
(Rs.19900 - 63200)

**Essential Qualifications:**

- i) Bachelor's Degree from a recognized University/Institute.
- ii) 30 words per minute in Hindi Typing Speed.
- iii) Knowledge of Computer Applications

**Age Limit: 32 Years**

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**5. DRIVER (SHILLONG CAMPUS)** **01 Post (UR-01)**

Group – C (Pay Level-2)  
(Rs.19900 - 63200)

**Essential Qualifications:**

- i) 10<sup>th</sup> Pass from a recognized Board
- ii) Possession of a Valid Commercial Driving License for Light/Medium/Heavy Vehicles issued by the Competent authority having no adverse endorsement.

- iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)
- iv) Experience of driving motor vehicles for at least 05 years in an organization.

**Age Limit: 32 Years**

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**6. COOK**

**01 Post (OBC-01)**

Group – C (Pay Level-2)  
(Rs.19900 - 63200)

**Essential Qualifications:**

- i) 10<sup>th</sup> class from any recognized Board.
- ii) ITI Trade certificate in Bakery and Confectionery (one-year duration)
- iii) 03 years' experience in cooking / catering services in educational institutions/guest houses, at least 3 starred hotels or similar organizations.

**Age Limit: 32 Years**

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**7. MULTI TASKING STAFF**

**29 Posts (UR-15, SC-02, ST-01, OBC-07, EWS-02, PwBD-02 (MI, MD involving (a to (d) above))**

Group – C (Pay Level-1)  
(Rs.18000-56900)

**Essential Qualifications:**

- i. 10<sup>th</sup> Pass from a recognized Board  
**OR**  
ITI Pass

**Age Limit: 32 Years**

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## GENERAL TERMS AND CONDITIONS FOR RECRUITMENT

1. **HOW TO APPLY:** Candidates are required to download the prescribed application form, from the University website ([www.efluniversity.ac.in](http://www.efluniversity.ac.in)). The application along with enclosures has to be sent to **The Registrar, The English and Foreign Languages University, Near Tarnaka, Hyderabad – 500 007, Telangana, India** on or before **26.06.2023** by 5:00 p.m.
2. **APPLICATION FEE:**
  - a. The application fee of (Non-refundable) Rs.1000/- (Rupees one thousand only) for candidates who belong to 'General candidates,  
and
  - b. For OBC, TG (Third Gender)' categories Rs. 300/- (Rupees three hundred only),  
and
  - c. No fee for the candidates who belongs to SC/ST/PwBDs/Ex-Servicemen categories.
  - d. The payment of application fee shall be in the form of a crossed Demand Draft drawn in favour of **The Registrar, EFL University, Hyderabad**, from any nationalized bank payable at Hyderabad.
3. The applicant may use additional sheets (if required) to give details of academic qualifications, experience, other relevant information, and so on.
4. Candidates applying for more than one post must apply separately (by submitting all the relevant documents separately) and pay fee separately (SC/ ST/ PwBD/ Ex-Servicemen are exempted from paying fee).
5. Age relaxations and concessions in Direct Recruitment in case of the candidates belonging to SC/ST/OBC/PwBDs/Ex-Servicemen as per Gol rules.
6. The crucial date for the claim of SC/ST/OBC/EWS/PwBD/Ex-Servicemen status or any other benefit sought such as fee concession, age-relaxation and claim for reservation, etc., where not specified otherwise, will be the last date specified for the receipt of applications, i.e., 26.06.2023.
7. The appointment is provisional and is subject to verification of SC/ST/OBC/PwBDs/EWS/Ex-Servicemen certificates of the respective candidate who made a claim of the respective categories, if found false, such appointments will be terminated forthwith without assigning any further reason/s and without prejudice to such further action as may be taken as per the provisions of Indian Penal Code for production of false information and suppression of facts.
8. (i) Reservations for candidates belonging to the SC/ST/OBC (Non-creamy layer)/EWS/and Persons with Benchmark Disabilities (PwBD) categories will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state the category they belong to. They must also enclose a Certificate issued by Tahsildar/Mandal Revenue Officer/Equivalent authority as a proof to this effect, without which the application will not be considered.  
(ii) In case a candidate wishes to claim benefits under the Persons with Benchmark Disabilities (PwBD)/ category, the candidate's relevant disability should be not less than 40% OR as per rules of Gol amended from time to time. Proof to this effect in the form

of a valid Disability Certificate must be enclosed along with the application without which the application will not be considered under the PwBD category.

**(iii)** Candidates applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Competent Authority (as per the format given in **Annexure – I**), Government of India, Department of Personnel and Training vide *O.M. No. 36012/22/93-Estt.(SCT) dated 8<sup>th</sup> September 1993 and O.M.No.36033/3/2004-Estt.(Res.), dated 14<sup>th</sup> October 2008* failing which the application will not be considered and no appeal against its rejection will be entertained.

**(iv)** Candidates applying under EWS category must submit the latest self-attested copy of the certificate issued by the Competent authority (as per format given in **Annexure - II**) as prescribed vide *Sl.no.5 of Government of India, Ministry of Personnel, Public Grievances & Pensions, Dept. of Personnel and Training vide O.M. No.36039/1/2019-Estt (Res), dated 31<sup>st</sup> January, 2019* failing which applications under this category will not be considered and no appeal against its rejection will be entertained.

9. The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
10. The maximum age-limit prescribed for direct recruitment to a service or post shall be increased by 05 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and by 03 years in the case of candidates belonging to OBCs.
11. A grade which is regarded as equivalent to 55% marks, wherever the grading system is followed by a recognized university, shall also be considered acceptable. It will be the responsibility of the candidate to provide equivalence certificate for grade achieved (in terms of percentage range) issued by the University awarding the degree, wherever required.
12. New Pension Scheme is applicable to the candidates upon their appointment at the University in accordance with the O.M.No. 1(13) EV/2001, dated 15.03.2004, Government of India, Ministry of Finance, Department of Expenditure, will be applicable with subsequent amendments from time to time.
13. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
14. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
15. The University will have the right to relax any of the qualification/s, experience and age etc., in case of deserving candidates.

16. It would be open to the University to consider the names of the suitable persons who may not have applied, but recommended by experts in the respective fields.
17. **SELECTION PROCESS:** The prescribed essential qualifications and experience prescribed is the minimum requirement and the mere fact that a candidate possessing the same does not automatically entitle the candidate eligible to be called for Interview/Selection process. The University reserves the right to restrict the candidates to be called for the interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
18. The University may conduct Written Test/Skill Test for all group 'B' and 'C' Non-Teaching posts and the test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language Proficiency in English and Hindi, etc.  
The University may conduct Noting/Drafting/Skill Test or any other type of test depending upon the job requirements.
19. The University will scrutinize the applications through the Screening Committees and based on the recommendations, the shortlisting of the candidates will be made.
20. No correspondence whatsoever will be made with applicants who are not short-listed.
21. Shortlisted candidates called for interview should report with all the testimonials/certificates in original along with a valid photo ID (Aadhar Card/PAN Card/Passport/ Driving License). A set of self-attested photocopies of certificates/testimonials pertaining to the qualifications, experience, age, and category as applicable, indicated in the application form, duly certified by the applicant should be submitted at the time of interview.
22. Canvassing in any form will be treated as disqualification.
23. The University may at its discretion adopt appropriate procedures for recruitment to 'Group – A' Non-Teaching posts.
24. The University reserves the right to withdraw the advertised post at any time without assigning any reasons.
25. The conduct of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service.
26. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
27. Any candidate from Central or State Government or Statutory Organisations or any other PSUs, who has been imposed of the major penalty of "Dismissal from Service" shall ordinarily be disqualified for future employment under the Government, as per CCS CCA Rules. Any candidate, who applied for any post/s in this Notification infringing on the said rule in suppression of the fact/s is automatically disqualified and will not have any claim whatsoever in this regard.
28. In case of a candidate from Central or State Government or Statutory Organisations or any other PSUs, who has been imposed of the major penalty of "Removal from Service,"



as per CCS CCA Rules, the University in its own interest reserves the right whether or not to consider such application for appointment.

- 29.** It is solely the responsibility of the applicant to disclose the fact of (a) dismissed, removed, terminated or debarred from Service (b) Convicted by a Criminal Court (c) an FIR filed against the candidate in any police station or is pending for action. The University in its own interest reserves the right whether or not to consider such application for appointment. If any candidate is verified/ found later by the University of suppressing the above fact/s, the candidate is deemed to have resorted to fraudulent practice, and will be subject to legal action, and in case of appointment, an appropriate disciplinary action as per Rules will be initiated.
- 30.** The University shall verify the antecedents of the applicant, or the documents submitted by him/her at any time i.e., at the time of appointment or anytime during the tenure of service. In case, it is found that the documents/information submitted by the candidate are/is fake or if the candidate has criminal/ clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University forthwith.
- 31.** In case of any disputes/suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Hyderabad, which is the headquarters of the University.
- 32.** Incomplete application/s without relevant supporting enclosures (self-attested copies of degree certificates/marks sheets/experience certificate/ proof of age etc.) will be summarily rejected. Consequent upon adoption of self-certification provisions as required by the Government of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
- 33.** Information uploaded on the University website will not be provided to the candidate under the RTI Act, 2005. The uploaded information on the University website will be available for a specific period only. Therefore, candidates are advised to download the information and keep it for future reference. In the course of the recruitment or in the middle of the process neither any application under the Right to Information Act, 2005 shall be entertained nor any information will be provided. Factual information under the RTI Act, 2005, will be provided only after declaration of the final result and completion of the recruitment process for this notification. Reply to inferential (speculative) question(s) shall not be provided. No interim queries regarding screening/ interview/ selection will be entertained.
- 34.** In case of any inadvertent errors in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/ cancel any communication made to the candidates.
- 35.** Any corrigendum, cancellation, or addendum to this advertisement will be notified only on the University website [www.efluniversity.ac.in](http://www.efluniversity.ac.in) and will not be published in any newspaper. Therefore, the candidates are advised to access the University website regularly
- 36.** In pursuance of the Letter No.19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'B' and Group 'C' posts.

37. (i) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (ii) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.
- (iii) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.
38. The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised post/s.
39. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 40. PAY & ALLOWANCES:** Besides pay, allowances will be paid as per rules in force.
41. The application should be forwarded by the respective controlling officer along with the following documents, duly signed by an officer not below the rank of Under Secretary or equivalent, wherever applicable:
- (a) No Objection Certificate from the employer.
- (b) Integrity Certificate.
- (c) Vigilance Clearance Certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
- (d) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
- (e) Self-attested copies of certificates in support of educational qualifications.
42. The APARs of the selected candidate will be obtained from the concerned organization before issue of appointment order.
43. Any matter for which no specific instruction has been given shall be decided by the University and the decision shall be final and binding on the candidates.

#### **OTHER INSTRUCTIONS:**

- a. All the correspondence (call letter for Interview etc.) will be made through e-mail and Speed Post. Therefore, all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this University.
- b. Incomplete applications without the self-attested copies of experience and all educational qualifications, without the application fee etc. will be rejected.
- c. EFL University reserves the right not to fill the notified post(s), if it so desires.
- d. Only Indian Nationals are eligible to apply.
- e. No interim correspondence will be entertained.
- f. Canvassing in any form will be treated as disqualification for the post.
- g. It is for the candidates to ensure that he/she fulfils the eligibility criteria and to comply with the requirements and adhere to the instructions contained herein as well as in the

application form. Candidates are, therefore, urged to read the advertisement carefully and complete the application form and submit the same as per the instructions given in this regard.

- h. Outstation candidates who belong to SC/ST categories called for the interview will be paid return second-class railway fare (shortest route) towards journey expenses on production of train ticket numbers/proof as provided under Government of India rules.
- i. The in-service candidates should apply “through proper channel”, failing which the application is liable to be rejected.
- j. Experience and qualifications will be reckoned as on the last date of receipt of applications.
- k. Errors and omissions are subject to corrections.
- l. The University will not be responsible for any postal delay.
- m. The filled-in application in all respects along with application fee and self-attested copies of testimonials/certificates in an envelope superscribing on the envelope the post applied for, such as, for example: “Application for the post of Deputy Registrar” must reach on or before **26.06.2023**, by **5:00 p.m.**, to the address mentioned below:

**THE REGISTRAR  
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
TARNAKA, HYDERABAD – 500 007  
TELANGANA**

Date: 27.05.2023

Sd/-  
**REGISTRAR I/c**

**OBC Certificate Format****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum\*. \_\_\_\_\_ Son / Daughter\* of Shri / Smt.\* \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in the \_\_\_\_\_ District / Division of \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar' and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

*G. Srinivasan*