

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500007**

No. EFLU/Admn/F.2460/2019/199

Date: 31 May 2019

EMPLOYMENT NOTIFICATION NO. II/2019

Applications in prescribed format are invited for the posts of **Registrar and Finance Officer on deputation** as per detailed instructions, Terms and Conditions given below:

(A) POST: REGISTRAR

1.	Name of the Post	Registrar
2.	No. of Posts	01 (UR)
3.	Scale of Pay	Level – 14 as per 7 th CPC (Rs. 1,44,200 – 2,18,200/-)
4.	Age	Preferably below 57 years (age of retirement as fixed by the Gol for the post is 62 years)
5.	Method of recruitment	On Deputation basis
6.	Minimum eligibility criteria for tenure/deputation	<p>a) Master's Degree with at least 55% of marks or an equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.</p> <p>b) At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration or</p> <p>c) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><u>Deputation</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:</p> <p>a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of Rs.8700/- as per 6th Central Pay Commission or equivalent; and</p> <p>b) Possessing educational qualification and experience as prescribed above.</p>

7.	Desirable experience:	<ul style="list-style-type: none"> i. Experience of administrative practices, human resource management, statutory functions and academic activities of universities/ R&D institutions. ii. Experience of handling legal matters. iii. Experience in computer systems for information processing and retrieval. iv. Experience in University Administration. v. Flair for administration
8.	Tenure of appointment	On Deputation basis initially for one year , maximum of 5 years or 62 years of age whichever is earlier.
9.	Nature of duties	<p>The Registrar shall be the <i>ex officio</i> Secretary of the Executive Council and the Academic Council.</p> <p>It shall be the duty of the Registrar:</p> <ul style="list-style-type: none"> a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge; b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities; c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities; d) to conduct the official correspondence of the Court, the Executive Council and the Academic Council; e) to supply to the Visitor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings; f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and g) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.
10.	Last date of receipt of filled in application by post/hand	27th June 2019 - 5.00 pm.

(B) POST: FINANCE OFFICER

1.	Name of the Post	Finance Officer
2.	No. of Posts	01 (UR)
3.	Scale of Pay	Level – 14 as per 7 th CPC (Rs. 1,44,200 – 2,18,200/-)
4.	Age	Preferably below 57 years (age of retirement as fixed by the Gol for the post is 62 years)
5.	Method of recruitment (on deputation)	Appointment on Deputation basis from an organization/Accounts/ Audit Service/ Cadre. His/her salary shall be such as admissible to her/ him according to the rules of deputation of service to which she/ he belongs. If the services of the Finance Officer are borrowed from Government or any other organization/ institution, the terms and condition her/ his service shall be governed by the Deputation Rules of the Government of India.
6.	Minimum eligibility criteria for deputation	Appointment preferably by drawing Officers not below the level-12 belonging to the Indian Audit and Accounts Services or other similar organised services in Central/State Government or University system/other organisation subject to fulfilment of qualification as indicated at Sl.No. 6 of the Registrar post on deputation for tenure of 5 years or till attaining the age of 62 years, whichever is earlier.
7.	Desirable experience	i. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters. ii. Well versed in the financial / accounting systems. iii. Experience in computer systems, finance/accounts related software handling for information processing and retrieval.
8.	Tenure of appointment	Initially for one year, maximum of 5 years or 62 years of age whichever is earlier.
9.	Nature of duties	The Finance Officer is a statutory post under EFLU. The Finance Officer is the <i>ex officio</i> Secretary to the Finance Committee of the University.

		<p>He/She is responsible for</p> <ol style="list-style-type: none"> i. General supervision over the funds of the University and shall render advise on financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances. ii. Will be responsible for the preparation of annual accounts and the budget of the University for its presentation to the Finance Committee and Executive Council. iii. Watch the progress of collection of revenue and advise on the methods of collection employed; iv. Bring to the notice of the Vice Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; v. Must be conversant with the Government Accounting and Finances and is required to liaise with the UGC/MHRD for funding/grants. vi. To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.
10.	Last date of receipt of filled in application by post/hand	27th June 2019 - 5.00 pm.

General Information

1. **How to apply:** Candidates are required to download the prescribed application form, from the University website (www.efluniversity.ac.in). The application along with enclosures has to be sent to **the Registrar, English and Foreign Languages University, Hyderabad – 500 007, Telangana, India on or before 27th June 2019 at 5.00 p.m.**
2. **Age:** Preferably below 57 years. Provision for relaxation of age for SC/ST/PwD categories will be made applicable as per UGC/GOI norms from time to time.
3. **Application Fee:** The application fee of (Non-refundable) Rs.1000/- (Rupees one thousand only) for candidates who belong to 'General, OBC and TG (Third Gender)' categories and Rs. 300/- (Rupees three hundred only) for candidates who belong to 'SC/ST/PwD/' categories and Women candidates. The payment of application fee shall be in the form of crossed Demand Draft drawn in favour of **The Registrar, EFL University, Hyderabad**, from any nationalized bank payable at Hyderabad. Application fee once paid shall not be refunded under any circumstances.

4. **Selection process:** The qualifications and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for calling for Interview/ selection process. Based on the experience as per the application of the candidate; initial screening will be conducted.
5. The University reserves the right to withdraw any advertised post at any time without giving any reasons.
6. **Pay & Allowances:** Besides pay, allowances will be paid on par with the employees of the University.
7. The deputationists will be considered for the respective posts initially for a period of ONE year. The performance of the deputationists will be reviewed annually and based on the satisfactory performance, further extension will be granted.
8. The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay.II), dated 17.06.2010 as amended from time to time.
9. The deputationists are not eligible for permanent absorption or promotion in University.
10. The in-service candidates from government departments/ autonomous may route their applications through proper channel, failing which the applicable is liable to be rejected.
11. 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:
 - (a) No Objection Certificate from the employer.
 - (b) Attested copies of ACRs/APARs of the last five (5) years up to 31.03.2018.
 - (c) Integrity Certificate.
 - (d) Vigilance Clearance Certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
 - (e) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
 - (f) Self-attested copies of certificates in support of educational qualifications.
12. Applications received directly or without copies of APAR/ACRs will NOT be entertained.
13. 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 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 adhered to the instructions contained in this advertisement 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 by the shortest route return second-class railway fare towards journey expenses on production of ticket numbers/proof as provided under Government of India rules.
- i. Experience and qualifications will be reckoned as on the last date of receipt of applications.
- j. Errors and omissions are subject to corrections.
- k. The University will not be responsible for any postal delay.
- l. The filled-in application in all respects along with application fee and self-attested copies of testimonials/certificates in an envelope duly superscribing "Application for the post of _____" must reach on or before **27th June, 2019 upto 5.00 p.m** to the below address:

**The Registrar,
The English and Foreign Languages University
Hyderabad – 500 007.**