

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

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

Date: 3 May 2019

**EMPLOYMENT NOTIFICATION NO. I/2019**

**The English and Foreign Languages University**, a Central University established by an Act of Parliament, invites applications for the following positions:

1. **REGISTRAR** (On Deputation for a period upto 5 years)
2. **FINANCE OFFICER** (On Deputation for a period upto 5 years)

The details of the positions viz., qualifications and experience are as follows:

Name of the Post	Eligibility	Pay Matrix	No. of Posts
Registrar (on Deputation)	<p>a) Master's Degree with at least 55% of the 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 <b>or</b></p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, <b>or</b></p> <p>d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>The age of superannuation, as at present, shall continue to be 62 (sixty two) years for the post of Registrar.</p>	Level-14 Rs. 1,44,200- 2,18,200/-	1 (UR)
Finance Officer (on Deputation)	<p>a) Master's Degree with at least 55% of the 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 <b>or</b></p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, <b>or</b></p> <p>d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> The experience as Finance Officer in a Central Government/ University is preferable.</p> <p>The age of superannuation, as at present, shall continue to be 62 (sixty two) years for the post of Finance Officer.</p>	Level-14 Rs. 1,44,200- 2,18,200/-	1 (UR)

**Note:** Appropriate regulations of DoPT./UGC/MHRD issued from time to time shall apply for educational qualifications and experience prescribed above.

**General Information**

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, English and Foreign Languages University, Hyderabad – 500 007, Telangana, India on or before 27.05.2019** upto 5.00 p.m.
2. **Age:** Maximum age limit for applying to these posts is 56 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.
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 academic performance, experience, and Curriculum Vitae/Resume 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. **Additional information for the candidates applying for deputation posts:**
  - 1) 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.
  - 2) The deputationists are not eligible for permanent absorption or promotion in University.
  - 3) 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.
  - 4) Applications received directly or without copies of APAR/ACRs will NOT be entertained.
  - 5) 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.
9. **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. The in-service candidates should apply "through proper channel", failing which the application is liable to be rejected.
- j. Separate application should be submitted for each post with prescribed fee.
- k. Experience and qualification s will be reckoned as on the last date of receipt of applications.
- l. Errors and omissions are subject to corrections.
- m. The University will not be responsible for any postal delay.
- n. 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 27.05.2019 upto 5.00 p.m to the below address:

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

**REGISTRAR I/c**

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

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

**EMPLOYMENT NOTIFICATION NO. I/2019, dated: 05.05.2019**

**The English and Foreign Languages University**, a Central University established by an Act of Parliament, invites applications for the post of **REGISTRAR** and **FINANCE OFFICER** on deputation basis in the pay level of 14 as per 7<sup>th</sup> CPC pay matrix. A detailed notification and the application form are available on the University website.

Interested candidates may download the prescribed application form from the University website i.e., **[www.efluniversity.ac.in](http://www.efluniversity.ac.in)**.

The filled in applications should reach the University on or before **27.05.2019** by 5.00 pm.

**REGISTRAR I/c**

Application No:

Affix a recent  
passport size  
photograph



## The English and Foreign Languages University

Hyderabad - 500 605

Form of Application for the use of candidates for appointment to Group "A" Non-teaching posts at the University

Advertisement No. I/2019

Post applied for: \_\_\_\_\_

Department/Campus \_\_\_\_\_

Particulars of DD. No. \_\_\_\_\_, Date \_\_\_\_\_, Drawn on \_\_\_\_\_

### **READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE FORM**

1. All entries must be neatly handwritten or typewritten.
2. Separate application should be made for each post.
3. Complete and correct information should be given against each item. If the space against any of the items is inadequate, separate sheets may be attached. Incomplete applications are liable to be rejected.
4. Applicants who are in employment should send their applications through their employer. An advance copy may, however, be sent marked "Advance Copy".
5. Only attested copies of certificates and testimonials should be sent with this form. Originals should be produced at the time of interview.

1. Name of the applicant: Mr./Mrs./Dr. \_\_\_\_\_  
(in block letters)  
(i) Father's Name: \_\_\_\_\_  
(ii) Mother's Name: \_\_\_\_\_

2. Permanent address: \_\_\_\_\_

3. Full address for  
Correspondence:  
(with PIN code) Tel No. \_\_\_\_\_  
e-mail: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

4. Nationality: \_\_\_\_\_

5. Sex: \_\_\_\_\_

6. (a) Place of birth: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_  
(b) Date of birth: \_\_\_\_\_  
(c) Age on the last date fixed for  
the submission of applications:

Years: \_\_\_\_\_

Months: \_\_\_\_\_

Days: \_\_\_\_\_

7. If you belong to a Scheduled Caste/Scheduled Tribe/Other Backward Classes/Other Castes/Physically Challenged write either SC or ST or OBC or OC or Physically Challenged.

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8. Marital Status:

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9. Academic record: (Attach additional sheet, if required)

Course	Name of the Board/ University	Year of passing	Division	% of Marks	Subjects	Remarks
10 Std.						
Intermediate (10+2)						
Degree						
PG						
Any other						

10. Teaching/ Administrative experience:

Institution	Designation	From	To	Scale of pay/ Total emoluments

11. Languages known:

Language	Speak	Read	Write

12. Have you been outside India? If so, give particulars.

Country visited	Date of visit		Purpose of visit	Whether on your own or sponsored by any agency? Please specify.
	From	To		

13. Present position:

a. Designation:

\_\_\_\_\_

b. Name of the employer:

\_\_\_\_\_

c. Date of appointment:

\_\_\_\_\_

d. Nature of appointment:

\_\_\_\_\_

14. Present scale of pay and other details:

a. Scale of pay:

\_\_\_\_\_

b. Present basic pay:

\_\_\_\_\_

c. Other allowances such as D.A., H.R.A., C.C.A., Interim Relief. etc.)

d. Date of your next increment:

\_\_\_\_\_

15. If appointed, how much time will you need for joining the University?

16. Were you a candidate for any post in this University before? If so, post applied for:

17. Membership of learned bodies:

18. Any other relevant information you wish to furnish:

19. Referees: Give below the names of three referees who should be requested by the candidate to mail their assessment of his/her character, suitability for the post and any other information directly to the Registrar, The English and Foreign Languages University. The referees should be persons holding responsible positions and should not be relatives. Where the candidate has been in employment, one of the referees should be his/her present or recent employer.

	Name	Address
1.		
2.		
3.		

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**DECLARATION**

I declare that all the statements made in this application are true to the best of my knowledge and belief, and that I have not suppressed any information which may disqualify my candidature.

Date:

Signature of the applicant

**ENDORSEMENT OF THE FORWARDING AUTHORITY**

Mr./Ms./Dr. \_\_\_\_\_ Designation \_\_\_\_\_  
is in our employment on probationary/temporary/permanent basis. His/her scale of pay is \_\_\_\_\_  
and the total emoluments are Rs. \_\_\_\_\_. His/her application is forwarded and he/she  
will be relieved within \_\_\_\_\_ after the receipt of appointment order.

Signature:

Name:

Designation:

Date:

Seal of the Office:



## APPENDIX TO THE APPLICATION FORM

(Entries to be neatly handwritten/ typewritten)

1. Advertisement No. :
2. Name of the applicant :  
& Address for correspondence  
i) Father's Name :  
ii) Mother's Name :
3. Whether the applicant : Caste : Sex:  
belongs to SC/ST/OBC/OC : Nationality :  
Physically Challenged :
4. Date of birth & age :
5. Present position :
6. Scale of pay and present :  
basic pay
7. Qualifications :

Course	Name of the Board/ University	Year of passing	Division	% of Marks	Subjects	Remarks
10 Std.						
Intermediate (10+2)						
Degree						
PG						
Any other						

8. Teaching/ Administrative experience:

Institution	Designation	From	To	Scale of pay/ Total emoluments

9. Are you requesting for pay protection?

10. Any other information:

SIGNATURE WITH DATE

**FOR OFFICE USE ONLY**

Verified

To be called for interview

Not to be called for interview

**SIGNATURE**

