



अंग्रेजी एवं विदेशी भाषा विश्वविद्यालय

हैदराबाद - 500 007

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD - 500 007

No. EFLU/Admn./F.2633/2025/119

09 May, 2025

EMPLOYMENT NOTIFICATION No. I/2025
(Recruitment by Deputation on tenure basis)

The English and Foreign Languages University, Hyderabad, a Central University under the Ministry of Education, Government of India and established by an Act of Parliament invites applications from the eligible candidates for appointment of the following posts through deputation on tenure basis at its Hyderabad campus.

The details of the positions are as follows:

Name of the post	Pay Level	No of posts	Age limit**
Deputy Registrar (by Deputation on tenure basis*)	Pay Level -12 (Rs. 78,800 -2,09,200)	01 (Unreserved)	50
Assistant Registrar (by Deputation on tenure basis*)	Pay Level - 10 (Rs. 56100 - 1,77,500)	01 (Unreserved)	40

**the Deputation on tenure basis is initially for a period of one year, extendable further depending upon the performance of the candidate.*

*** The Officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age.*

Terms and conditions of deputation will be governed by the UGC MRR 2022 and as per the instructions issued by Department of Personnel & Training vide O.M No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010, and GoI norms issued from time to time.

The eligible candidates are requested to read the following instructions carefully before filling the online application.

The details of the essential eligibility viz, Qualifications and Experience are as follows:

1. DEPUTY REGISTRAR (by Deputation on Tenure basis)

Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight (08) years regular service in Pay Level 10 in the Central/State Government, Universities and other Government Autonomous Institutions

of Higher Education and possessing Masters' Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Desirable qualifications and work experience:

- Financial Matters including Finance of Public Entity such as General Financial Rules 2017 issued by Govt. of India, Ministry of Finance, Procurement of Equipment and Services (with special emphasis on GeM), GCSR govt. General conditions of Services (Rules related to pay, deputation, Lien, LTC, Leave, CGHS) and Retirement benefits
- Employees including that of New Pension Scheme and Contributory Provident fund/Financial Accounting Methods/ Audit/ Tally and Accounting related Software, Financial Management related to Institutions like University, RTI act, University & UGC Acts, etc., GST, IT rules, Banking and Financial Institutional and their functioning.
- Financial Accounting
- Account/Financial Management
- Goods and Service Tax
- Income Tax Law
- Deals with service matters of Teaching and Non-Teaching staff, including recruitment, training & maintenance of service books, APARs, transfer of service and past service etc.
- Pay fixations of Teaching and Non Teaching Staff
- Maintenance of Rosters, Reservation Policies
- Work related to the Departmental Promotion Committee, MACP of the Non Teaching Staff
- Processing the leaves of the (Study Leave, Sabbatical Leave, Extra-Ordinary Leave, Earned Leave, Child Care Leave, Maternity Leave, Commuted Leave etc) of the Teaching and Non Teaching Staff
- GoI rules and Regulations
- Any works assigned by the authority from time to time

2. ASSISTANT REGISTRAR (by Deputation on Tenure basis)

Officers holding analogous posts on regular basis or with five years regular service in Pay Level 7/Level 8 in the Central/State Government, Universities and other Government Autonomous Institutions of Higher Education and possessing Masters Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Knowledge of Computer Applications

Desirable qualifications and work experience:

- Financial Matters including Finance of Public Entity such as General Financial Rules 2017 issued by Govt. of India, Ministry of Finance, Procurement of Equipment and Services (with special emphasis on GeM), GCSR govt. General conditions of Services (Rules related to pay, deputation, Lien, LTC, Leave, CGHS) and Retirement benefits
- Employees including that of New Pension Scheme and Contributory Provident fund/Financial Accounting Methods/ Audit/ Tally and Accounting related Software, Financial Management related to Institutions like University, RTI act, University & UGC Acts, etc., GST, IT rules, Banking and Financial Institutional and their functioning.
- Financial Accounting
- Account/Financial Management
- Goods and Service Tax
- Income Tax Law
- Deals with service matters of Teaching and Non-Teaching staff, including recruitment, training & maintenance of service books, APARs, transfer of service and past service etc.
- Pay fixations of Teaching and Non Teaching Staff
- Maintenance of Rosters, Reservation Policies
- Work related to the Departmental Promotion Committee, MACP of the Non Teaching Staff
- Processing the leaves of the (Study Leave, Sabbatical Leave, Extra-Ordinary Leave, Earned Leave, Child Care Leave, Maternity Leave, Commuted Leave etc) of the Teaching and Non Teaching Staff
- Gol rules and Regulations
- Any works assigned by the authority from time to time

I. HOW TO APPLY: Candidates are required to fill the online application form on the Samarth link provided on the University website www.efluniversity.ac.in. The online application will be live till **30.05.2025, which will be the last date for the submission of online application**. The University will not entertain any application through physical delivery of hardcopy.

II. AGE: Preferably below 56 years. Relaxation will be applicable for SC/ST/OBC/PwBD as per UGC/Gol norms.

III. APPLICATION FEE: The application fee, which is non refundable of Rs.1000/- (rupees one thousand only) shall be paid by the candidates who belong to General, OBC and Third Gender categories. An application fee of Rs.300/- (rupees three hundred only) shall be paid by candidates who belong to SC/ST/PwBD categories and women candidates.

UPI payments can be made for the application fee through scanning the Q.R code, which will be made available on the online application form, and the due submission of the payment only will complete the submission process of the online application. However, the candidates are required to take a screenshot of the UPI payment made and the copy of the screenshot shall be uploaded as an attachment on the online application form. If the candidate fails to upload the copy as an attachment, the application will not be considered and the University will not entertain any request in this regard for consideration.

IV. SELECTION PROCESS: The selection process is governed by the relevant rules specified in the UGC Model Cadre Recruitment Rules, 2022 and O.M No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010.

V. The qualifications and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible to be shortlisted for the Selection Interview. The initial screening will be conducted based on the qualifications and experience of the candidate.

VI. PAY AND ALLOWANCES: Pay and allowances will be paid on par with the employees of the University, and as per rules in force.

GENERAL INSTRUCTIONS:

1. The University requires well-accomplished and astute administrators who have good work ethic and have a passion for institution building. Online applications are invited from eligible candidates for Group A posts of Deputy Registrar and Assistant Registrar by deputation on tenure basis. Online application complete in all respects shall be submitted on the Samarth portal **on or before 30.05.2025**.
2. The candidate belonging to the reserved categories shall enclose self attested copies of the caste/class certificates 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.
3. Relaxation will be applicable for SC/ST/OBC/PwBD as per UGC/Gol norms.
4. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APSRs)/ACR for the preceding five years and the Vigilance Clearance Certificate by the Competent Authority.

5. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post of which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled in online, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith.
6. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
7. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct Rules, 1964, CCS (CCA) Rules, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
8. The appointment of a candidate shall be subject to verification of character and antecedents by the Competent Authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents etc. is found to be unsatisfactory, the appointment shall be cancelled/terminated forth with.
9. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt. CGHS empanelled Hospital duly countersigned by the concerned Civil Surgeon or the Medical Superintendent /Director of the Concerned Hospital, and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital, as the case may be, prior to his/her joining.
10. The Candidates shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview where applicable. In case the candidates fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear tests/interviews and his/her candidature may be treated as cancelled without any further communication in this regard.

11. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
12. The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy, vide DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000.
13. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reasons.
14. If any advertisement is withdrawn by the University, the application fee collected from the candidates shall not be refunded.
15. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the University shall be final.

DEPUTATION:

16. The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/Gol Rules. The Officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post as per the governing rules UGC- MRR, 2022, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier.
17. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the Competent Authority.
18. The deputationists will be considered for the respective post initially for a period of ONE year. The performances of the deputationists will be reviewed annually and based on the satisfactory performance, further extension will be granted.

19. Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation.
20. The deputation will be governed by the terms and conditions contained in the O.M No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 issued by Department of Personnel & Training, Govt. of India, as amended from time to time.
21. The candidates selected for the post of Deputy Registrar and Assistant Registrar are not eligible for permanent absorption in the University.
22. The in-service candidates should apply "through proper channel", failing which the application is liable to be rejected. He/she should produce a "No Objection Certificate" which shall be duly uploaded in the online application form along with the Vigilance Clearance Certificate. The following documents need to be uploaded/attached to the online application form:
 - (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.
23. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulate time, the offer shall be treated as withdrawn.
24. 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.
25. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/Regulations/Guidelines of the UGC/Government of India in future shall be

deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

26. Candidates joining the University service on or after 01st January 2004 are covered under the New Pension Scheme. However, employees who entered service before 31.12.2003 and were governed by the CCS (Pension) Rules, 1972, shall be eligible for the GPF-cum-Pension-Gratuity scheme subject to receipt of past service benefits under these rules from the previous employer. Government of India Orders on "Mobility of Personnel amongst Central/State & Autonomous Bodies while working under Pensionable establishments" will apply in such cases.
27. The University will scrutinize the applications through the Screening Committees and based on the recommendations, the shortlisting of the candidates will be made.
28. No correspondence whatsoever will be made with applicants who are not short-listed.
29. 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.
30. The University may at its discretion adopt appropriate procedures for recruitment of the posts.
31. The conduct of a person for direct recruitment to the service or on deputation on tenure basis must be such as to render him/her suitable in all respects for appointment to the service.
32. 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.
33. 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.
34. 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.

35. 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.
36. 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.
37. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Hon'ble High Court of Telangana in Hyderabad, which is the headquarters of the University.
38. Incomplete online 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.
39. 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.
40. 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.

41. Any corrigendum, cancellation, or addendum to this advertisement will be notified only on the University website www.efluniversity.ac.in and will not be published in any newspaper. Therefore, the candidates are advised to access the University website regularly.
42. 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.
43. Incomplete applications without the self-attested copies of experience and all educational qualifications, without the application fee etc. will be rejected.
44. Only Indian Nationals are eligible to apply.
45. No interim correspondence will be entertained.
46. 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 online application form. Candidates are, therefore, urged to read the advertisement carefully & complete the online application form and submit the same as per the instructions given in this regard.
47. Experience and qualifications will be reckoned as on the last date of receipt of applications.
48. Errors and omissions are subject to corrections.
49. The University will not be responsible for any postal delay.
50. Online application complete in all respects shall be submitted on the Samarth portal on or before **30.05.2025**.

Date: 09.05.2025


REGISTRAR I/c

Place: Hyderabad