

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500 007**

No. EFLU/Admn./F.361/2018/

31 July 2018

DPC NOTIFICATION TO FILL UP THE FOLLOWING VACANT POSTS

Applications are invited in the prescribed format from the employees of the University, so as to reach the same to the Office of the Registrar **on or before 30.08.2018 (4 pm)** for the following posts as detailed below:

1. Section Officer (1 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. PS to VC/PVC and Sr. PA to Registrar (2 UR)

On the basis of a competitive test restricted to the University employees (Stenographers) subject to the fulfillment of conditions of:

- a) A University Degree
- b) Proficiency in Typewriting with a speed of 40 w.p.m. and in shorthand of 120 w.p.m.
- c) Experience of at least 5 years as Stenographer and proficiency in computer skills
- d) Satisfactory record of work.

- Maximum marks 100.

3. Junior Office Assistant [13 UR, 2 SC(1L), 1ST]

Limited Departmental Examination:

Group D employees 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).

- Maximum marks 100.

THE EXAMINATION IS SCHEDULED TO BE HELD AT 10.30 AM ON 08.09.2018.

**Sd/-
REGISTRAR I/c**