



अंग्रेज़ी एवं विदेशी भाषा विश्वविद्यालय
हैदराबाद – 500 007

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500 007

No. EFLU/Admn./F.2633/2026/

21 July 2026

EMPLOYMENT NOTIFICATION No. I/2026

(Recruitment by Deputation on tenure basis)

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

Name of the post	Pay Level	No of posts	Upper Age limit
Deputy Registrar (by Deputation on tenure basis*)	Pay Level -12 (Rs.78,800-2,09,200)	01	56
Assistant Registrar (by Deputation on tenure basis*)	Pay Level – 10 (Rs.56100–1,77,500)	01	56

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

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.

Please visit the University website at www.efluniversity.ac.in for essential qualifications and experience required for these posts.

The candidates are requested to read the Terms and Conditions and the Recruitment Rules carefully before filling the online application.

Online application complete in all respects shall be submitted on the Samarth portal on or before 20th August 2026.

REGISTRAR

GENERAL INSTRUCTIONS AND TERMS & CONDITIONS

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 the 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 20th August 2026. Essential qualifications and experience required for these posts notified are detailed in Annexure-I to this Notification.

1. APPLICATION FEE:

- a) The application fee of (Non-refundable) is Rs. 1000/- (Rupees one thousand only) for candidates who belong to General candidates.
- b) The application fee for OBC/ EWS/ Third Gender (TG) categories is Rs. 400/- (Rupees Four Hundred only)
- c) Candidates who belong to SC/ ST/ PwBD/ Ex-Servicemen are exempted from paying fee
- 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 nationalised bank payable at Hyderabad.
- e) 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).
- f) 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.

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

3. **QUALIFICATION AND EXPERIENCE:** The prescribed essential qualifications and experience are minimum, and unless specified, they are required for consideration for the post, even if the higher qualification has been acquired. The mere fact that a candidate possesses the same will not entitle him/ her to be called for an interview. The initial screening will be conducted based on the qualifications and experience of the candidate. 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.

4. **PAY AND ALLOWANCES:** Pay and allowances will be paid as per DoPT O.M No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

DEPUTATION:

5. An appointment on deputation may be made initially for a period of one year which may be further extended every year upto a maximum of 03 years at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, at any time even before the prescribed period in case his/her performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the Competent Authority.
6. 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.
7. The candidates selected for the post of Deputy Registrar and Assistant Registrar are not eligible for permanent absorption in the University.
8. The physical copy of the application should be forwarded by the respective Controlling Officer along with the following documents to the address given below only by speed post super-scribing the post applied for; duly signed by an officer not below the rank of Under Secretary or equivalent. Further the following documents also need to be uploaded in 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. Pay
 - (e) Attested APAR copies of last 5 years.
 - (f) Self-attested copies of certificates in support of educational qualifications.

Address:

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

9. Candidates should apply “through proper channel”, failing which the application is liable to be rejected.

HOW TO APPLY:

10. 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 20th August 2026, which will be the last date for the submission of online application.
11. Candidates should follow the prescribed procedure for submission of online applications. The candidates should upload only relevant documents as per the guidelines provided in the application.
12. The following self-attested documents should be uploaded as proof of educational qualification, date of birth, category (if applicable), experience certificate, etc.:

- a. Certificates of educational qualifications in chronological order, i.e., SSLC, HSC, Diploma, UG Degree, PG Degree, and Ph.D. The mark sheet for all the years/semesters in respect of the minimum educational qualification prescribed for the post applied.
 - b. Certificate of Date of Birth (issued by Municipality, etc., or Matriculation/ High School certificate)
 - c. The candidate belonging to the reserved categories shall enclose self-attested copies of the VALID 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.
 - d. Certificates of experience in chronological order and should be in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority of the organization along with their seal, which makes the candidate eligible for applying for the said post. The experience certificate(s) should clearly mention the nature of duties performed/ experience obtained in the post(s) with duration(s). Applications of the candidates who have not uploaded an experience certificate as per the aforementioned format with all details as mentioned above shall be rejected and not considered for further process.
 - e. Salary certificates towards their experiences should clearly indicate the breakup of gross salary viz. Pay, DA, HRA, and any other allowances.
 - f. Certificate of proficiency for knowledge of Computer applications should be submitted, wherever required.
13. All educational qualifications must only be from a recognised Board/ University/ Institute. 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.
14. It shall be the responsibility of the candidates to submit documents establishing proof for the equivalence of CDA vis-à-vis IDA pay scales in proof of their eligibility, in case the applicant is employed in an organisation where pay is not on CDA pay scales
15. 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 for repatriation.
16. Appointment letters/ Appreciation letter/ Pay slips/ transfer or promotion orders/office orders/ unsigned experience certificate/ self-employment experience certificate/ PPO shall not be considered as valid proof of experience. Candidates uploading any such or similar documents

which does not contain complete information with respect to their experience will be summarily rejected.

17. 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.
18. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview.
19. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University, 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.
20. The Candidates shall bring Hard copy of the Application and all original certificates relating to his age, qualifications, experience, etc. at the time of interview. In case the candidates fail 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 interviews and his/her candidature may be treated as cancelled without any further communication in this regard.
21. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
22. 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.
23. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reasons.
24. If any advertisement is withdrawn by the University, the application fee collected from the candidates shall not be refunded.
25. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the University shall be final.
26. 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.
27. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time.

28. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for recruitment on the posts of Deputy Registrar and Assistant Registrar 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.
29. The University believes in having a workforce that reflects gender balance, and hence women candidates are encouraged to apply.
30. The University will scrutinize the applications through the Screening Committees and based on the recommendations, the shortlisting of the candidates will be made.
31. No correspondence whatsoever will be made with applicants who are not short-listed.
32. No TA/DA shall be paid for attending any stage of the selection process
33. The University may at its discretion adopt appropriate procedures for recruitment to the posts.
34. The University will have the right to relax any of the qualification/s, experience and age etc., in case of deserving candidates.
35. In case of any disputes/suits 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.
36. 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.
37. 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.
38. 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.

39. 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.
40. All the correspondence (call letter for Interview etc.) will be made through e-mail. Therefore, all the candidates are advised to provide correct e-mail address and regularly check their e-mails for any updates from this University.
41. Only Indian Nationals are eligible to apply.
42. No interim correspondence will be entertained.
43. The University will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of the recruitment process i.e. the declaration of final results. Thereafter, no queries on the subject shall be entertained.
44. Admission to any stage of the selection process will be purely provisional, subject to confirmation that he/she satisfies the prescribed eligibility conditions. The mere issue of the Admit Card/Call letter to the candidate will not imply that his/her candidature has been found eligible.
45. Experience and qualifications will be reckoned as on the last date of receipt of applications.
46. Errors and omissions are subject to corrections.
47. The University will not be responsible for any postal delay.
48. Online application complete in all respects shall be submitted on the Samarth portal on or before 20th August 2026

Date:

REGISTRAR

Place: Hyderabad

QUALIFICATIONS AND EXPERIENCE**DEPUTY REGISTRAR - ON DEPUTATION (TENURE BASIS)**

1.	Number of Post(s)	01
2.	Classification	Group A (Hyderabad Campus)
3.	Scale of Pay	Level – 12
4.	Age limit	Not more than 56 years
5.	Educational and other qualifications required	Essential: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight (o8) years regular service in Pay level 10 in the Central/ State Government, Universities and other Government autonomous organisations
6	Desirable qualifications and work experience	➤ General conditions of Services (Rules related to pay, deputation, Lien, LTC, Leave, CGHS) and Retirement benefits. ➤ 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 ➤ 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.

		➤ 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/ Financial Management ➤ Goods and Service Tax ➤ Income Tax Law ➤ GoI rules and Regulations ➤ Knowledge of Computer applications – e-office, SAMARTH
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ASSISTANT REGISTRAR - ON DEPUTATION (TENURE BASIS)

1.	Number of Post(s)	01
2.	Classification	Group A (Hyderabad Campus)
3.	Scale of Pay	Level – 10
4.	Age limit	Not more than 56 years
5.	Educational and other qualifications required	Essential: Officers holding analogous posts on regular basis or with five years regular service in lower grades position in Pay Level 7/ Level 8 in the Central/ State Government, Universities and other Government autonomous organisations. Knowledge of Computer Applications
6	Desirable Qualifications	➤ 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 ➤ Knowledge of Computer applications – e-office, SMARTH
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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.

ANNEXURE - III

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. Jeyaraman