



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

No.EFLU/Admn/F.2460/2024/ 2568

NOTIFICATION NO. I/ 2024, DATED 18.03.2024

ESSENTIAL QUALIFICATIONS AND OTHER ELIGIBILITY CONDITIONS

Applications in the prescribed format are invited from the eligible candidates for the following posts through **Direct Recruitment [OR] Deputation on Tenure basis** from Central/ State Government/ Public Sector/ Quasi Government organisations. The appointments are made and governed in terms of UGC Model Cadre Recruitment Rules 2022, which are provided as hereunder.

I.

1.	Name of the Post	REGISTRAR
2.	No. of Posts	01 (UR)
3.	Classification	Group 'A'
4.	Scale of pay	Level – 14 as per 7 th CPC (Rs. 1,44,200 – 2,18,200)
5.	Age	Preferably below 57 years
6.	Method of recruitment	Direct Recruitment [OR] Deputation on Tenure basis for a tenure of five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier
7.	Educational and other qualifications required for direct recruitment	DIRECT RECRUITMENT Essential Qualifications: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration OR Comparable experience in research establishment and/ or other institutions of higher education. OR 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post. DEPUTATION ON TENURE BASIS: The officer to be considered for deputation against the post with Pay Level -14 and above must be less than 58 years of age.

		<p>Drawing Officers from Govt. of India/ Autonomous Bodies/ PSUs/ the Central Universities/ recognized Research Institutes or Institutes of national importance or Government Laboratory.</p> <p>Qualifications and Experience:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p>Grade: Holding analogous post or 08 years' experience at Pay Level – 12</p>
8.	Tenure of Deputation Period	Initially for One Year , which is extendable upon satisfactory performance to a maximum period of 05 years or 62 years of age whichever is earlier.
9.	Desirable experience	<p>i) Experience of administrative practices, human resource management, statutory functions and academic activities or universities/ R&D institutions</p> <p>ii) Experience in handling legal matters</p> <p>iii) Experience in computer systems for information processing and retrieval</p> <p>iv) Experience in University Administration</p>
10.	Nature of duties	As per the Statutes/ Ordinances/ Rules and Regulations of the University and the job assigned by the Authorities of the University from time to time.
11.	Mode of Selection	In terms of the UGC Model Cadre Recruitment Rules – 2022.

II.

1.	Name of the Post	FINANCE OFFICER
2.	No. of Posts	01 (UR)
3.	Classification	Group 'A'
4.	Scale of pay	Level – 14 as per 7 th CPC (Rs. 1,44,200 – 2,18,200)
5.	Age	Preferably below 57 years
6.	Method of recruitment	Direct Recruitment [OR] Deputation on Tenure basis for a tenure of five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier
7.	Educational and other qualifications required for direct recruitment	<p>DIRECT RECRUITMENT</p> <p>Essential Qualifications:</p> <p>iii) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>iv) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p>DEPUTATION ON TENURE BASIS:</p> <p>The officer to be considered for deputation against the post with Pay Level -14 and above must be less than 58 years of age.</p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized services in Central/ State Government.</p> <p style="text-align: center;">OR</p> <p>University System/ Other organization subject to fulfilment of qualification as indicated as here under:</p> <p>Essential Qualifications and Experience:</p> <p>iii) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p>

		<p>iv) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>
8.	Tenure of Deputation Period	Initially for One Year , which is extendable upon satisfactory performance to a maximum period of 05 years or 62 years of age whichever is earlier.
9.	Desirable experience	<p>i) Good working knowledge of rules and regulations of Central Universities, R&D institutions relating to accounts/ audit, service conditions and related financial matters.</p> <p>ii) Well versed in the financial/ accounting systems</p> <p>iii) Experience in implementing computer systems, finance/ accounts related software handling for information processing and retrieval</p> <p>iv) Preference will be given to the candidates with M.Com/ MBA (Finance)/ICWA/ CA/ SAS or appropriate experience in financial management</p> <p>v) Preference will be given to the persons having experience in similar position.</p>
10.	Nature of duties	As per the Statutes/ Ordinances/ Rules and Regulations of the University and the job assigned by the Authorities of the University from time to time.
11.	Mode of Selection	In terms of the UGC Model Cadre Recruitment Rules – 2022.

III.

1.	Name of the Post	CONTROLLER OF EXAMINATIONS
2.	No. of Posts	01 (UR)
3.	Classification	Group 'A'
4.	Scale of pay	Level – 14 as per 7 th CPC (Rs. 1,44,200 – 2,18,200)
5.	Age	Preferably below 57 years
6.	Method of recruitment	Direct Recruitment [OR] Deputation on Tenure basis for a tenure of five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier
7.	Educational and other qualifications required for direct recruitment	<p>DIRECT RECRUITMENT</p> <p>Essential Qualifications:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p>DEPUTATION ON TENURE BASIS:</p> <p>The officer to be considered for deputation against the post with Pay Level -14, and above must be less than 58 years of age.</p> <p>Drawing Officers from Govt. of India/ Autonomous Bodies/ PSUs/ the Central Universities/ recognized Research Institutes or Institutes of national importance or Government Laboratory.</p> <p>Qualifications and Experience:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p>

		<p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p>Grade: Holding analogous post or 08 years' experience at Pay Level – 12</p>
8.	Tenure of Deputation Period	Initially for One Year , which is extendable upon satisfactory performance to a maximum period of 05 years or 62 years of age whichever is earlier.
9.	Desirable experience	<ul style="list-style-type: none"> i) PhD or equivalent research degree ii) Adequate experience in pre-conduct and post-conduct of University examinations or other comparable examinations; iii) Working knowledge of examinations software and results automation iv) Knowledge and experience of working on SAMARTH modules
10.	Nature of duties	As per the Statutes/ Ordinances/ Rules and Regulations of the University and the job assigned by the Authorities of the University from time to time.
11.	Mode of Selection	In terms of the UGC Model Cadre Recruitment Rules – 2022.

- I. **HOW TO APPLY:** Candidates are required to download the prescribed application form from the University website www.efluniversity.ac.in . The application along with the enclosures shall reach the office of **The Registrar, The English and Foreign Languages University, Hyderabad – 500 007, Telangana, India**, by **6.00 pm**, on or before **10.04.2024**.
- II. **AGE:** Preferably below 57 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. The payment of application fee shall be in the form of crossed Demand Draft drawn in favour of **The Registrar, The EFL University, Hyderabad**, on any nationalized bank payable at Hyderabad.
- IV. **SELECTION PROCESS:** The selection process is governed by the relevant rules specified in the UGC Model Cadre Recruitment Rules, 2022.
- 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 a good work ethic and have a passion for institution-building. Applications in the prescribed Applications in the prescribed format are invited from eligible candidates for Group – A posts of Registrar, Finance Officer, and the Controller of Examinations in the pay level 14 (Rs. 1,44,200 – 2,18,200) of 7th CPC pay matrix. Applications, complete in all respects, should reach the University by 6.00 p.m., on or before **10.04.2024**.
2. The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/ class certificate 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/ GoI norms.
4. Candidate who has already been in service shall submit his/ her application through proper channel along with the vigilance certificate from the competent authority. However, he may send an advance copy of his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she should produce a "No objection Certificate" along with the Vigilance Clearance Certificate in a sealed cover from the employer.
5. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ ACR for the preceding five years and the Vigilance Clearance Certificate, duly certified by the Competent Authority.
6. 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, 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 as per this clause.
7. 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 appointment, as the case may be.
8. 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.
9. 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 conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forth with.
10. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
11. 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.

12. 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 stipulated time, the offer shall be treated as withdrawn.
13. 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.
14. The minimum educational qualification and experience, constitution of Selection Committee, method of recruitment or any other eligibility criteria, etc. for Direct recruitment or Deputation on Tenure basis, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, 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 adopted mutatis-mutandis by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
15. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned.
16. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he/ she may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
17. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
18. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
19. If any advertisement is withdrawn by the University, the application fee collected from the candidates shall not be refunded.
20. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the University shall be final.

DEPUTATION:

21. The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post of 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 under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time.
22. 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 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.

23. 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.
24. Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation.
25. 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 and Training as amended from time to time.
26. The candidates selected for the posts of Registrar, Finance Officer, and the Controller of Examinations are not eligible for permanent absorption in the University.
27. 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) 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.
28. The APARs of the selected candidate will be obtained from the organization concerned before issue of appointment order.
29. 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.
30. New Pension Scheme is applicable to the candidates upon their appointment at the University in accordance with the O.M.No. 1(13) EV/2001, dated 15.03.2004, Government of India, Ministry of Finance, Department of Expenditure, will be applicable with subsequent amendments from time to time.
31. The University will scrutinize the applications through the Screening Committees and based on the recommendations, the shortlisting of the candidates will be made.
32. No correspondence whatsoever will be made with applicants who are not short-listed.
33. 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.
34. Canvassing in any form will be treated as disqualification.
35. The University may at its discretion adopt appropriate procedures for recruitment of the posts.
36. 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.
37. 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.
38. 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.

39. 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.
40. 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.
41. 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.
42. 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.
43. Incomplete 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.
44. 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.
45. 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.
46. 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

APPOINTMENT AND JOINING TIME:

47. The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
48. The OFFER OF APPOINTMENT issued by the University will clearly specify the period of joining of one month, which shall not be exceeded, after which the offer would lapse automatically if the candidate did not join within the specified period.
49. If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant.

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 notified 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 and adhere to the instructions contained herein 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 return second-class railway fare (shortest route) towards journey expenses on production of train 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. Experience and qualifications will be reckoned as on the last date specified for receiving of applications.
- k. Errors and omissions are subject to corrections.
- l. The University will not be responsible for any postal delay.
- m. The filled-in application in all respects along with application fee and self-attested copies of testimonials/certificates in an envelope superscribing on the envelope the post applied for, such as, for example: "Application for the post of Registrar" must reach on or before **10.04.2024**, by **6:00 p.m.**, to the address mentioned below:

**THE REGISTRAR
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
TARNAKA, HYDERABAD – 500 007
TELANGANA**

Date: 18.03.2024

Sd/-
REGISTRAR I/c