



The English and Foreign Languages University

(A Central University established by an Act of Parliament)

Hyderabad - 500 007, India

अंग्रेजी एवं विदेशी भाषा विश्वविद्यालय

(संसद के अधिनियम द्वारा स्थापित केन्द्रीय विश्वविद्यालय)

हैदराबाद - ५०० ००७, भारत

SPEED-POST

No. EFLU/Admn./F.24 AR (F&A)/2014/ 2931

Date: 03.02.2014

To

The Registrar

Pondicherry University

Puducherry 605 014

Institutions

AR II

63
12/2

PU/Regr/No. 880

Dt/ 6 / 2 / 20 14

NTB
12/2/2014

80 (Admin II)
NTB

12/2/14

Sub: Filling up one post of Assistant Registrar (Finance & Accounts) and one post of Assistant Registrar (Administration) on Deputation (Foreign Service terms) basis – reg.

Sir/Madam

The English & Foreign Languages University (EFLU), Hyderabad is a Central University established by an Act of Parliament to cater the educational, academic, training and research activities in English and foreign languages. The University is marching towards advancement in the computerization of its Administration, Finance and Accounting Departments for streamlining and strengthening its Administrative, Finance & Accounts functions.

Kindly forward the applications of the eligible and interested employees of your esteemed University in the format placed along with Notification in the website: www.efluniversity.ac.in with attested copies of APARs for the last 5 years, Vigilance Clearance Certificate and a statement of Major/Minor penalties if any, for the last ten years, to the undersigned at the earliest and in any case, by 21.02.2014.

Thanking you,

NSR/459

13.2.14

Encl: as above



Yours faithfully

P. Madhavan
(Prof. P. Madhavan)

Registrar i/c

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HYDERABAD 500 007

(A Central University by an Act of Parliament)

No. EFLU/Admn./F.25/2014/2931

3 February 2014

NOTIFICATION

Applications are invited from the eligible candidates for one post of **ASSISTANT REGISTRAR (FINANCE)** and one post of **ASSISTANT REGISTRAR (ADMINISTRATION)** in the University in the Pay Band:3 Rs. 15600-39100 plus GP of Rs. 5400/- to be filled **on deputation** (Foreign Service terms) **basis**, initially for a period **ONE** year, but likely to be extended further.

Qualifications and Experience:

Asst Registrar (Finance):

1. A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
2. (i) At least 5 years of experience as Section Officer or an equivalent Position with a Grade Pay of Rs.4600/- or above.
(ii) Computer knowledge in Accounts Packages, viz., Tally, Oracle or SAP applications.
(iii) Working knowledge of maintaining and supervising Bank Accounts and reconciliation, Ledger Accounts and finalization of Accounts.
(iv) Commitment to take up challenging tasks in the field of financial planning, accounting and control.

Asst. Registrar (Administration):

1. A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
2. (i) At least 5 years of experience as Section Officer or an equivalent Position with a Grade Pay of Rs.4600/- or above.
 - (ii) Experience in General Administration /Establishment/Purchase/ Personnel/ HR/Legal etc
 - (iii) Professional qualification like LL.B or PG Diploma in Business Administration or MCA/PGDCA
- (ii) Computer knowledge in ERP Packages.

For format of application, please visit the University website: www.efluniversity.ac.in and be sent through proper channel latest by 21.02.2014, addressed to the Registrar, EFL University, Hyderabad 500 007.

Date: 03.02.2014


Registrar i/c