

Baba Farid University of Health Sciences, Faridkot
Ph: 01639-256232, 256236

Advt. No.1/2020

VACANCIES

Applications are invited on or before 29.1.2020 **upto 5.00 P.M** from the eligible candidates for filling up the following vacant posts on Regular basis at University office

1. Superintendent Grade-I (Accounts)-1 (UR) 2. Senior Assistant (Accounts)-02 (UR-1, SC-1),
3. Accounts Clerk-02 (UR-1, SC-1) 4. Accounts Officer-1 (UR)

For Application form, fee, Category wise distribution and other terms & conditions, visit University website: www.bfuhs.ac.in.

Registrar

Salary

- | | | |
|---------------------------------------|---|----------------------|
| 1. Superintendent Grade-I (Accounts)) | - | 15600-39100 +5400 GP |
| 2. Senior Assistant (Accounts) | - | 10300-34800 +4400 GP |
| 3. Accounts Clerk | - | 10300-34800 +3200 GP |
| 4. Accounts Officer- | - | 15600-39100 +5400 GP |

Qualification & Experience-

Details of the posts for the Accounts Department

Name of the Post and Pay Scale	Number of Posts	Qualifications and Experiences
Name of Post:- Superintendent Grade- I (Accounts) Pay Scale:- Rs. 15600-39100 + 5400 Grade pay.	01 (One)-UR	Masters in Commerce (M.Com) from a UGC Recognized University and additional qualification of MBA (Finance) from a UGC Recognized University. AND Working knowledge of Computers. Knowledge of Tally Accounting software. With <u>More than 10 (TEN) years of Practical experience, ON REGULAR BASIS, ESPECIALLY IN THE FIELD OF ACCOUNTING AND AUDITING</u> as a Superintendent (Accounts)/ Executive Assistant (Accounts)/ Senior Assistant (Accounts)/ Divisional Accountant/ Accountant in a State run University / Higher or Professional Government Educational Institution of Central/ State Government. <i>The said post may be filled preferably out of the suitable candidate from the existing staff working at the University or its constituent colleges/ institutions.</i>
Name of Post:- Senior Assistant (Accounts) Pay Scale:-	02 (Two) (UR-1, SC-1)	B. Com from a UGC Recognized University. Preference will be given to the candidates having additional qualification of M.Com/ MBA (Finance) from a UGC Recognized University. AND

Rs. 10300-34800 + 4400 Grade pay.		Knowledge of Tally Accounting software. With <u>More than 05 (FIVE) years of Practical experience, ON REGULAR BASIS, ESPECIALLY IN THE FIELD OF ACCOUNTING AND AUDITING</u> as an Accounts Clerk/ Junior Accountant/ DEO (Accounts) in a State run University / Higher or Professional Government Educational Institution of Central/ State Government.
Name of the Post:- Accounts Clerk Pay Scale:- Rs. 10300-34800 + 3200 Grade pay.	02 (Two) (UR-1, SC-1)	B. Com from a UGC Recognized University. AND Working knowledge of Computers. Knowledge of Tally Accounting software. With <u>More than 02 (TWO) years of Practical experience, ESPECIALLY IN THE FIELD OF ACCOUNTING AND AUDITING</u> in a State run University / Higher or Professional Government Educational Institution of Central/ State Government.
Name of Post:- Accounts Officer Pay Scale:- Rs. 15600-39100 + 5400 Grade pay.	01 (One)-UR	Essential :- Masters in Commerce (M.Com) from a Recognized University Desirable :- Additional qualification of MBA from a Recognized University. With Working knowledge of Computers and Knowledge of Accounting software i.e. Tally. And Professional Experience of at-least <u>10 (TEN) years of CONTINUOUS REGULAR SERVICE</u> on a <u>post not less than Accountant (HAVING WORKING EXPERINECE OF ACCOUNTS AND AUDIT)</u> in any GOVT. EDUCATIONAL INSTITUTION or GOVERNMENT HOSPITAL. <i>Note :- The Post can be filled either from the existing staff of the University or its constituent colleges or in case suitable internal candidate is not available then the direct appointment will be made from outside candidates.</i>

General terms and conditions:

- The applicant must enclose demand draft of Non-refundable in favour of The Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot as under:
 - For Sr.No. 01 and 04 Rs. 1500/- (Rs 750/- for SC/ST)
 - For Sr. No. 02 and 03 Rs. 500/- (Rs. 250/- for SC/ST)
- The University has right to increase or decrease the number of posts at any stage without citing any reason or not to fill any or all the posts.
- Upper Age limit :** The candidate should not be more than 37 years of age. In Service candidates i.e. in the case of persons already in regular employment of any department of Punjab Government/ Any State Government/Central Government in India, applying for direct recruitment for all posts shall have 10 years relaxation. Relaxation is upper age limit as per Punjab Govt. Rules.

4. Reservation policy as per Pb. Govt.,rules. As per The Punjab Scheduled Castes and Backward Classes (Reservation in Services) Act 2006– Fifty per cent of the vacancies of the quota reserved for scheduled Castes in direct recruitment, shall be offered to Balmikis and Mazbi Sikhs, if available, as a first preference from amongst the Scheduled Castes.
5. The Application on prescribed proforma must accompany **self attested** copies of certificates for proof of date of birth, permanent residence, marks sheet, degree, experience etc.
6. **Last date and time of receipt of application form at the office of the Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot 29..01.2020 upto 05.00 PM.**
7. Candidate should have passed Punjabi upto Matriculation standard or its equivalent level.
8. The applications received without a valid bank draft or without legible copies of documents or apparently containing incomplete information and those received after prescribed date & time will be summarily rejected.
9. Applicant must possess the requisite qualification by the last date of receipt of application.
10. Candidates already in service must route their application **Through Proper Channel.**
11. Separate application/proforma may be used for each post.
12. Salary as per Pb. Govt.