



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

**Advt. No.08/2019**

**VACANCIES**

Applications are invited on or before 31.12.2019 upto 5.00 P.M. from the eligible candidates for filling up the following vacant posts on Regular/deputation basis in the University.

**University Office**

- 1. Registrar-1 (UR)**
- 2. Senior Scale Stenographer (English)-1( SC)**

**The candidate for the post of Registrar may also apply on deputation basis.**

Application form, fee and other terms & conditions, visit University website: [www.bfuhs.ac.in](http://www.bfuhs.ac.in).

Registrar

**Salary**

1. Registrar – Rs. 37400-67000+10000 G.P
2. Senior Scale Stenographer – Rs. 10300-34800+4400 G.P

**Qualification & Experience-**

**1. Registrar**

- i) From amongst the academicians in the field of Health Sciences who are not lower in rank than that of Professor.  
OR
- ii) From amongst the officers of the Government who are not lower in rank than that of an Additional Secretary to Government. or
- iii) By transfer from amongst the Registrars of other University of Health Sciences or Medical or Technical University in the Country.

The Registrar shall hold office for a period of four years and shall be eligible for re-appointment for a further period of four years;

Provided that no person appointed as Registrar shall hold office on attaining the age of sixty years.

**2. Senior Scale Stenographer**

Graduate with 50% marks from a recognized University with a speed of 100/40 wpm in English or Punjabi shorthand/typing & proficiency in Computers. Ten years experience of working in a University/Govt department / Recognized Educational Institution out of which five years must have worked as Junior Scale Stenographer.

**General terms and conditions:**

1. 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:
 

i) For Sr.No. 1	Rs. 1500/- (Rs 750/- for SC/ST)
ii) S.No. 2	Rs. 500/- (Rs.250/- for SC/ST)
2. 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.
3. Maximum age limit is 37 years for the post at Sr.No. 2. Relaxation in upper age limit as per Punjab Govt. rules.
4. Reservation policy as per Pb. Govt.,rules.
5. The Application on prescribed proforma must accompany **self attested** copies of certificates for proof of date of birth, 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 31.12.2019 upto 05.00 PM.**
7. 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.
8. Applicant must possess the requisite qualification by the last date of receipt of application.
9. Candidates already in service must route their application **Through Proper Channel.**
10. Separate application/proforma may be used for each post.
11. The candidate applying for the post of Senior Scale Stenographer must pass Punjabi upto Matric standard or its equivalent.