

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

Advt. No. BFU-23/28

VACANCIES

Online applications are invited w.e.f 27/12/2023 to 15/01/2024 from eligible candidates through University website for the recruitment to posts of Registrar (UR-1), Dean (College Development)- (UR-1), Controller of Examination- (UR-1), Secretary to Vice-Chancellor (UR-1), Finance Officer-(UR-1), Audit Officer-(UR-1), Executive Engineer-(UR-1), Public Relation Officer-(UR-1), Law Officer-(UR-1) under **Baba Farid University of Health Sciences, Faridkot**. The candidates who have applied earlier through proper channel need not to apply again. In case of non availability/non suitable candidates, the conditions may be relaxed by competent authority. For details/Updates/eligibility/No. of Posts/terms & conditions visit website www.bfuhs.ac.in

REGISTRAR
Sd/-

Eligibility Criteria for the post

Sr. no.	Name of post	Qualification	Pay Scale of Post as per 7th CPC	No. of Post
1.	Registrar	From amongst the academicians in the field of Health Sciences who are not lower in rank than that of Professor. OR From amongst the officers of the Government who are not lower in rank that of a Additional Secretary to Government. OR By transfer from amongst the Registrars of other University of Health Sciences or Medical or Technical University in the Country.	Pay level -14 (Initial Pay-1,44,200/-)	Un-reserved-1
2.	Dean (College Development)	Fifteen years (15) teaching experience with at least five (5) years experience as Professor in BFUHS, Faridkot.	Pay level -14 (Initial Pay-1,44,200/-)	Un-reserved-1
3.	Controller of Examinations	MD/MS/MDS Degree from a recognized Medical/Dental College/Institution. Fifteen years (15) teaching experience in a recognized Medical/Dental College with at least five (5) years experience as Professor	Pay level -14 (Initial Pay-1,44,200/-)	Un-reserved-1

4.	Secretary to Vice-Chancellor	<p>Master's Degree in 1st Division. MBA will be preferable.</p> <p>5 years Experience as Personal Assistant / Supdt. University/Educational Institution / Govt. of Punjab/ Central Govt/PSU/Corporation/Board/MNC/Reputed Companies etc.</p> <p>OR</p> <p>Deputy Registrar in University/ Educational Institution / Govt. of Punjab/ Central Govt/PSU/Corporation/Board/MNC/Reputed Companies etc.</p>	Pay level -13 (Initial Pay-1,31,100/-)	Un-reserved-1
5.	Finance Officer	<p>1. Post Graduate in Commerce from any University with SAS held by the Comptroller and Auditor General of India (CAG)/State Finance Department Exam in any University/Govt./ Corporation etc.</p> <p>OR</p> <p>Graduation from any University & CA. Five(5) years experience in a responsible position at University/ Educational institution/ Govt. of Punjab/Central Govt.</p>	Pay level -13 (Initial Pay-118500/-)	Un-reserved-1
6	Audit Officer	Commerce Graduate / Master's degree in Commerce/Economics from a recognized University. Must have SAS held by the Comptroller & Auditor General of India/State Finance Deptt; with at least 15 years experience of Accounts in a University / Govt. Deptt./Educational Institution.	Pay Level-10	Un-reserved-1
7	Executive Engineer	<p>i) A degree or equivalent in Civil Engineering from a recognized University.</p> <p>ii) Experience as SDO or its equivalent level in University/Educational institution /Govt. of Punjab/Central Govt. PSU/Corporation/Board/MNC Reputed Companies etc. Desirable:- 5 year Experience in the relevant field</p>	Pay Level-10	Un-reserved-1
8	Law Officer/ Legal Advisor	<p>i) Master Degree in Law from a recognized University.</p> <p>ii) Eight Years Experience as Advocate in Punjab & Haryana High Court</p> <p>iii) Should be registered with Bar Council of Punjab & Haryana High Court.</p>	Pay Level-8	Un-reserved-1
9	Public Relation Officer	<p>A) Master degree in Journalism and Mass Communication from recognized University with 55% marks</p> <p>B) At least five (5) years relevant experience in the field of Govt./Autonomous body</p>	Pay Level-8 (Initial Pay-Rs. 47600/-)	Un-reserved-1

Terms and Conditions:

1. Candidate for all the above mentioned posts can apply on deputation basis also as per Punjab Govt. Rules.
2. The pay scales for all posts will be given as per 7th CPC.
3. Fixed emoluments will be paid during probation period as per Punjab Civil Service Rules (Volume-1, Part-I) under Clause No. 4.1(1) and Department of Personnel, Govt. of Punjab vide letter no. 7/204/2012-5fp1/66 dated 15/01/2015 and its amendments issued from time to time, except for posts of Registrar, Dean (College Development) and Controller of Examination.
4. **Knowledge of Punjabi:-** That candidate must have passed Punjabi upto Matriculation or its equivalent level and in case he does not must acquire the same within six months of joining.
5. **Upper age limit: A)** The upper age limit for posts of Dean (College Development) and Controller of Examination is 50 years.
B) For all other posts the maximum age is 37 years.
Note: Relaxation in upper age limit as per Punjab Govt. Rules.
6. 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 60 (sixty) years.
7. The qualification/experience of candidates should be prior/up to the last date of filling the applications and candidates should have to submit/upload the relevant certificates.
8. No TA/DA will be paid for the journeys performed for the Interview or written test/ counseling/document verification etc.
9. University has no any mechanism to check the certificates of candidates who are applying online. If, at any stage certificate of the candidate is found fictitious / bogus or ineligible, the candidature of the candidate will be cancelled and action will be taken according to law.
10. The certificates/diplomas/ degrees issued by non-recognized institutions will not be considered and the candidature of candidates will be declared ineligible.
11. Only those Government employees shall be eligible to get the appointment letters who are certified by the Head of the Department as not having any pending disciplinary proceedings or undergoing punishment under Punjab Civil Services (Punishment and Appeal) Rules, 1970, or any other material disqualification in terms of integrity and professional misconduct and necessary NOC should be obtained from the Head of the Department.
12. **The applicant is required after filling online application for the post to submit hard copy of online application and must accompany self attested copies of certificate** i.e. proof of date of birth, marks sheet, degree, experience, residence, category certificate (if applicable), fee receipt proof etc at the office of the Registrar, Baba Farid University of Health Sciences, Sadiq Road Faridkot upto **17/01/2024 upto 05.00 PM.**
13. The applications received without fee or without legible copies of documents or apparently containing incomplete information and those received after the prescribed date & time will be summarily rejected.
14. Applicant must possess the requisite qualification by the last date of receipt of application.
15. Candidates already in service must route their application **Through Proper Channel.**
16. The candidates who have applied earlier through proper channel need not to apply again.
17. In case of non availability/non suitable candidates, the conditions may be relaxed by competent authority.

Note: Whenever suitable candidate is not available, the terms & conditions may be relaxed on the discretion of the Higher Authorities.