

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

Advt. No.BFU-23/16

VACANCIES

Online applications are invited on regular basis **w.e.f 23/09/2023 to 13/10/2023** from eligible candidates through University website for the recruitment of post of Senior Scale Stenographer (English)-(02) under **Baba Farid University of Health Sciences, Faridkot**. For details/Updates/eligibility/No. of Posts/terms & conditions visit website www.bfuhs.ac.in

REGISTRAR

Post-Senior Scale Stenographer-02

Sr. no.	Name of post	Qualification	Pay Scale of Post as per 7 th CPC	No. of Post
1.	Senior Scale Stenographer (English)	Graduate with 50% marks from a recognized University with a speed of 100/40 wpm in English Shorthand/Typing & proficiency in Computers. Ten year experience of working in a University/Govt. Department/Recognized Education Institutional out of which five (5) years must have worked as Junior Scale Stenographer.	Pay Level-6 (Initial Pay-Rs. 35400/-) and amendment issued from time to time by Finance Department, Govt. of Punjab	02 (UR-1, SC-01)

1. Application Fee:

All Categories except SC Category Rs. 1770/- (Fee Rs. 1500+ GST Rs. 270 @ 18%)
For SC Category Rs. 885/- (Fee Rs. 750+GST Rs. 135 @ 18%)

Terms and Conditions:

1. These posts will be given pay scales as per 7th CPC and subsequent amendments time to time issued by the Finance Department, Govt. of Punjab.
2. **Knowledge of Punjabi:-** No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government of Punjab from time to time.
3. **Age limit:** Between 18 and 37 years as on ^{1st} Jan., 2023 and upper age relaxation as per Punjab Govt. rules.
4. 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.

5. No TA/DA will be paid for the journeys performed for the Interview or written test/ counseling/document verification etc.
6. Department has not 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.
7. The certificates/diplomas/ degrees issued by non-recognized institutions will not be considered and the candidature of candidates will be declared ineligible.
8. Only those Government employees shall be eligible to get 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.
9. The SC category certificate should be in accordance with the instructions of the Department of Social Justice, empowerment & minorities, Govt. of Punjab.
10. Reserve category certificate should be issued by competent authority before or on as last date of online application forms.
11. The candidate who have applied earlier advertisement no. 13/21, those candidates have to apply online through University online portal, but need not to deposit the fee if already deposited the fee.
12. Candidates should select their categories carefully, because candidates belonging to categories other than General Category are entitled to fee concession/ exemption, age relaxation and job reservation. **The Category once selected/filled will not be changed under any circumstances.** Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category
13. 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 **16/10/2023 upto 05.00 PM.**
14. 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.
15. Applicant must possess the requisite qualification by the last date of receipt of application.
16. Candidates already in service must route their application **Through Proper Channel.**