

VACANCIES

Online applications are invited on or before **07/03/2024 to 31/03/2024 upto 05:00 PM** from eligible candidates for the recruitment to the posts of steno typist (English & Punjabi)-02 (UR-1, SC-1) and Senior Scale Stenographer (English)-2 (UR-1, SC-1) on regular basis at Baba Farid University of Health Sciences, Faridkot.

For Application form, fee, detail of posts, terms & conditions, visit University website: www.bfuhs.ac.in.

Sd/-

REGISTRAR

Qualification & Experience-

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 years experience of working in a University/Govt. Department/Recognized Education Institution out of which five (5) years must have worked as Junior Scale Stenographer.

2. Steno Typist (English & Punjabi):-

1. 10+2 in any stream from a recognized board
2. Graduate with 50% marks from a recognized University with a speed of 80/35 wpm in English and Punjabi Shorthand/Typing & proficiency in Computer.
3. Experience persons in the relevant field will be preferred.
4. Provided that the candidates shall have to qualify the competitive test in English and Punjabi Shorthand and typing to be held by the University.

General terms and conditions:

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%)

1. 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.
2. **Upper Age limit:** Age calculated as on 01st January 2024. Upper age limit is 37 years. Relaxation in upper age limit as per Punjab Govt. Rules.
3. The applications received without online payment or without legible copies of documents or apparently containing incomplete information and those received after the prescribed date & time will be summarily rejected.
4. Applicant must possess the requisite qualification by the last date of receipt of application.
5. Candidates already in service must route their application **Through Proper Channel**.