

VACANCIES

Applications are invited on or before **07.05.2021 upto 5.00 P.M** from the eligible candidates for filling up the post of Data Entry Operator on outsources basis at GGS Medical College & Hospital, Faridkot, Constituent colleges/Institutions of the University.

Sr. No.	Name of Post	No. of Posts	Lumpsum wages per month post (in rupees)
1.	Data Entry Operator	10	Under Category B of Minimum Wages Act/DC rates

Qualifications & Experience:-

Data Entry Operator

- i) Graduate from a recognized University
- ii) Applicant must have passed Punjabi or it s equivalent upto Matric level.
- iii) Possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer on Information Technology in Office productivity applications or Desktop Publishing Applications from Government recognized Institution or a reputed in Institution, which is ISO 9001 certified.

OR

Possess a computer Information Technology Course Equivalent to O Level Certificate of Department of Electronics Accerditation of Computer Course (DOECACC) of Government of India

- iv) Typing Punjabi & English with 30 words per minutes

Others 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) Application fee Rs. 1180 (Fee Rs. 1000+GST 180 @ 18%)
 - For SC Category Rs. 590 (Fee Rs. 500+GST 90 @ 18%)
2. **Upper Age limit:** Age calculated as on 01st January 2021. Upper age limit is 37 years. Relaxation in upper age limit as per Punjab Govt. Rules.
3. 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.
4. 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.
5. **Last date and time of receipt of application form at the office of Medical Superintendent, GGS Medical Hospital, Faridkot 07.05.2021 upto 05.00 PM.**
6. 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.
7. Applicant must possess the requisite qualification by the last date of receipt of application.
8. Keeping in view of numbers of applications received, written test can be conducted.

Application form

(For the post of Data Entry Operator on outsources basis)

Last Date 07.05.2021

Details of Application fee
DD No. Date and Amount

Affix Attested
Passport size
Photograph

Note: 1. **Incomplete applications are liable to be rejected.**

1. Application for the post of _____

2. Applicant's Name (IN BLOCK LETTERS) as per academic record

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3. Father's Name (IN BLOCK LETTERS) as per academic record

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4. i) Date of Birth of Applicant
(attach proof)

DAY	

MONTH	

YEAR	

ii) Age: (as on 01.01.2021)

YEARS	

MONTHS	

DAYS	

5. Category _____ Sub Category _____ (attach proof)

6. Nationality: _____ 7. Religion _____ 8. Marital Status; _____ 9. Sex _____

10. Educational/Academic Qualification: (attach attested copies of certificates)

Examination Passed	Year of passing	Marks obtained/ Max marks	Percentage	No. of attempts	Institution Name

11. Experience Detail:-(attach experience certificate):

Post held	From	To	Total period	Employer's address

12. Punjabi upto Matric standard (Y/N) : _____

13. Permanent Address						14. Correspondence Address											
Pin Code						Pin Code											
E-mail:						E-mail											
Mobile No-						Mobile No-											

15. Details of enclosures attached: 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____ 7. _____ 8. _____

I hereby declare that I am Indian National and all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my appointment will be liable to be terminated without any reason or prior notice. I also understand that in case of my final selection, my appointment will be provisional subject to satisfactory police verification.

Date: _____

Place: _____

Signature of the applicant