



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

Advt. No. BFU- 24/02

VACANCIES

Online applications are invited **w.e.f 18/01/2024 to 29/01/2024** from eligible candidates through university website for the recruitment to the post of Clerk-13 on contractual basis under Punjab Institute of Liver & Biliary Sciences, Mohali.

For details, eligibility and other terms & conditions, visit University website: www.bfuhs.ac.in.

Sd/-

REGISTRAR

Detail of posts:-

Sr. no.	Name of post	No. of Post	Qualification	Basic Pay
1.	Clerk	Gen-2 Gen (W)-2 Gen (EWS-W)-1 SC 1-1 SC 2-1 SC 1(W)-1 SC 2(W)-1 BC(W)-1 ESM-1 ESM(W)-1 Handicapped-1	The Qualification and process of selection for the post of clerk is as per the Punjab government norms and same is under:- 1. No person shall be given direct appointment to the post of clerk unless he possesses the Bachelor's Degree from a recognized university or institution. 2. Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal computer or information technology in office productivity application or desktop publishing applications from a government recognized institution or a reputed institution, which is ISO 9001, certified. OR Possesses a computer information technology course equivalent to O level certificate of Department of Electronics Accreditation of computer course (DOEACC) of Government of India. 3. Qualifies a test in Punjabi and English Typing to be held by the recruiting authority at the speed of 30 words per minute. (The Punjabi typing test will be conducted in Unicode Compliant font Raavi). 4. Upper age limit is 37 years.	Rs. 19,900/-

In light of the above, the office may be allowed as under:-

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%)

Criteria of recruitment:-

1. Age limit: Between 18 and 37 years as on ^{1st} Jan., 2024.
2. Relaxation in upper age for various categories is as below:

- i. SC/ BC, candidates is 5 years
- ii. Physically Handicapped is 10 years
- iii. candidates for Ex-Servicemen Category, the age relaxation will be as follows:

“For recruitment to any vacancy in the State Civil Services whether reserved or not under these rules an Ex-Servicemen shall be allowed to deduct the period of his/her service in the Armed Forces of the Union from his/her actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such vacancy in the concerned Service rules, by more than 3 years, he/she shall be deemed to satisfy the condition regarding age limit”

- iv. Upper age limit is also relaxable up to 42 years for Widows, Divorcees and certain other Categories of Women.

Terms and Conditions:

1. Reservation will be as per applicable rules and Punjab Government Policy Guidelines. Number of posts given in the advertisement for reserved category is provisional.
2. The SC/ BC category certificate should be in accordance with the instructions of the Department of Welfare Punjab and the certificate for the Ex-Serviceman, Freedom Fighters, Economically Weaker Section and Sports persons categories should be in accordance with the instructions of the concerned Department.
3. 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.
4. Ex-serviceman/ Lineal Descendent of Ex-serviceman (LDESM/ Grand children of Gallantry Award Winners who have domicile of Punjab are eligible for reservation under the Ex-serviceman category. LDESM/ Grand children of Gallantry Award Winners shall be considered against the vacancies for Ex-serviceman Only if no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.
5. **Identification of jobs for various posts for eligibility of applicants applying under Handicapped category as prescribed vide Government of India Notification No. 38-16/2010-DD-III dated 04/01/2021 and Government of Punjab has been adopted vide its letter No. 3/09/2021-□□./452 dated 04/06/2021, shall be considered. Identification of jobs determined by the Govt. of India is available on website ie. <https://disabilityaffairs.gov.in/content/page/notifications.php>**
6. **If the posts remain unfilled due to lack of sufficient number of eligible women candidates, the unfilled posts shall not be carried forward to subsequent years and such posts shall be filled from the candidates of the respective vertical categories.**
7. **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.**
8. 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.
9. **Reserve category certificate should be issued by competent authority before or on as last date of online application forms.**
10. No TA/DA will be paid for the journeys performed for the written test/ counseling/document verification etc.
11. The candidate applying for more than one post shall have to apply separately, along with necessary fees.
12. Candidates are requested to mention their sub category viz-a-viz Caste in online application form.

13. 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.
14. The certificates/diplomas/ degrees issued by non-recognized institutions will not be considered and the candidature of candidates will be declared ineligible.
15. Mere qualifying the written examination would not make the candidates eligible for appointment until and unless they produce Police Verification certificate, clearance of criminal charges if any pending against him/her in the court of law and other Police actions to the satisfaction of department.
16. Only those Government employees shall be eligible to issue 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.
17. Merely appearing in the written test will not entitle the candidates for the right to selection unless they fulfill the prescribed eligibility criteria and other terms and conditions of the advertisement. Selection will be on the inter-se-merit of the written test and marks of experience subject to the reservation prescribed by the Government.
18. In case qualified candidates obtain equal marks in the written examination, then preference will be given to the candidate who is older in age.
19. No extra weightage shall be admissible to the candidates possessing higher qualification.
20. Candidates belonging to post under category C&D have to qualify the test of Punjabi language equivalent to Matriculation standard and Middle standard respectively with at least fifty percent marks as per letter issued by the deptt. of Personal (Personal Policies- branch), Govt. of Punjab vide it letter no.1/2/2022-5P.P 1/659 dated 16/11/2020 and 9/12/2022-1PP.1/698 dated 01/12/2022.

Sd/-
Registrar