

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



Advt. No. 05/2011

Applications are invited on the prescribed application form available on University website [www.bfuhs.ac.in](http://www.bfuhs.ac.in) on or before 07.10.2011 from the eligible candidates for filling up the following vacant posts in the University on Regular basis:-

<b>Name of the Post</b>	<b>No. of the Posts</b>
1. Stenographer(English)	Five (General-3), (SC-2)

For application form, fee and other terms and conditions contact our website [www.bfuhs.ac.in](http://www.bfuhs.ac.in)

Registrar

The terms and conditions are as under:-

**Stenographer (English)**

**No. of posts:** Five (General-3), (SC-2) on regular basis.

**Pay Scale:** 10300-34800+3800GP

The Qualification, experience and job requirement for the post are as under:-

- i) Graduate 2<sup>nd</sup> class from a recognized university.
- ii) Candidate having higher qualification and experience will be preferred.
- iii) Having English Shorthand/Typing Speed @ 100/40 wpm and proficiency in computer.
- iv) 3 years experience as junior scale stenographer.

**Advt. No. 5 of 2011**

**General Terms and Conditions:**

1. The applicant must enclose demand draft of Rs. 500/- for General Category Candidates and Rs. 250/- for SC/ST candidates non-refundable in favour of **The Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot.**
2. Last date and time of receipt of application form in the office of Baba Farid University of Health Sciences, Sadiq Road, Faridkot is **07.10.2011 upto 05:00 p.m.**
3. The candidates should have passed Punjabi upto Matric standard or its equivalent against Advt. No. 5 of 2011.
4. Incomplete applications and those received after the last date will not be entertained.
5. Higher start can be given in really deserving cases.
6. Reservation of posts as per Punjab Govt. rules.
7. Those who are in employment should route their applications through the Head of their Department/Organization.
8. The number of posts indicated above may be increased or decreased.
9. In case a candidate is not found suitable for the posts applied for, he/she may be considered for appointment against a junior post at one step lower in pay scale.
10. It is not obligatory to call for interview every candidate who fulfils the prescribed qualifications.
11. The University reserves the right not to fill any of the above posts.
12. The experience/qualification is relaxable in case of exceptionally meritorious candidates otherwise found suitable.
13. The applications not in the prescribed form will be rejected summarily.
14. Upper age relaxation as per Punjab Govt. rules/notification.

Sd/-  
Registrar