

Guru Ravidas Ayurved University Punjab, Hoshiarpur

APPLICATION PROFORMA FOR THE POST OF REGISTRAR , CONTROLLER OF EXAMINATIONS AND ACCOUNTS OFFICER

1. Application for the post of _____
2. Name of the candidates _____
3. Father's Name _____
4. Mother's Name _____
5. Date of Birth _____
6. Permanent Address _____

7. Mobile Number _____
8. E-mail Address _____
9. Age as on 1st August 2022 Years _____ Months. _____ days _____
10. Sex _____
11. Category Gen/SC/BC for fee relaxations
12. Married / Unmarried
13. Amount Demand Draft No..... dated.....
14. Qualification Detail:-

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|----------------------|
| Photo |
| Self Attested |

| Sr. No. | Qualification | Year of Passing | Name of the Institute | Percentage of Marks |
|---------|---------------|-----------------|-----------------------|---------------------|
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10. Present Designation with Pay Scale and Grade Pay

11. Experience Detail:-

| Sr. No. | Designation | From To..... | Marks % | Total Experience |
|---------|-------------|-----------------------|---------|------------------|
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12. Whether No Objection Certificate from the concerned institute is attached.
Yes/No

13. The candidate should forward his/her application through Head of the Institutes .
14. Fee in the shape of Demand Draft may be sent alongwith application form to this University in favour of Registrar Guru Ravidas Ayurved University, Payable at Hoshiarpur (Rs 1000 for General)(Rs 500 for SC/ST). Applications received without fee will be rejected.

Certified that the above information is correct and nothing has been concealed therein.

Signature of Candidate

General Instruction/ Criteria:-

1. The University reserves all the rights to increase or decrease the number of post at any stage without citing any reason or not to fill any or all the posts.
2. The eligibility of every candidate will be determined on the basis of the qualifications and experience filled up in his/her application.
3. Application on prescribed proforma must accompany self attested copies of certificates for proofs of Date of Births, Mark Sheet, Degree, Experience etc.
4. Original documents will have to be shown at the time of interview.
5. Person called for interview shall not be entitled for TA/DA
6. The decision of Guru Ravidas Ayurved University Punjab, Hoshiarpur in the matters of selection and appointment shall be final.
7. It is not obligatory to call every candidates for interview who fulfills the prescribed qualification.
8. The application of the ineligible candidates is liable to be rejected without any intimation to the candidates concerned.
9. Application Form can be downloaded from GRAU Website www.graupunjab.org.
10. Two copies of the filled in and signed Application Forms in the prescribed format with one set of supporting documents and recent photograph (self attested) must reach the Registrar, Guru Ravidas Ayurved University, Punjab Hoshiarpur, VPO Kharkan , District Hoshiarpur Una Road, Hoshiarpur by 25 August 2022 upto 5PM
11. Application received after due date will be rejected straightway and no intimation will be given.
12. The age of candidate should not exceed 55 years as on 01.08.2022.
13. **Knowledge of Punjabi Language:- No person appointed to any post in service by direct appointment shall be retained in the service, unless he has passed an examination of Punjabi language equivalent to Matriculation standard within a period of three years from the date of his/her appointment to the Service. “**
14. All the desirous candidates may please note that the list of the short listed eligible candidates will be uploaded on the website of the University.
15. No separate interview letter will be issued. The candidates whose name will be uploaded on the website of the University should attend Interview on 2nd September 2022 at 9:00 AM in the University campus at Kharkan.

QUALIFICATION AND EXPERIENCE

1. Accounts Officer

- a). Commerce Graduation / Master's degree in Commerce/Economics from a recognized University. Must have passed SAS held by the Comptroller & Auditor General of India/State Finance Department with at least 15 years experience of Accounts in University/ Govt. Department /Educational Institutions.
- b). Regular post
- c). Age:- Maximum age limit 55 years as on 01.08.2022.

2. Registrar:-

- a). From amongst the academician in the field of AYUSH, who are not lower in rank than that of a professor of not less than five years standing.
- b). From amongst the officers of the Government, who are not lower in rank than that of an Additional Secretary to the Government : or
- c). By transfer/ from amongst the Registrars of other Universities of Ayurveda, Yoga and Naturopathy, Unani and Siddha and Homoeopathic, or Medical or Technical Universities in the country.
- d). Tenure Post for 4 years.
- e). Age:- Maximum age limit 55 years as on 01.08.2022.

3. Controller of Examinations:-

- a). From amongst the academicians in the field of AYUSH, who are not lower in rank than that of a Professor in the pay scale of 15600-39100+7800 (Grade Pay) of not less than five years standing.
- b). Tenure Post for 4 years.
- c). Age:- Maximum age limit 55 years as on 01.08.2022.