



GURU RAVIDAS AYURVED UNIVERSITY PUNJAB
VPO Kharkan, Una Road, Hoshiarpur
(A State Govt. University, Approved by UGC)
Phone No. 01882-282326, , email: registrargraupunjab@gmail.com
Website:-www.graupunjab.org

Advertisement

Applications from the eligible candidates are invited for the following posts on contract basis in the University. The applications must reach through registered post, speed post or by hand in the University on or before 10th November, 2023 upto 5 PM.

Name of Post	No. of Post	Qualification	Emoluments
Finance officer	1	For detail please visit on University website i.e. www.graupunjab.org	
Assistant Registrar	1		

Maximum age:- 62 years

Tenure: 4 years subject to annual appraisal

Applications forms, Qualifications, and Emoluments along with “Detailed instructions” containing qualification and experience can be downloaded from the University website www.graupunjab.org.

Registrar



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Name of Post	No. of Post	Qualification	Emoluments
Finance officer	1	<ul style="list-style-type: none">• Commerce Graduate from a recognized university and must have passed SAS examinations conducted by the Govt. of Punjab or Chartered Accountant.• At least 20 years experience out of which minimum of 5 years experience should be on the post of DCFA or higher.• Preference will be given to the candidates having the minimum prescribed work experience in Medical or Health Sector.	Last basic pay Drawn minus basic pension +DA (For SAS Passed) and Rs. 80000/- for Chartered Accountant
Assistant Registrar	1	<ul style="list-style-type: none">• Graduate from a recognized university• At least 20 years experience in government sector, out of which minimum of 5 years experience should be on the post of Superintendent or Higher.• Preference will be given to the candidates having the minimum prescribed work experience in Medical or Health Sector.	Last basic pay Drawn minus basic pension +DA

Maximum age:- 62 years

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Registrar

Guru Ravidas Ayurved University Punjab, Hoshiarpur

APPLICATION PROFORMA FOR THE POST OF FINANCE OFFICER AND ASSISTANT REGISTRAR

Photo

Self Attested

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

7. Present Address _____

8. Mobile Number _____
9. E-mail Address _____
10. Age as on 30th September 2023 Years _____ Months. _____ days _____
11. Gender _____
12. Category Gen/SC/BC for fee relaxations
13. Married / Unmarried
14. Amount Demand Draft No..... dated.....
15. Qualification Detail:-

Sr. No.	Qualification	Year of Passing	Name of the Institute	Percentage of Marks

10. Last pay drawn and pension:-

11. Experience Detail:-

Sr. No.	Designation	From To.....	Total Experience

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 Birth, 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. The retired persons having requisite qualifications and experience can apply for contractual appointment.
11. 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 10th November 2023 upto 5PM.
12. Application received after due date will be rejected straightway and no intimation will be given.
- 13. The candidates must have passed an examinations of Punjabi Language equivalent to Matriculation Standard**
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. 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.

QUALIFICATION AND EXPERIENCE

1.) Finance Officer:-

- . Commerce Graduate from a recognized university and must have passed SAS examinations conducted by the Govt. of Punjab or Chartered Accountant.
- At least 20 years experience out of which minimum of 5 years experience should be on the post of DCFA or higher.
- Preference will be given to the candidates having the minimum prescribed work experience in Medical or Health Sector.

2.) Assistant Registrar:-

- Graduate from a recognized university
- At least 20 years experience in government sector, out of which minimum of 5 years experience should be on the post of Superintendent or Higher.
- Preference will be given to the candidates having the minimum prescribed work experience in Medical or Health Sector.
