



**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](mailto:registrargraupunjab@gmail.com)  
Website: [www.graupunjab.org](http://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 22/08/2024 upto 5 PM.

<b>Name of Post</b>	<b>No. of Post</b>	<b>Emoluments</b>
Assistant Registrar	1	Last basic pay Drawn minus basic pension + DA
Personal Assistant	1	40,000/- Lump Sum

Maximum age:- 62 years

Tenure: 2 years subject to annual appraisal

Applications forms along with "Detailed instructions" containing qualification and experience can be downloaded from the University website [www.graupunjab.org](http://www.graupunjab.org).

Registrar

## Detailed Instructions, Qualification and Experience

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 22/08/2024 upto 5 PM.

Name of Post	No. of Post	Qualification and Experience	Emoluments
Assistant Registrar	1	<ul style="list-style-type: none"><li>• Graduate from a recognized university</li><li>• 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.</li><li>• Preference will be given to the candidates having the minimum prescribed work experience in Medical or Health Sector.</li></ul>	Last basic pay Drawn minus basic pension + DA
Personal Assistant	1	<ul style="list-style-type: none"><li>• Graduate with 50% marks from a recognized University with a speed of 120/40 wpm in English and Punjabi Shorthand / Typing &amp; proficiency in Computer. Ten (10) years experience of working in a University / Govt Department out of which must have worked as Senior Scale Stenographer for five (5) years.</li></ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"><li>• Retired as Personal Assistant having Ten (10) years experience of working in a University / Govt Department.</li></ul>	Rs. 40,000/- Lump Sum

Maximum age:- 62 years

Tenure: 2 years subject to annual appraisal

Applications forms along with “Detailed instructions” containing qualification and experience can be downloaded from the University website [www.graupunjab.org](http://www.graupunjab.org).

# Guru Ravidas Ayurved University Punjab, Hoshiarpur

## APPLICATION PROFORMA FOR THE POST OF ASSISTANT REGISTRAR and PERSONAL ASSISTANT

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 31<sup>st</sup> July 2024 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:-

Photo
Self Attested

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

10. Last pay drawn and pension:-

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\_\_\_\_\_

11. Experience Detail:-

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

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](http://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 22<sup>nd</sup> August 2024 upto 5PM.
11. Application received after due date will be rejected straightway and no intimation will be given.
- 12. The candidates must have passed an examinations of Punjabi Language equivalent to Matriculation Standard**
13. 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.

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