



**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 are invited for one post of Accounts Officer. The applications complete in all respects along with self attested photocopies of all relevant documents must reach to the Registrar, Guru Ravidas Ayurved University, VPO-Kharkan (Hoshiarpur) upto 20.01.2025 by registered/speed post/by hand.

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

Please Keep visiting University website for any update/Corrigendum.

Registrar

**Details regarding qualifications, experience and important instructions for the post of Accounts Officer:**

**Qualification and Experience:**

- SAS Punjab qualified/M.Com/M.B.A (Finance)/Equivalent Degree from a recognized University/Institution.
- At least 5 years regular service in any Govt. Department/University/Board/Corporation/PSU, out of which minimum 2 years working experience in accounts should be in the supervisory capacity.
- Preference will be given to the candidates having Diploma/Degree in Computer Applications and Proficiency in handling the work of Accounts in Tally Programme.
- The candidates must have passed Punjabi at 10th Standard.

**INITIAL PAY: Rs. 35,400/-(Level-6 as per 7th CPC).**

The minimum pay admissible for the ibid post shall be as per notification No 7/204/2012-4F.P.1/66 dated 15/01/2015 Government of Punjab, Department of Finance (Finance Personnel-I Branch) Chandigarh; and Notification No.1/6/2016- 4P.P.1/834680/1 dated 07/09/2016 Government of Punjab, Department of Personnel PPI Branch Chandigarh and letter No. 7/2004/2012-4F.P.1/853793/1 dated 04/10/2016.

The selected candidate will be kept on probation for a period of 3 years.

**Important Instructions for the candidates intending to apply for the post of Accounts Officer.**

- i) The Maximum age is 37 years + 5 Years relaxation will be given to the candidates working in any government department/Board/ Corporation/University/PSU.
- ii) The applications complete in all respects along with self attested photocopies of all relevant documents and DD of Rs.1000/- for general category candidates and Rs.500/- for SC/ST candidates only in favour of Registrar, Guru Ravidas Ayurved University, Hoshiarpur, must reach in the University Office, VPO-Kharkan (Hoshiarpur) upto 20.01.2025 by registered/speed post/by hand.
- iii) The candidates will have to produce all original documents at the time of interview. No candidate will be entertained without original documents.
- iv) The University reserves all the rights not to fill the above post or postpone/cancel the advertisement.
- v) Application received after due date will be rejected straightway and no intimation will be given.
- vi) No TA/DA will be paid for attending the interview, if called.
- vii) Candidates already in government service must apply through proper channel.
- viii) Please keep visiting University website ([www.graupunjab.org](http://www.graupunjab.org)) regularly for updates/Corrigendum.

Registrar

# **Guru Ravidas Ayurved University Punjab, Hoshiarpur**

## **APPLICATION PROFORMA FOR THE POST OF ACCOUNTS OFFICER**

1. Name of the candidate \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Mother's Name \_\_\_\_\_
4. Date of Birth\_\_\_\_\_ (Age as on 31<sup>st</sup> Dec 2024 Years\_\_\_ Months\_\_\_ days\_\_\_).
5. Permanent Address\_\_\_\_\_
- \_\_\_\_\_
6. Present Address \_\_\_\_\_
- \_\_\_\_\_
7. E-mail Address \_\_\_\_\_ Mobile No. \_\_\_\_\_
8. Gender \_\_\_\_\_
9. Category \_\_\_\_\_.
10. Married / Unmarried \_\_\_\_\_
11. DD No. \_\_\_\_\_ Dated. \_\_\_\_\_

Photo
Self Attested

### 12. Qualifications Detail:-

<b>Sr. No.</b>	<b>Qualification</b>	<b>Year of Passing</b>	<b>Name of the Board/University/Institute.</b>	<b>Percentage of Marks obtained.</b>

### 13. Experience Detail:-

<b>Sr. No.</b>	<b>Name of the Organization and Designation.</b>	<b>Period( From --- To---)</b>		<b>Total Experience</b>

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

Signature of the candidate