

**Advertisement Proforma**

**DEPARTMENT OF VETERINARY PUBLIC HEALTH & EPIDEMIOLOGY,  
COVSLALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL  
SCIENCES**

**Hisar-125004, Haryana  
Website: [www.luvas.edu.in](http://www.luvas.edu.in)**

No. VPHE/2023/ 1766 ,

Dated: 03.11.2023


Applications are invited for the engagement on the position of one Steno-typist on plain paper under Project entitled, “**DBT Network Project on Anthrax Diagnosis and Control in India**’ in the Department of Veterinary Public Health & Epidemiology. The application complete in all respect on prescribed proforma should be sent to “Professor and Head, Department of Veterinary Public Health & Epidemiology, College of Veterinary Sciences, LUVAS, Hisar-125004 (Haryana) through post/by-hand/E-mail ([hod.vpe@luvas.edu.in](mailto:hod.vpe@luvas.edu.in)) latest by **17.11.2023 upto 4:30 P.M.** Thereafter, application shall not be entertained for any reason. The position is purely contractual.

The details of the position are given below:

1.	Name of the Position	<b>Steno-typist</b>
2.	Name of the Department	Veterinary Public Health & Epidemiology
3.	Name of the Project	DBT Network Project on Anthrax Diagnosis and Control in India
4.	No. of Position	one
5.	Essential qualifications	i. Graduation from any recognized university and equivalent. ii. English shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%. iii. Hindi/Sanskrit as one of the subject in matriculation or higher.
6.	Desirable	-
7.	Monthly emoluments	Rs. 14,620/- per month
8.	Age (upper age limit)	18 years and above
9.	Duration of the Position	Upto Sept. 26, 2024
10.	Principal investigator (LUVAS):	Dr .Naresh Jindal
11.	Place of posting	Department of Veterinary Public Health & Epidemiology, College of Veterinary Sciences, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar – 125 004, Haryana

### Terms and Conditions:

1. The engagement will be co-terminus with project. However, in case the work and conduct is not found satisfactory, the services can be terminated at any time after giving due opportunity of being heard to the concerned employee. If the selected candidate wants to leave, he/she can do so after giving 15 day's notice in writing to the University/department.
2. On account of paucity of funds, the services can be terminated at any time.
3. He/she will be entitled to TA/DA as per rules.
4. On expiry of the term of project, he/she will be relieved and the university/department will not be responsible for his/her adjustment in the university.
5. He/she will not be regular employee of the university and would not be entitled for any CPF/GPF or any other benefit admissible to the regular employee.
6. He/she will be required to produce a medical certificate to fitness from the CMO of this university at the time of joining.
7. He/she would report for duty within 10 days from the date to issue of the order failing which his/her appointment will be treated as withdrawn.
8. His/her place of work will be Department of Veterinary Public Health and Epidemiology, COVS, LUVAS, Hisar or any other place as deputed by Principal Investigator.
9. He/she will be required to execute an agreement on non-judicial stamp papers of Rs. 10/- before he/she is allowed to join the post.
10. Salary will be paid on receipt of the funds from funding agency.



Professor & Head,  
Department of VPHE

CC: NOVPHE/23/1767-72, dt: 03.11.2023

1. Employment Exchange, Hisar
2. The Director of Research, LUVAS, Hisar
3. The Registrar, LUVAS, Hisar
4. All Deans/Directors/HODs, CCS HAU & LUVAS, Hisar
5. ADSW Counselling & Placement, LUVAS, Hisar
6. All concerned Departments of SAUs & ICAR Institutes & Universities in India

Self attested  
photo

**APPLICATION FORM FOR STENO-TYPIST**

<b>Sr. No</b>	<b>Particulars</b>	<b>To be filled by candidate</b>
1	Name of the Candidate	
2	Father/Husband Name	
3	Date of Birth & Age as on date	
4	Gender	
5	Nationality	
6	Aadhar No	
7	Address (with Mobile No.)	
8	Educational Qualification (attach proof)	
9	Exp. If any (attach proof)	

The above information provided by me is true and to the best of my knowledge. I will be fully responsible, if any information provided by me is found to be incorrect at any stage of my service

Signature of the Candidate