

# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)



Hospital based autonomous academic Institute, under  
Government of National Capital Territory of Delhi dealing with  
"Brain- Mind Problems & Their Solutions"  
Dilshad Garden, Delhi 110 095 (India)



Tel.: 22112136 Fax: 22114066, E-mail: director@ihbas.org Website: www.ihbas.delhigovt.nic.in

Advt.No. 17/2022/Estt./IHBAS 13533

Del. - 09/12/2022

## RECRUITMENT NOTICE

- (i) Eligible & interested candidates may apply in the prescribed proforma Through Proper Channel and send the same to **Office of Director, IHBAS for filling the post of Joint Director (Administration) on deputation basis.**

<b>S.No. 01</b>	<b>Joint Director (Administration)</b>
<b>Name of Post</b>	01 (one)
<b>No. of Posts</b>	<b>Level -13</b> (Rs.123100-215900)
<b>Pay Matrix</b>	On Deputation Basis
<b>Mode of Recruitment</b>	From the officers holding analogous post in the field of Administration.
<b>Eligibility Criteria</b>	<b>Or</b> Officers with minimum five years regular service in <b>Pay Matrix Level -12;</b> Rs. 78800 – Rs.209200 (PB-3: Rs.15600-39100 + GP Rs.7600 as per 6 <sup>th</sup> CPC) in the field of Administration. <b>Or</b> Officers with minimum eight years regular service in <b>Pay Matrix Level-11;</b> Rs. 67700- Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6 <sup>th</sup> CPC) in the field of administration. <b>AND</b> Working in Central/ State Govt./ Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi

- (ii) The Applications duly filled alongwith necessary documents such as attested photocopies of the ACRs/APARs for the last five years and Vigilance Clearance/Integrity certificate (in original) must be enclosed with the applications for the above posts. **Bank Draft (exempted for SC, ST & PWD Candidates) in favour of Director, IHBAS, Delhi for Rs.1000/- must be forwarded alongwith the application form.**
- (iii) For details of eligibility criteria i.e. Qualification, Experience, Age, Pay Level/Consolidated remuneration & Application Format etc. please visit our website ([www.ihbas.delhigovt.nic.in](http://www.ihbas.delhigovt.nic.in)).
- (iv) Last date for submission of application form complete in all respect will be **23.01.2023 (Monday).**

  
Prof. (Dr.) Rajinder K Dhamija  
Director, IHBAS

MENTAL ILLNESSES ARE TREATABLE

# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

(An autonomous institution under the Govt. of NCT of Delhi)

Dilshad Garden, Delhi 110 095 (India)

## INVITES APPLICATIONS FOR FILLING UP FOLLOWING POSTS ON DEPUTATION BASIS

Eligible & interested candidates may apply in the prescribed proforma **Through Proper** along-with attested copies of educational qualifications, date of birth and Experience Certificates, attested copies of 5 years ACRS/APAR's, Vigilance Clearance/Integrity Certificate (in original) etc. and a **Demand Draft of Rs. 1000/- (exempted for SC, ST & PWD Candidates)** in favour of **Director, IHBAS, Delhi. Last date for submission of application form complete in all respect will be 23.01.2023 (Monday).**

<b>Name of Post</b>	<b>Joint Director (Administration)</b>
<b>No. of Posts</b>	01 (one)
<b>Pay Matrix</b>	<b>Level -13 (Rs.123100-215900)</b>
<b>Mode of Recruitment</b>	On Deputation Basis
<b>Eligibility Criteria</b>	From the officers holding analogous post in the field of Administration. <b>Or</b> Officers with minimum five years regular service in <b>Pay Matrix Level -12;</b> Rs. 78800 – Rs.209200 (PB-3: Rs.15600-39100 + GP Rs.7600 as per 6 <sup>th</sup> CPC) in the field of Administration. <b>Or</b> Officers with minimum eight years regular service in <b>Pay Matrix Level -11;</b> Rs. 67700- Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6 <sup>th</sup> CPC) in the field of administration. <b>AND</b> Working in Central/ State Govt./ Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi

### **Important Note for the post:**

- The Pay Band & Grade Pay given under ACP/MACP Scheme shall not be considered as having regular service in the respective Pay- Band/ Grade Pay for the purpose of determining the eligibility criteria.
- The Candidates should have requisite experience in the field of Establishment, Administration, Purchase & Vigilance for the post of Joint Director (Admn).
- The candidates selected will be appointed on Deputation basis in terms of DOPT's OM No. 06/08/2009-Estt.(Pay II) dated 17.06.2010 and OM No.F.2/6/2016/Estt.(Pay-II) dated 17<sup>th</sup> February, 2016 and amendment made from time to time in this regard.

## Instructions to the candidates

1. Prescribed application forms complete in all respect must reach to the Office of the **Director, IHBAS, , Dilshad Garden, Delhi 110095 on or before 23.01.2023 (Monday)**.
2. Candidate applying for the posts mentioned in the advertisement may send application and enclose a Demand Draft/Pay order may be forwarded along with the applications forms for **Rs. 1000/- for the post of Joint Director (Admn), drawn in favor of Director, IHBAS, Delhi**. The fee is non refundable. No fee is to be paid SC/ST/Ex-servicemen/PWD candidates.
3. The cut off date for age, qualification, experience and last date of submission of filled in applications.
4. The candidates selected will be appointed on Deputation basis in terms of DOPT's OM No. 06/08/2009-Estt.(Pay II) dated 17.06.2010 and OM No.F.2/6/2016/Estt.(Pay-II) dated 17<sup>th</sup> February, 2016 and amendment made from time to time in this regard.
5. The application form shall be summarily rejected in case it is found incomplete in any respect or is not accompanied by fee of appropriate value described above.
6. **The Institute reserves the right to increase/decrease, fill or not to fill any/all the vacancies or cancel the advertisement for any of the above mentioned post(s), without assigning any reason.**
7. The candidates selected will be appointed on Deputation basis in terms of DOPT's OM No. 06.08.2009-Estt. (Pay II) dated 17.06.2010 and amendment made from time to time in this regard.
8. Applications may be sent through proper channel along with ACR/APAR for the last 5 years and Vigilance Clearance & Integrity Certificate.
9. No TA/DA will be allowed for appearing in Interview for the above posts.
10. Post applied for should be superscribed on the envelope.

**Director, IHBAS**

**INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES**

**DILSHAD GARDEN : NEW DELHI**

**Application Form on Deputation Basis**

(Candidate should read **instructions** before filling up the form)

1. Post applied for \_\_\_\_\_
2. DD No. \_\_\_\_\_ date \_\_\_\_\_ drawn on \_\_\_\_\_
3. Name of the Applicant \_\_\_\_\_
4. Father/Husband's Name \_\_\_\_\_
5. Category \_\_\_\_\_
6. Address for Correspondence \_\_\_\_\_

Passport size  
Coloured  
Photograph

Telephone Nos (Off) \_\_\_\_\_

Mobile/land line \_\_\_\_\_

(Fax) \_\_\_\_\_

7. Date of Birth : \_\_\_\_\_

8. Present post held \_\_\_\_\_

9. Date of appointment on present post on regular basis : \_\_\_\_\_

10. Present basic pay & Pay Band: \_\_\_\_\_

11. Educational Qualification ( in descending order)

S. No.	Name Examination	of	Name Board/University	of	Year of Passing	Percentage of Marks

12. Experience ( in descending order)

Name and address of the Office/ Department	Post held mention on regular/deputation basis	Period		Pay with Pay	Band Grade	Nature of duties
		From	To			

13. Eligibility

Prescribed eligibility criteria	Eligibility possessed by the candidate

1. Name and address of References with whom you worked last.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

2. Date of return from ex-cadre posts, if any \_\_\_\_\_

Signature of applicant

**Certificate from Competent Authority**

The information furnished by the candidate has been verified from the service records of the officer /official and is found correct. It is also certified that the candidate fulfills eligibility criteria prescribed for the post.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Official Seal \_\_\_\_\_