

# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

NABH Accredited Hospital for Patient Safety Quality Care (No. H-2012-0123)

(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)

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Advt.No. 09/2018/Estt./IHBAS

Dated:

## RECRUITMENT NOTICE

Eligible & interested candidates may apply in the prescribed proforma **Through Proper Channel** and send the same to **Office of Joint Director (Admn), IHBAS**, latest by 15/12/2018 for filling the following posts on deputation basis:

| S. No. | Name of Posts                     | No. of Posts | Pay Matrix                   |
|--------|-----------------------------------|--------------|------------------------------|
| 1      | Assistant Administrative Officer  | 02           | Level-8 (Rs.47600-Rs.151100) |
| 2      | Assistant                         | 02           | Level-7 (Rs.44900-Rs.142400) |
| 3      | Assistant Engineer (Electrical)   | 01           | Level-7 (Rs.44900-Rs.142400) |
| 4      | Assistant Engineer (Civil)        | 01           | Level-7 (Rs.44900-Rs.142400) |
| 5      | Assistant Director (Horticulture) | 01           | Level-7 (Rs.44900-Rs.142400) |
| 6      | Computer Assistant                | 01           | Level-6 (Rs.35400-Rs.112400) |
| 7      | Junior Engineer (Civil)           | 01           | Level-6 (Rs.35400-Rs.112400) |
| 8      | Junior Engineer (Electrical)      | 02           | Level-6 (Rs.35400-Rs.112400) |

### Instructions

The Applications duly filled alongwith necessary documents such as attested photocopies of the ACRs/APARs for the last five year and Vigilance Clearance/Integrity certificate (in original) must be enclosed with the application. **Bank Draft (exempted for SC, ST & PWD Candidates) in favour of Director, IHBAS, Delhi for Rs. 500/- for (SI. No. 01 to 08) may be forwarded alongwith the application form.**

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 orders issued from time to time in this regard. The Institute reserves the right to increase/decrease, fill or not to fill the vacancy or cancel the advertisement for the above mentioned post(s), without assigning any reason.

For details of eligibility criteria i.e. Qualification, Experience, Age Pay/Consolidated remuneration & Application Format etc. please visit our website ([www.ihbas.delhigovt.nic.in](http://www.ihbas.delhigovt.nic.in)). Last date for submission of application form complete in all respect is 15/12/2018.

Administrative Officer (Admin)  
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 ADMINISTRATIVE AND ENGINEERING POSTS ON DEPUTATION BASIS

Details of eligibility criteria i.e. Qualification, Experience, Age of the following posts are as under:

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SI.No.01</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Name of Post         | <b>Assistant Administrative Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| No. of Posts         | 02(Two)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Pay Matrix           | <b>Level -8</b> (Rs.47600-Rs.151100)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Mode of Recruitment  | <b>On Deputation Basis</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Eligibility Criteria | From the officer/official holding analogous post on regular basis or having 7 years of regular service in <b>Pay Matrix Level-7</b> ; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 <sup>th</sup> CPC) in Central/State/Govt. of NCT of Delhi preferably Govt. of NCT of Delhi.                                                                                                                                                                                                                                                                                                               |
| <b>SI. No. 02</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Name of Post         | <b>Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No. of Posts         | 02 (Two)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Pay Matrix           | <b>Level-7</b> (Rs.44900-Rs.142400)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Mode of Recruitment  | On Deputation Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Eligibility Criteria | From the official holding analogous post on regular basis or having 8 years regular service in <b>Pay Matrix Level-4</b> ; Rs.25500-Rs.81100 (PB-1: Rs. 5200-20200 + GP Rs. 2400 as per 6 <sup>th</sup> CPC) in Central/State/Govt. of NCT of Delhi, preferably from Govt. of NCT of Delhi                                                                                                                                                                                                                                                                                                                      |
| <b>SI. No. 3</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Name of Post         | <b>Assistant Engineer (Electrical)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| No. of Posts         | 01(One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Pay Band : 2         | <b>Level-7</b> (Rs.44900-Rs.142400)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Mode of Recruitment  | <b>On Deputation Basis</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Eligibility Criteria | (a )Degree in Electrical Engineering from a recognized University; <b>AND</b><br>(b)(i)Officials holding analogous posts in <b>Pay Matrix Level-7</b> ; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 <sup>th</sup> CPC) in Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis.<br><b>OR</b><br>(ii)Person having 5 years regular services as Junior Engineer (Elect.) in <b>Pay Matrix Level-6</b> ; Rs. 35400 - Rs.Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 <sup>th</sup> CPC) in Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis. |
| <b>SI. No. 04</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Name of Post         | <b>Assistant Engineer (Civil)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| No. of Posts         | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Pay Matrix           | <b>Level-7</b> (Rs.44900-Rs.142400)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Mode of Recruitment  | On Deputation Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Eligibility Criteria | (a ) Degree in Civil Engineering from a recognized University; <b>AND</b><br>(b) (i)Officials holding analogous posts in <b>Pay Matrix Level-7</b> ; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 <sup>th</sup> CPC) in Central/State Govt. /Autonomous Bodies/PSU Undertaking on regular basis.<br><b>OR</b><br>(ii) Person having 5 years regular services as Junior Engineer (Civil) in <b>Pay Matrix Level-6</b> ; Rs. 35400 - Rs.Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 <sup>th</sup> CPC) in Central/State Govt/ Autonomous Bodies/PSU Undertaking on regular basis.   |

|                             |                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SI. No. 5</b>            |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Name of Post</b>         | <b>Assistant Director (Horticulture)</b>                                                                                                                                                                                                                                                                                                        |
| <b>No. of Posts</b>         | 01(One)                                                                                                                                                                                                                                                                                                                                         |
| <b>Pay Band : 2</b>         | <b>Level-7</b> (Rs.44900-Rs.142400)                                                                                                                                                                                                                                                                                                             |
| <b>Mode of Recruitment</b>  | <b>On Deputation Basis</b>                                                                                                                                                                                                                                                                                                                      |
| <b>Eligibility Criteria</b> | Officers of the Central/State Govt./ Autonomous Organisation.<br>(a) Holding analogous posts on regular basis<br><b>OR</b><br>(b) Possessing educational qualifications and experience prescribed for the post as under:<br>(a) Minimum 15 years experience as Sectional Officer (Horticulture) .<br>(b) Post Graduate in Agricultural Science. |
| <b>SI. No. 06</b>           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Name of Post</b>         | <b>Computer Assistant</b>                                                                                                                                                                                                                                                                                                                       |
| <b>No. of Posts</b>         | 01 (One)                                                                                                                                                                                                                                                                                                                                        |
| <b>Pay Matrix</b>           | Level-6 (Rs.35400-112400)                                                                                                                                                                                                                                                                                                                       |
| <b>Mode of Recruitment</b>  | On Deputation basis                                                                                                                                                                                                                                                                                                                             |
| <b>Eligibility Criteria</b> | (i) From the official holding analogous post on regular basis.<br>(ii) Data Entry Operators having 6 years regular service in Pay Matrix Level-4; Rs.25500-81100 (Pay Band: 1 Rs. 5200-20200+Grade pay Rs. 2400/- as per 6 <sup>th</sup> CPC) in Central/State/Govt. of NCT of Delhi, preferably from Govt. of NCT of Delhi                     |
| <b>SI. No. 07</b>           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Name of the Post</b>     | <b>Junior Engineer ( Civil)</b>                                                                                                                                                                                                                                                                                                                 |
| <b>No. of Posts</b>         | 01( One)                                                                                                                                                                                                                                                                                                                                        |
| <b>Pay Matrix</b>           | <b>Level-6</b> (Rs.35400-Rs.Rs.112400)                                                                                                                                                                                                                                                                                                          |
| <b>Mode of Recruitment</b>  | <b>On Deputation Basis</b>                                                                                                                                                                                                                                                                                                                      |
| <b>Eligibility Criteria</b> | (a ) Diploma in Civil Engineering from a recognized Institute; <b>AND</b><br>(b) Officials holding analogous posts in <b>Pay Matrix Level-6</b> ; Rs. 35400- Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 <sup>th</sup> CPC) in the Central/State Government/ Autonomous Bodies/PSU Undertaking on regular basis.                     |
| <b>SI. No. 08</b>           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Name of the Post</b>     | <b>Junior Engineer ( Electrical)</b>                                                                                                                                                                                                                                                                                                            |
| <b>No. of Posts</b>         | 02( Two)                                                                                                                                                                                                                                                                                                                                        |
| <b>Pay Matrix</b>           | <b>Level-6</b> (Rs.35400-Rs.Rs.112400)                                                                                                                                                                                                                                                                                                          |
| <b>Mode of Recruitment</b>  | <b>On Deputation Basis</b>                                                                                                                                                                                                                                                                                                                      |
| <b>Eligibility Criteria</b> | (a ) Diploma in Electrical Engineering from a recognized Institute; <b>AND</b><br>(b) Officials holding analogous posts in <b>Pay Matrix Level-6</b> ; Rs. 35400- Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 <sup>th</sup> CPC) in the Central/State Government/ Autonomous Bodies/PSU Undertaking on regular basis.                |

**Important Note for all the posts:**

1. The Pay Band & Grade Pay (as per 6<sup>th</sup> CPC) or Pay Matix Level (as per 7<sup>th</sup> CPC) given under ACP/ MACP Scheme shall not be considered as having regular service in the respective Pay- Band/ Grade Pay or Pay Matrix Level for the purpose of determining the eligibility criteria.
2. The Candidates should have requisite experience in the field of Establishment, Administration, Purchase & Vigilance for the post at **SI.No. 1 & 2**.
3. Institute reserves the right to increase/decrease, fill or not to fill the vacancy or cancel the advertisement for the above mentioned post(s), without assigning any reason.

### **Instructions to the candidates**

1. Prescribed application forms complete in all respect must reach to **Administrative Officer, IHBAS, Dilshad Garden, Delhi 110095** on or before the cut off date i.e. **15/12/2018**.
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. 500/- for the posts mentioned at SI. No. 01 to 08 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 will be **15/12/2018**.
4. 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.
5. 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.
6. 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 orders issued from time to time in this regard.
7. Applications may be sent through proper channel alongwith ACR/APAR for the last 5 years and Vigilance Clearance & Integrity Certificate.
8. Post applied for should be superscribed on the envelope.
9. No TA/DA will be allowed for appearing in Interview for the above posts.

**Administrative Officer  
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 of Examination | Name of Board/University | Year of Passing | Percentage of Marks |
|--------|---------------------|--------------------------|-----------------|---------------------|
|        |                     |                          |                 |                     |

12. Experience ( in descending order)

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

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 \_\_\_\_\_