

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. 08/2017-18/Estt./IHBAS

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 30th November 2017 for filling the following posts on deputation basis:

S.No.	Name of Posts	No. of Posts	Pay Matrix
1	Joint Director (Admin)	01	Level-13 (Rs. 118500-Rs.214100)
2	Financial Adviser & Chief Accounts Officer (FA & CAO)	01	Level-13 (Rs. 118500-Rs.214100)
3	Project Engineer/ Superintending Engineer	01	Level-12 (Rs.78800 – Rs.209200)
4	Executive Engineer (Civil)	01	Level-11 (Rs. 67700-Rs.208700)
5	Executive Engineer (Electrical)	01	Level-11 (Rs. 67700-Rs.208700)
6	Administrative Officer	01	Level-11 (Rs. 67700-Rs.208700)
7	Assistant Administrative Officer	01	Level-8 (Rs.47600-Rs.151100)
8	Assistant	03	Level-7 (Rs.44900 – Rs.142400)
9	Assistant Engineer (Civil)	01	Level-7 (Rs.44900 – Rs.142400)
10	Assistant Engineer (Electrical)	02	Level-7 (Rs.44900 – Rs.142400)
11	Junior Engineer (Civil)	01	Level-6 (Rs.35400-Rs.112400)
12	Junior Engineer (Electrical)	02	Level-6 (Rs.35400-Rs.112400)

General Conditions

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. 1000/- for posts (Sl. No. 1 to 6) and Rs. 500/- for (Sl. No. 7 to 12) 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

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. “Only those candidates whose application to the respective post of (i) Joint Director (Administration) (in response to Institute's earlier advertisement dated 06.07.2016) (ii) Executive Engineer (Electrical) & Executive Engineer (Civil) (in response to Institute's earlier advertisement dated 31.05.2016) (iii) Administrative Officer (in response to Institute's earlier advertisement dated 06.07.2016); were forwarded and received through proper channel at IHBAS(complete in all respects) need not apply again.”

For details of eligibility criteria i.e. Qualification, Experience, Age & Application Format etc. please visit our website (www.ihbas.delhigovt.nic.in)

Prof (Dr.) Nimesh G. Desai
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 ADMINISTRATIVE AND ENGINEERING POSTS ON DEPUTATION BASIS

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

S.No. 01	
Name of Post	Joint Director (Administration)
No. of Posts	01 (one)
Pay Matrix	Level -13 (Rs. 118500-Rs.214100)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	From the officers holding analogous post in the field of Administration. Or Officers with minimum five years regular service in Pay Matrix Level -12 ; Rs. 78800 – Rs.209200 (PB-3: Rs.15600-39100 + GP Rs.7600 as per 6 th CPC) in the field of Administration. Or Officers with minimum eight years regular service in Pay Matrix Level -11 ; Rs. 67700- Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6 th CPC) in the field of administration. AND Working in Central/ State Govt./ Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi
Sl.No. 02	
Name of Post	Financial Adviser & Chief Accounts Officer (FA & CAO)
No. of Posts	01 (one)
Pay Matrix	Level -13 (Rs. 118500-Rs.214100)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	Officer holding post in analogous scale and working in Govt. of NCT Delhi, Govt. of India or other Govt. Institutions. Or Five years service in Pay Matrix Level -12 ; Rs. 78800 – Rs.209200 (PB-3: Rs.15600-39100 + GP Rs.7600 as per 6 th CPC) Or Eight years service in Pay Matrix Level -11 ; Rs. 67700- Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6 th CPC)
Sl. No. 03	
Name of Post	Project Engineer/Superintending Engineer
No. of Posts	01(One)
Pay Matrix	Level -12 (Rs. 78800 – Rs.209200)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	(1)Degree in the Engineering from a recognized University. (2) Experience: Five year experience in Executive Engineer scale in Pay Matrix Level -11 ; Rs. 67700- Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6 th CPC)

SI. No. 04	
Name of Post	Executive Engineer (Electrical)
No. of Posts	01(One)
Pay Matrix	Level -11 (Rs. 67700-Rs.208700)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	(a)Degree in Electrical Engineering from a recognized University; AND (b)(i)Officials holding analogous posts in Pay Matrix Level -11; Rs. 67700-Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6 th CPC) in Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis. Or (ii)Person having 5 years regular services as Assistant Engineer (Electrical) in Pay Matrix Level-7; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 th CPC) in Central/State Govt. /Autonomous Bodies/PSU Undertaking on regular basis
SI. No. 05	
Name of Post	Executive Engineer (Civil)
No. of Posts	01(One)
Pay Matrix	Level -11 (Rs. 67700-Rs.208700)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	(a)Degree in Civil Engineering from a recognized University; AND (b)(i)Officials holding analogous posts in Pay Matrix Level -11; Rs. 67700-Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6 th CPC) in Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis. Or (ii)Person having 5 years regular services as Assistant Engineer (Civil) in Pay Matrix Level-7; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 th CPC) in Central/State Govt. /Autonomous Bodies/PSU Undertaking on regular basis.
S.No. 06	
Name of Post	Administrative Officer
No. of Posts	01 (one)
Pay Matrix	Level -11 (Rs. 67700-Rs.208700)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	The Officers holding analogous post on regular basis or rendered at least 7 years of regular service in Pay Matrix Level -8; Rs.47600-Rs.151100 (PB-2: Rs.9300 - 34800 + GP Rs.4800 as per 6 th CPC) in Central/ State Govt. / Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi
SI.No.07	
Name of Post	Assistant Administrative Officer
No. of Posts	01(One)
Pay Matrix	Level -8 (Rs.47600-Rs.151100)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	From the officer/official holding analogous post on regular basis or having 7 years of regular service in Pay Matrix Level-7; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 th CPC) in Central/State/Govt. of NCT of Delhi preferably Govt. of NCT of Delhi.
SI. No. 08	
Name of Post	Assistant
No. of Posts	03 (Three)
Pay Matrix	Level-7 (Rs.44900-Rs.142400)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	From the official holding analogous post one regular basis or having 8 years regular service in Pay Matrix Level-4; Rs.25500-Rs.81100 (PB-1: Rs. 5200-20200 + GP Rs. 2400 as per 6 th CPC) in Central/State/Govt. of NCT of Delhi, preferably from Govt. of NCT of Delhi

SI. No. 09	
Name of Post	Assistant Engineer (Civil)
No. of Posts	01 (One)
Pay Matrix	Level-7 (Rs.44900-Rs.142400)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	(a) Degree in Civil Engineering from a recognized University; AND (b) (i) Officials holding analogous posts in Pay Matrix Level-7 ; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 th CPC) in Central/State Govt. /Autonomous Bodies/PSU Undertaking on regular basis. OR (ii) Person having 5 years regular services as Junior Engineer (Civil) in Pay Matrix Level-6 ; Rs. 35400 - Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 th CPC) in Central/State Govt/ Autonomous Bodies/PSU Undertaking on regular basis.
SI. No. 10	
Name of Post	Assistant Engineer (Electrical)
No. of Posts	02(Two)
Pay Band : 2	Level-7 (Rs.44900-Rs.142400)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	(a) Degree in Electrical Engineering from a recognized University; AND (b)(i) Officials holding analogous posts in Pay Matrix Level-7 ; Rs.44900-Rs.142400 (PB-2: Rs.9300 - 34800 + GP Rs.4600 as per 6 th CPC) in Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis. OR (ii) Person having 5 years regular services as Junior Engineer (Elect.) in Pay Matrix Level-6 ; Rs. 35400 - Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 th CPC) in Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis.
SI. No. 11	
Name of the Post	Junior Engineer (Civil)
No. of Posts	01(One)
Pay Matrix	Level-6 (Rs.35400-Rs.112400)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	(a) Diploma in Civil Engineering from a recognized Institute; AND (b) Officials holding analogous posts in Pay Matrix Level-6 ; Rs. 35400- Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 th CPC) in the Central/State Government/Autonomous Bodies/PSU Undertaking on regular basis.
SI. No. 12	
Name of Post	Junior Engineer (Electrical)
No. of Posts	02(Two)
Pay Matrix	Level-6 (Rs.35400-Rs.112400)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	(a) Diploma in Electrical Engineering from a recognized Institute; AND (b) Officials holding analogous posts in Pay Matrix Level-6 ; Rs. 35400-Rs.112400 (PB-2: Rs.9300 - 34800 + GP Rs.4200 as per 6 th 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 6th CPC) or Pay Matrix Level (as per 7th 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 **Sl.No. 1, 6, 7, & 8. For the post of FA&CAO, the requisite experienced in the field of Accounts & Finance should be mandatory.**
3. Only those candidates whose application to the respective post of (i) Joint Director (Administration) (in response to Institute's earlier advertisement dated 06.07.2016) (ii) Executive Engineer (Electrical) & Executive Engineer (Civil) (in response to Institute's earlier advertisement dated 31.05.2016) (iii) Administrative Officer (in response to Institute's earlier advertisement dated 06.07.2016); were forwarded and received through proper channel at IHBAS(complete in all respects) need not apply again.
4. 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. **30th November 2017**.
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 post at Sl.No.1 to 6 and Rs. 500/- for Sl. No. 7 to 12, 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. Only those candidates whose application to the respective post of (i) Joint Director (Administration) (in response to Institute's earlier advertisement dated 06.07.2016) (ii) Executive Engineer (Electrical) & Executive Engineer (Civil) (in response to Institute's earlier advertisement dated 31.05.2016 (iii) Administrative Officer (in response to Institute's earlier advertisement dated 06.07.2016); were forwarded and received through proper channel at IHBAS (complete in all respects) need not apply again.
4. The cut off date for age, qualification, experience and last date of submission of filled in applications will be **30.11.2017**.
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 orders issued from time to time in this regard.
8. Post applied for should be superscribed on the envelope.

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 _____

Recent 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 (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 _____