

# 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)



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Advt.No. 23/2021/Estt./IHBAS

14459

Dated: 10/12/2021

**Subject:** Invite application for various posts on deputation basis.

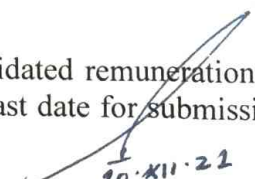
## RECRUITMENT NOTICE

1. 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 **25<sup>th</sup> January 2022** for filling the following posts on deputation basis:

Sl. No.	Name of the post	Number of posts	Pay Matrix Level
1.	Administrative Officer	01	Level-11 (Rs.67700-Rs.208700)
2.	Executive Engineer (Electrical)	01	Level-11 (Rs.67700-Rs.208700)
3.	Assistant Administrative Officer	02	Level-8 (Rs.47600-Rs.151100)
4.	Assistant	09	Level-7 (Rs.44900-Rs.142400)
5.	Assistant Director (Horticulture)	01	Level-7 (Rs.44900-Rs.142400)
6.	Personal Assistant	02	Level-7 (Rs.44900-Rs.142400)
7.	Assistant Engineer (Electrical)	01	Level-7 (Rs.44900-Rs.142400)
8.	Assistant Engineer (Civil)	01	Level-7 (Rs.44900-Rs.142400)
9.	Junior Engineer (Electrical)	02	Level-6 (Rs.35400-Rs.112400)
10.	Junior Engineer (Civil)	02	Level-6 (Rs.35400-Rs.112400)
11.	Section Officer (Horticulture)	01	Level-6 (Rs.35400-Rs.112400)
12.	Lower Division Clerk	03	Level-2 (Rs.19900-Rs.63200)

### Instructions

2. 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 at (Sl. No. 01 to 02), Rs. 500/- for the posts at (Sl. No. 03 to 11) and Rs.250/- for the post (at Sl.No. 12) may be forwarded alongwith the application form.**
3. 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. **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.**
4. For details of eligibility criteria i.e. Qualification, Experience, Age Pay/Consolidated remuneration & Application Format etc. please visit our website ([www.ihbass.delhigovt.nic.in](http://www.ihbass.delhigovt.nic.in)). Last date for submission of application form complete in all respect is **25.01.2022**.

  
10.11.21  
Joint Director (Admn)  
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>S.No. 01</b>	
<b>Name of Post</b>	<b>Administrative Officer</b>
<b>No. of Posts</b>	01 (One)
<b>Pay Matrix</b>	<b>Level -11</b> (Rs. 67700-Rs.208700)
<b>Mode of Recruitment</b>	On Deputation Basis
<b>Eligibility Criteria</b>	The Officers holding analogous post on regular basis or rendered at least 7 years of regular service in Pay Matrix Level-8; Rs. 47600-151100 (PB-2 Rs 9300-34800 + Grade Pay Rs 4800/- as per 6 <sup>th</sup> CPC) in Central/ State Govt. / Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi
<b>SI. No. 02</b>	
<b>Name of Post</b>	<b>Executive Engineer (Electrical)</b>
<b>No. of Posts</b>	01(One)
<b>Pay Matrix</b>	<b>Level-11</b> (Rs.67700-Rs.208700)
<b>Mode of Recruitment</b>	On Deputation Basis
<b>Eligibility Criteria</b>	(a)Degree in Electrical Engineering from a recognized University; AND (b) (i) Officials holding analogous posts 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 Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis. <b>OR</b> (ii) Person having 5 years regular services as Assistant Engineer (Electrical) in <b>Pay Matrix Level-7</b> ; Rs.44900-142400 (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.
<b>SI.No.03</b>	
<b>Name of Post</b>	<b>Assistant Administrative Officer</b>
<b>No. of Posts</b>	02 (Two)
<b>Pay Matrix</b>	<b>Level -8</b> (Rs.47600-Rs.151100)
<b>Mode of Recruitment</b>	<b>On Deputation Basis</b>
<b>Eligibility Criteria</b>	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. 04</b>	
<b>Name of Post</b>	<b>Assistant</b>
<b>No. of Posts</b>	09 (Nine)
<b>Pay Matrix</b>	<b>Level-7</b> (Rs.44900-Rs.142400)
<b>Mode of Recruitment</b>	On Deputation Basis
<b>Eligibility Criteria</b>	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>Sl. No. 05</b> <b>Name of Post</b> <b>No. of Posts</b> <b>Pay Matrix</b> <b>Mode of Recruitment</b> <b>Eligibility Criteria</b>	<b>Assistant Director (Horticulture)</b> 01(One) <b>Level-7</b> (Rs.44900-Rs.142400) <b>On Deputation Basis</b> Officers of the Central/State Govt./Autonomous Organisation. (a ) Holding analogous posts on regular basis <b>OR</b> (b) Possessing educational qualifications and experience prescribed for the post as under: (i) Minimum 15 years experience as Sectional Officer (Horticulture) . (ii) Post Graduate in Agricultural Science.
<b>Sl. No. 06</b> <b>Name of Post</b> <b>No. of Posts</b> <b>Pay Matrix</b> <b>Mode of Recruitment</b> <b>Eligibility Criteria</b>	<b>Personal Assistant</b> 02(Two) <b>Level-7</b> (Rs. 44900-Rs.142400) On Deputation Basis Official holding analogous post on regular basis or 8 years regular service in Pay Matrix Level-4; Rs. 25500-81100 (PB-1; Rs.5200-20200 + Grade Pay Rs.2400/- as per 6 <sup>th</sup> CPC) in Central/State Govt./Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi
<b>Sl. No. 07</b> <b>Name of Post</b> <b>No. of Posts</b> <b>Pay Matrix</b> <b>Mode of Recruitment</b> <b>Eligibility Criteria</b>	<b>Assistant Engineer (Electrical)</b> 01(One) <b>Level-7</b> (Rs.44900-Rs.142400) <b>On Deputation Basis</b> (a )Degree in Electrical Engineering from a recognized University; <b>AND</b> (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. <b>OR</b> (ii)Person having 5 years regular services as Junior Engineer (Electrical) 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 Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis.
<b>Sl. No. 08</b> <b>Name of Post</b> <b>No. of Posts</b> <b>Pay Matrix</b> <b>Mode of Recruitment</b> <b>Eligibility Criteria</b>	<b>Assistant Engineer (Civil)</b> 01(One) <b>Level-7</b> (Rs.44900-Rs.142400) <b>On Deputation Basis</b> (a )Degree in Civil Engineering from a recognized University; <b>AND</b> (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. <b>OR</b> (ii)Person having 5 years regular services as Junior Engineer (Civil) 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 Central/State Govt./Autonomous Bodies/PSU Undertaking on regular basis.

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<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> (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>Sl. No. 10</b>	
<b>Name of the Post</b>	<b>Junior Engineer ( Civil)</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 Civil Engineering from a recognized Institute; <b>AND</b> (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>Sl. No. 11</b>	
<b>Name of the Post</b>	<b>Section Officer (Horticulture)</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>	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>Sl. No. 12</b>	
<b>Name of Post</b>	<b>Lower Division Clerk</b>
<b>No. of Posts</b>	03 (Three)
<b>Pay Matrix</b>	Level-2 (Rs. 19900-Rs.63200)
<b>Mode of Recruitment</b>	On Deputation Basis
<b>Eligibility Criteria</b>	Official holding analogous post on regular basis in Central/State Govt./Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi

**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 **Sl.No. 1,3, & 4.**

### **Instructions to the candidates**

1. Prescribed application forms complete in all respect must reach to Office of the **Joint Director (Admn), IHBAS, Dilshad Garden, Delhi 110095 on or before 25<sup>th</sup> January 2022.**
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 the posts mentioned at (Sl. No. 01 to 02), Rs. 500/- for the posts mentioned at (Sl. No. 03 to 11) and Rs.250/- for the post mentioned at (Sl.No. 12) in favor of Director, IHBAS, Delhi (Exempted for SC/ST/PWD candidates).**
3. 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.
4. 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.
5. 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) datd 17<sup>th</sup> February. 2016 and amendment made from time to time in this regard .
6. Applications should be sent through proper channel alongwith ACR/APAR for the last 5 years and Vigilance Clearance & Integrity Certificate.
7. No TA/DA is admissible for appearing in Interview for the above posts.
8. The cut off date for age, qualification, experience and last date of submission of filled in applications will be 25.01.2022.
9. Post applied for, should be superscribed on the envelope.

**Joint Director (Admn)**



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 \_\_\_\_\_