**RECRUITMENT NOTICE**

Director, IHBAS invites applications for the post of Assistants. The Eligible & interested candidates may apply in the prescribed proforma **Through Proper Channel** and send the same to Office of Joint Director (Admin), IHBAS for filling the following post on deputation basis.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Posts</th>
<th>No. of Posts</th>
<th>Pay Matrix Level/Consolidated Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assistant</td>
<td>07*</td>
<td>Level-7 (Rs.44900-Rs.142400)</td>
</tr>
</tbody>
</table>

**Instructions**

The Applications duly filled alongwith necessary documents such as attested photocopies of the APARs for the last five years and Vigilance Clearance/Integrity certificate (in original) must be enclosed with the application for the post of Assistant. **Bank Draft (exempted for SC, ST, Ex-serviceman & PWD Candidates) in favour of 'Director, IHBAS', Delhi for Rs. 500/-** 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 amendment made from time to time in this regard.

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**). Last date for submission of applications complete in all respect is 31st of July, 2020.

(Krishna Kumar)
Administrative Officer

*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 POST OF ASSISTANT ON DEPUTATION BASIS

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Post</th>
<th>No. of Posts</th>
<th>Pay Matrix</th>
<th>Mode of Recruitment</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Assistant</td>
<td>07 (seven)</td>
<td>Level-7 (Rs.44900-Rs.142400)</td>
<td>On Deputation Basis</td>
<td>From the official holding analogous post on 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 6th CPC) in Central/State/Govt. of NCT of Delhi, preferably from Govt. of NCT of Delhi</td>
</tr>
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Important Note:

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 of Assistant.
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.
4. The experience should be post qualification and therefore should not overlap with qualification.
Instructions to the candidates

1. Prescribed application form complete in all respect must reach to Office of the Joint Director (Admn), IHBAS Dilshad Garden, Delhi 110095 latest by 31st July, 2020

2. Candidate applying for the post mentioned in the advertisement may send application and enclose a Demand Draft/Pay order may be forwarded along with the applications form Rs. 500/- for the post of Assistant in favor of Director, IHBAS, Delhi. The fee is non refundable. No fee is to be paid by SC/ST/Ex-servicemen/PWD candidates.

3. The cut off date for age, qualification, experience and last date of submission of filled in applications shall be reached latest by 31st July, 2020

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 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. 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.

6. Applications may be sent through proper channel alongwith ACR/APAR for the last 5 years and Vigilance Clearance & Integrity Certificate.

7. Post applied for should be superscribed on the envelope.

8. No TA/DA will be allowed for appearing in Interview for the above posts.

Director, IHBAS
Application Form for Deputation Post

(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 ________________________________

________________________________________________________________________

Telephone Nos (Off) ________________________________________________

Mobile/land line No.__________________________________________________

E-mail : _____________________________________________________________

(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)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Examination</th>
<th>Name of Board/University</th>
<th>Year of Passing</th>
<th>Percentage of Marks</th>
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12. Experience (in descending order)

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<tr>
<th>Name and address of the Office/Department</th>
<th>Post held mention (whether on regular/deputation basis)</th>
<th>Period From</th>
<th>To</th>
<th>Pay with Pay Band Grade</th>
<th>Nature of duties of</th>
</tr>
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13. Eligibility

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<tr>
<th>Prescribed eligibility criteria</th>
<th>Eligibility possessed by the candidate</th>
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</table>

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________________