

# 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.03/2023/Estt/IHBAS

5882

Dated: 14/6/2023

## RECRUITMENT NOTICE

1. Walk-in-Skill Tests for engaging retired **Assistant Administrative Officer/Equivalent level Officer (equivalent to Level-8 or above)** for engaging 01 person as **Consultant for Administration related matters from Ministries/Departments/Institution of Central/State Government to be held on 26<sup>th</sup> June, 2023 and subsequent days if required (Reporting Time between 09:30 AM to 10:30 AM) in the Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi, as per following Terms & Conditions:**

i) **Period of engagement**

The engagement shall be for a period of six months. The engagement can be extended from time to time upon the satisfactory performance of the consultant or requirement of the Administration/Department with the approval of the competent Authority.

ii) **Age Limit**

The maximum age limit of engagement as consultant will be upto 65 years.

iii) **Experience**

The Officers should have retired at the level of Assistant Administrative Officer or equivalent level (i.e. equivalent to Level-8 or above). The officers should possess experience in the **matters related to Court cases, Vigilance cases, Accounts and Administration related work, while working at the above said level.**

iv) **Selection Procedure**

The appointment will be purely on contract basis. The scrutiny of application will be carried out by the Institution on the basis of working experience of individuals based on past record and interaction with a committee of the Institution. The consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.

v) **Remuneration**

The remuneration will be as per Office Memorandum No. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 issued by Department of Expenditure, Ministry of Finance, Government of India **Or** Office Memorandum No. F.20/40/2016-AC/DSFA/16-45 dated 20.01.2017 issued by Finance (Accounts) Department, Government of National Capital Territory of Delhi, as the case may be, whichever is applicable.

vi) **Scope of Duties**

During the period of such engagement, the Consultant would be required to perform any work as assigned to them by the concerned Branch Head in which they would be posted to work as Consultant.

vii) **Leave**

Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, a Assistant Administrative Officer (Retired person as Consultant) shall not draw any remuneration in case of his/her absence beyond 08 days in a year (calculated on (pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.

viii) **Communication and Drafting Skill**

Should have good communication and interpersonal skills with strong flair for in depth handling of Administration matters.

ix) **Proficiency in Computer**

Must be able to work in e-office, and MS Office.

x) **Accommodation**

The Consultant needs to have own accommodation facility in Delhi/New Delhi or nearby places. No accommodation or House Rent will be provided by the Institution.

xi) **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 09.00 AM to 04.00 PM (from Monday to Friday) and 09.00 AM to 01.00 PM Saturday during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and he may be called on Sunday and other Gazetted Holidays.

xii) **Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

xiii) **Confidentiality of data and documents**

The Intellectual Property Right (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

xiv) **Conflict of interest**

The Consultant appointed by the office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

xv) **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed/extended depending upon the workload.

2. Interested candidates, who fulfill the eligibility criteria, may apply in the prescribed proforma along with following self attested documents:

- a) Copy of retirement notification.
- b) Copy of PPO & LPC
- c) Certificate in support of education qualification and experience.

3. **Walk-in-skill tests will be conducted on 26<sup>th</sup> June, 2023 in Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi (Reporting Time between 09:30 AM to 10:30 AM).**



14.06.2023

(Dr. V.K.S. Gautam)  
Offg. Joint Director (Admn)  
Tele. No. 011-22597750

**Copy to:**

1. OIC (IT), IHBAS with a request to upload this Recruitment Notice and Application Format on the website of IHBAS.
2. Notice Board

**INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCE  
DILSHAD GARDEN, DELHI-110095**

**FORMAT OF APPLICATION FOR THE POSTS PURELY ON CONTRACT BASIS  
(FOR RETIRED GOVERNMENT EMPLOYEES)**



1. Name of the Post/Category applied for : \_\_\_\_\_
2. Name of the candidate (In block Letters) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Date of Retirement from Service : \_\_\_\_\_
6. Post held at the time of Retirement : \_\_\_\_\_
7. Last pay drawn at the time of Retirement : \_\_\_\_\_  
(Also indicate Basic Pay & Grade Pay/Pay Matrix Level. A copy of PPO be enclosed)
8. D.D.O from where last pay drawn : \_\_\_\_\_
9. Whether clear from vigilance angle? : \_\_\_\_\_  
(If yes, enclose a copy of the Department from where he/she retired)
10. Education/Professional Qualification:

Qualification	Subject	Board/University	Marks%

*(Attach separate sheet if space is not sufficient)*

11. Whether well conversant with Computer : Yes/No  
Knowledge specially Word & Excel:

12. Experience:

Name of post	Period	Pay in the Pay Band/Pay Matrix Level	Nature of duties (job & responsibility)

*(Attach separate sheet if space is not sufficient)*

13. Address for communication : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Contact No. and Email address : \_\_\_\_\_

**Declaration to be signed by the candidate**

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed therein. If particulars mentioned by me are found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

Place:

Signature of the Candidate

Date:

Name

Encl:

- (1) Copies of all testimonials.
- (2) Copy of PPO
- (3) Copy of Relieving Order, Service Certificate, Vigilance Clearance etc..