

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. 2/6018/2025/Estt/IHBAS 6018

Dated: 06.07.2026

RECRUITMENT NOTICE

- (i) Application are invited for filling up one post of Administrative Officer on deputation basis in IHBAS, Dilshad Garden, Delhi – 110095. The ligible and interested candidates may apply in the prescribed proforma, through proper channel. The application must be submitted to Office of Joint Directo IHBAS, Dilshad Garden, Delhi – 110095, either in person or through registered/Speed Post. The last date of receipt of application is 31st July 2026 (Friday) before 04:00 PM.

Name of the Post	Administrative Officer
No. of Posts	01 (One)
Pay	Pay Matrix Level-11; Rs.67700-208700
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	Deputation from the officers rendered at least 7 years of regular service in Pay Matrix Level-8; Rs.47600-151100 (Pay Band :2 Rs 9300-34800 + Grade Pay Rs 4800/- as per 6 th CPC) in Central/ State Govt. / Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi

- (ii) The application duly filled along with necessary documents such as attested photocopies of the ACRs/APARs for the last five years and Vigilance Clearance/Integrity certificate (in original) must be enclosed with the application for the above posts. **Bank Draft of Rs.1000/- (exempted for SC, ST and PwD candidates) in favour of Director, IHBAS Delhi must be forwarded along with the application form.**
- (iii) The candidates selected will be appointed on deputation basis in terms of DOPT's OM No.06/08/2009-Estt(Pasy II) dated 17.06.2010 and OM No.F.2/6/2016/Estt(Pay-II) dated 17.02.2016 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, without assigning any reason.
- (iv) The Candidates should have requisite experience in the field of Establishment, Administration, Purchase & Vigilance.
- (v) Those candidates who had applied earlier to the post of Administrative Officer in response to Institute's advertisement published in 'The Times of India' and Hindustan Times' on 25.11.2025 and in Employment News on 06-12 December 2025 and their applications were duly forwarded and received through proper channel at IHBAS (complete in all respects) need not apply again and their applications will also be considered.
- (vi) The Pay Band & Grade Pay given under ACP/ MACP Scheme shall not be considered as having regular service in the respective Pay- Band/ Grade Pay for the purpose of determining the eligibility criteria.


(Dr. Shilpa Bhardwaj)
Offg. Joint Director (Admn)

Instructions to the candidates

1. Prescribed application forms complete in all respect must reach to the Office of the Joint Director (Administration), IHBAS, Dilshad Garden, Delhi 110095 The cut off date for age, qualification, experience and **last date for submission of application form complete in all respect is 31.07.2026.**
2. Candidate applying for the post of **Administrative Officer on deputation basis** may send application and enclose a Demand Draft/Pay order may be forwarded along with the applications forms for **Bank Draft of Rs.1000/-** in favor of Director, IIBAS, Delhi. The fee is non refundable. No fee is to be paid SC/ST/PWD candidates.
3. The cut off date for age, qualification, experience is the last date of submission of application form.
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 OM No.P.2/6/2016/Estt(Pay-11) dated 17.02.2016 and amendment made from time to time in this regard. **The Institute reserves the right to fill or not to fill the vacancy or cancel the advertisement for the above mentioned post(s). without assigning any reason.**
6. Applications should be sent through proper channel alongwith ACR/APAR for the last 5 years and Vigilance Clearance & Integrity Certificate.
7. Age not exceeding fifty six years' on the closing date of receipt of application as per DOP&T OM No.AB14017/11/2017-Estt. (RR) dated 05.02.2018.
8. Those candidates who had applied earlier to the post of Administrative Officer in response to Institute's advertisement published in 'The Times of India' and Hindustan Times' on 25.11.2025 and in Employment News on 06-12 December 2025 and their applications were duly forwarded and received through proper channel at IHBAS (complete in all respects) need not apply again and their applications will also be considered.
9. No TA/DA will be allowed for appearing in Interview for the above posts.

03/07/26
Offg. Joint Director (Admn)

DILSHAD GARDEN : NEW DELHI

(Candidate should read **instructions** before filling up the form)

- Passport size
Coloured
Photograph

(Email) _____

- | S. No. | Name of Examination | Name of Board/University | Year of Passing |
|--------|---------------------|--------------------------|-----------------|
| | | | |

12. Experience (in descending order)

Name and address of the Office/Department	Post held mention (whether on regular/ deputation basis)	Period		Pay Matrix Level	Nature of duties
		From	To		

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 _____