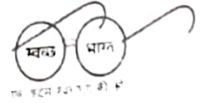


# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)



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)



Tel.: 22597750 E-mail: jda-ihbas@delhi.gov.in Website: www.ihbas.delhi.gov.in

Advt.No. 2/6018/2025/Estt/IHBAS 11995

Dated: 26.11.25

## RECRUITMENT NOTICE

Eligible and interest candidates may apply in the prescribed proforma **Through Proper Channel** along-with attested copies of educational qualifications, date of birth and Experience certificates, attested copies of 5 years ACR's/APAR's, Vigilance Clearance/Integrity Certificate (in original) etc. and a **Demand Draft of Rs.1000/- (exempted for SC, ST and PwD candidates) in favour of Director, IHBAS Delhi. Last date for submission of application form complete in all respect will be considered 45 days from the date of publication of advertisement in Employment News**

<b>Name of the Post</b>	Administrative Officer
<b>No. of Posts</b>	01 (One)
<b>Pay</b>	Pay Matrix Level-11; Rs.67700-208700
<b>Mode of Recruitment</b>	On Deputation Basis
<b>Eligibility Criteria</b>	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 <sup>th</sup> CPC) in Central/ State Govt. / Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi

### Important Note for all the posts:

- The Pay Band & Grade Pay (as per 6th CPC) or Pay Matix 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.
- The Candidates should have requisite experience in the field of Establishment, Administration. Purchase & Vigilance for the post of Joint Director (Administration).
- 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.

  
Joint Director (Admn)

26/11/25

### Instructions to the candidates

1. Prescribed application forms complete in all respect must reach to the Office of the Director, IHBAS, Academic Block Dilshad Garden, Delhi 110095 The cut off date for age, qualification, experience and **last date for submission of application form complete in all respect will be considered 45 days from the date of publication of advertisement in Employment News.**
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 Rs. 1000/- in favor of Director, IHBAS, 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. No TA/DA will be allowed for appearing in Interview for the above posts.

Joint Director (Admn)

24/11/17

**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 \_\_\_\_\_

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 Pay Matrix Level \_\_\_\_\_

11. Educational Qualification ( in descending order)

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 \_\_\_\_\_