

# 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](mailto:jda-ihbas@delhi.gov.in) Website: [www.ihbas.delhi.gov.in](http://www.ihbas.delhi.gov.in)



No.F.2/4936/2023/Estt./IHBAS/ 7063

Dated: 25/6/23

## RECRUITMENT NOTICE

### ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES AS ASSISTANT ADMINISTRATIVE OFFICER (CONSULTANT), ASSISTANT (CONSULTANT) AND PERSONAL ASSISTANT (CONSULTANT) ON CONTRACTUAL BASIS IN IHBAS

Walk-in-Interview/Skill Test for engagement of Consultants (Assistant Administrative Officer(s) Assistant(s), Personal Assistant (s) and from retired Government employees who retires as Assistant Administrative Officer/equivalent, Assistant/equivalent and Personal Assistant/equivalent from Ministries/Departments/Institution of Central/State Government are scheduled to be held on 11.07.2025 in IHBAS.

For details of Eligibility criteria, Consolidated remuneration, terms and conditions, Application Format etc. please visit our website ([www.ihbas.delhi.gov.in](http://www.ihbas.delhi.gov.in)).

Institute reserves the right to increase/decrease, fill or not to fill any/all the vacancies or cancel the advertisement without assigning any reason thereof.

  
(Col. Sumit Atri)  
Joint Director (Admn)

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No.F.2/4936/2023/Estt./IHBAS/

Dated:

## RECRUITMENT NOTICE

1. Walk-in-Interview/Skill Tests for engaging retired Assistant Administrative Officer /equivalent level officials (equivalent to Level-8 or above) for engaging 03 persons (UR:03) as Consultants from from Ministries/Departments/Institution of Central/ State Government to be held on 11.07.2025 and subsequent days if required (Reporting Time between 09:30AM to 10:30AM) in the Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi, as per following Terms & Conditions:

(i)	<b><u>Period of engagement</u></b> The engagement shall before 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)	<b><u>Age Limit</u></b> The maximum age limit of engagement as consultant will be up to 65 years.
(iii)	<b><u>Experience</u></b> The Officials should have retired at the level of Assistant Administrative Officer/or equivalent level(i.e. equivalent to Level-8 or above). <b>The officers should possess working experience in the matters related to Court Cases, Vigilance case, RTI, Accounts, Engineering and Administration related work, while working at the above said levels.</b>
(iv)	<b><u>Selection Procedure</u></b> 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 interview 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)	<b><u>Remuneration</u></b> 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)	<p><b><u>Scope of Duties</u></b></p> <p>During the period of such engagement, the consultants would perform any work as assigned to them by the concerned Branch Head in which they would be posted to work as Consultant.</p>
(vii)	<p><b><u>Leave</u></b></p> <p>Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, 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. ,</p>
(viii)	<p><b><u>Communication and Drafting Skill</u></b></p> <p>Should have good communication and interpersonal skills with strong flair for in depth handling of Administration matters.</p>
(ix)	<p><b><u>Proficiency in Computer</u></b></p> <p>Must be able to work in e-office, and MS Office.</p>
(x)	<p><b><u>Accommodation</u></b></p> <p>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.</p>
(xi)	<p><b><u>Office time and working hours</u></b></p> <p>Engagement of Consultants would be on full time basis. The office will be working six days in a week (Saturday half day) However, in exigencies of work, he may be required to sit late and he may be called on Sunday and other Gazetted Holidays.</p>
(xii)	<p><b><u>Tax deduction at Source</u></b></p> <p>The Income Tax or any other tax liable to be deducted, as per prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.</p>
(xiii)	<p><b><u>Confidentiality of data and documents</u></b></p> <p>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.</p>
(xiv)	<p><b><u>Conflict of interest</u></b></p> <p>The Consultant appointed by the office, shall in no case represent to give opinion or advise to others in any matter which is adverse to the interest of this office.</p>

(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. Interest 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.
- (d) Vigilance Clearance Certificate.

**3. Walk-in-interview/Skill test will be conducted on 11.07.2025 in Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi (Reporting time between 09:30 AM to 10:30 AM).**



(Col. Sumit Atri)  
Joint Director (Admn)  
Tel. 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 for the post of Assistant Administrative Officer)**

Please affix a  
Passport size  
photograph with  
your signature  
across

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? : \_\_\_\_\_  
(A copy of Vigilance clearance from the Department from where he/she retired, be enclosed)
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. Give your consent to be considered most suitable field Keeping in view of the experience from the following:

Sl.	Assistant Administrative Officer	
(a)	Administration	
(b)	Legal	
(c)	Engineering	

13. 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)

14. Address for communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. 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 therefrom. 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:

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

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No.F.2/4936/2023/Estt./IHBAS/

Dated:

**RECRUITMENT NOTICE**

1. Walk-in-Interview/Skill Tests for engaging retired Assistant/equivalent level officials (equivalent to Level-7 or above) for engaging 07 persons (UR:05; SC:01; OBC:01) as Consultants from from Ministries/Departments/Institution of Central/ State Government to be held on 11.07.2025 and subsequent days if required (Reporting Time between 09:30AM to 10:30AM) in the Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi, as per following Terms & Conditions:

(i)	<b><u>Period of engagement</u></b> The engagement shall before 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)	<b><u>Age Limit</u></b> The maximum age limit of engagement as consultant will be up to 65 years.
(iii)	<b><u>Experience</u></b> The Officials should have retired at the level of Assistant /or equivalent level(i.e. equivalent to Level-7 or above). <b>The officers should possess working experience in the matters related to Court Cases, Vigilance case, RTI, Accounts, Engineering and Administration related work, while working at the above said levels.</b>
(iv)	<b><u>Selection Procedure</u></b> 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 interview 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)	<b><u>Remuneration</u></b> 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)	<b><u>Scope of Duties</u></b> During the period of such engagement, the consultants would perform any work as assigned to them by the concerned Branch Head in which they would be posted to work as Consultant.

(vii)	<p><b><u>Leave</u></b></p> <p>Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, Assistant (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.</p>
(viii)	<p><b><u>Communication and Drafting Skill</u></b></p> <p>Should have good communication and interpersonal skills with strong flair for in depth handling of Administration matters.</p>
(ix)	<p><b><u>Proficiency in Computer</u></b></p> <p>Must be able to work in e-office, and MS Office.</p>
(x)	<p><b><u>Accommodation</u></b></p> <p>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.</p>
(xi)	<p><b><u>Office time and working hours</u></b></p> <p>Engagement of Consultants would be on full time basis. The office will be working six days in a week (Saturday half day) However, in exigencies of work, he may be required to sit late and he may be called on Sunday and other Gazetted Holidays.</p>
(xii)	<p><b><u>Tax deduction at Source</u></b></p> <p>The Income Tax or any other tax liable to be deducted, as per prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.</p>
(xiii)	<p><b><u>Confidentiality of data and documents</u></b></p> <p>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.</p>
(xiv)	<p><b><u>Conflict of interest</u></b></p> <p>The Consultant appointed by the office, shall in no case represent to give opinion or advise to others in any matter which is adverse to the interest of this office.</p>
(xv)	<p><b><u>Termination of service</u></b></p> <p>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.</p>

**2. Interest 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.
- (d) Vigilance Clearance Certificate.

**3. Walk-in-interview/Skill test will be conducted on 11.07.2025 in Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi (Reporting time between 09:30 AM to 10:30 AM).**



**(Col. Sumit Atri)  
Joint Director (Admn)  
Tel. No.011-22597750**

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# **INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCE**

**DILSHAD GARDEN, DELHI-110095**

## **FORMAT OF APPLICATION FOR THE POSTS PURELY ON CONTRACT BASIS** **(for retired government employees for the post of Assistant)**

Please affix a  
Passport size  
photograph with  
your signature  
across

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? : \_\_\_\_\_  
(A copy of Vigilance clearance from the Department from where he/she retired, be enclosed)

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:

1. Give your consent to be considered most suitable field Keeping in view of the experience from the followings:

Sl.	Assistant	
(a)	Administration	
(b)	Legal	
(c)	Engineering	
(d)	Purchase	

13. 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)

14. Address for communication : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. 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 therefrom. 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:

(a) Copy of retirement notification.

(b) Copy of PPO & LPC.

(c) Certificate in support of education qualification and experience.

(d) Vigilance Clearance Certificate.

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No.F.2/4936/2023/Estt./IHBAS/

Dated:

## RECRUITMENT NOTICE

1. Walk-in-Interview/Skill Tests for engaging retired Personal Assistant/equivalent level officials (equivalent to Level-7 or above) for engaging 02 persons (UR:02) as Consultants from from Ministries/ Departments/Institution of Central/ State Government to be held on 11.07.2025 and subsequent days if required (Reporting Time between 09:30AM to 10:30AM) in the Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi, as per following Terms & Conditions:

(i)	<b><u>Period of engagement</u></b> 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)	<b><u>Age Limit</u></b> The maximum age limit of engagement as consultant will be up to 65 years.
(iii)	<b><u>Experience</u></b> The Officials should have retired at the level of Personal Assistant /or equivalent level(i.e. equivalent to Level-7 or above). <b>The officers should possess working experience with Senior Officers of Ministries/Departments/Institution of Central/State Government while working at the above said levels.</b>
(iv)	<b><u>Selection Procedure</u></b> 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 interview 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)	<b><u>Remuneration</u></b> 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.
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- (b) Copy of PPO & LPC.
- (c) Certificate in support of education qualification and experience.
- (d) Vigilance Clearance Certificate.

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(Col. Sumit Atri)  
Joint Director (Admn)  
Tel. No.011-22597750

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# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCE

DILSHAD GARDEN, DELHI-110095

## FORMAT OF APPLICATION FOR THE POSTS PURELY ON CONTRACT BASIS

(for retired government employees for the post of Personal Assistant)

Please affix a  
Passport size  
photograph with  
your signature  
across

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? : \_\_\_\_\_  
(A copy of Vigilance clearance from the Department from where he/she retired, be enclosed)
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 therefrom. 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:

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