

**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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Dated: 15/02/2024

**RECRUITMENT NOTICE**

**Subject: - Recruitment to the post of Technical Officer (purely on contract basis for HIV Viral Load Project)**

Recruitment Notice for filling up of the post of Technical Officer (purely on contract basis) for HIV Viral Load Project at Institute of Human Behaviour and Allied Sciences designated by NACO granted by the Competent Authority, DSACS for a period of 03 months extendable as per need as detailed below: -

**Date of walk-in-interview/skill test : 21/02/2024 (Wednesday)**  
**Reporting time : 09.30 am to 11.00 am**

Sl. No.	Name of post	No. of post	Consolidated remuneration
1.	Technical Officer	01	Rs.35,000/-

1. The interested eligible candidates, holding the requisite qualification from recognized university & having requisite experience may apply in the prescribed format, affix a recent coloured photograph along with attested photocopies pertaining to Educational Qualification, date of birth and experience certificate etc.
2. Bank draft of Rs.250/- (exempted for SC, ST, Ex-serviceman & PwD candidates) in favour of Director, IHBAS, Delhi must be attached along with the application form.
3. For further details of eligibility criteria i.e. Qualification, Experience, Age & Application Format please see **Annexure-A & B**.



15-2-24

(Dr. V K S Gautam)  
Offg. Joint Director (Admn)

**MENTAL ILLNESSES ARE TREATABLE**

**INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)****General Instructions to the Candidates:**

1. Interested and eligible candidates holding the requisite qualification from recognized University & having requisite experience may appear with application in appropriate Format, photograph, along with self-attested copies of Educational Qualification, Experience Certificates for the post of Technical Officer for HIV Viral Load Project.
2. **Qualification & Experience:** -

1	Name of the post	Technical Officer
2	Facility	VL Testing Lab
3	Qualification	M. Sc. in Medical Virology/Microbiology/Biotechnology/ Life Sciences
4	Working experience	<p>Minimum 2 years' experience in molecular diagnostic laboratory or other laboratory.</p> <p>Candidates with experience of working in NABL accredited or applied lab will be preferred.</p>
5	Job description	<ol style="list-style-type: none"><li>1. Routinely perform viral load testing</li><li>2. Develop SOP and other relevant documents for NABL</li><li>3. Support development and implementation of Quality Management System in the VL Lab</li><li>4. Follow SOPs and forms of the VL laboratory and as defined</li><li>5. Report generation and despatch within turnaround time</li><li>6. Ensure all documentation as per the National guidelines</li><li>7. Analyze lab data including program data and QC data</li><li>8. Ensure participation of lab in EQAS programme</li><li>9. Supervisory role for trouble-shooting, root cause analysis of testing errors at the lab.</li><li>10. Monitor quality indicators as per lab quality policy</li><li>11. Perform trainings on sample collection and transportation for linked sites</li><li>12. Ensure maintenance of all samples for sample repository for later evaluation</li><li>13. Ensure confidentiality of specimen at all levels</li><li>14. Will be accountable for every report generated by lab</li><li>15. To attend all training/meeting organized by NACO/SACS</li><li>16. To enter data in IMS</li></ol>

		<ol style="list-style-type: none"> <li>17. Visit to ART centre to monitor and review the work related to viral load sample collection by MHL</li> <li>18. Submission of certified statement of expenditure at periodicity defined by SACS</li> <li>19. Submission of monthly testing report to NACO</li> <li>20. Coordination with SACS and NACO for lab consumables, kits and other things for smooth functioning of lab</li> <li>21. Perform any other duties as assigned by Lab in-charge and SACS</li> </ol>
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3. **Interview/Skill Test will be conducted in Conference Hall No.2, Academic Block, IHBAS, Dilshad Garden, Delhi for filling up the post of Technical Officer for the HIV Viral Load Project, for the period of 03 months.**
4. In case of large number of candidates, they may have to go through Theory Test in multiple stages.
5. No TA/DA will be allowed for appearing in the Interview/Skill Test.
6. This engagement is purely on contract basis for a period of 03 months which may be extended as per need. Candidate will not be entitled to other facilities as admissible to regular incumbent and also not be entitled for regularization in service in any case.
7. The Institute reserves the right to increase/decrease, fill or not to fill any/all the vacancies or cancel the advertisement for any of the above mentioned post(s) without assigning any reason
8. **The cut-off date for determining the eligibility and age 50 years will be on the date of Walk-in-Interview/skill test.**
9. **Applicant should report with all the necessary documents in original. Reporting time for the above post is between 09.30 am to 11.00 am on 21<sup>st</sup> February, 2024. The Skill Test is to be conducted on the same day. No candidate will be entertained after the time schedule mentioned above.**
10. Upper age limit is relaxable for SC/ST/PwD candidates as per rules.
11. In case of SC/ST/OBC/PwD category the applicant should be in possession of appropriate certificate issued by Competent Authority. However, OBC certificate issued by the Authority of Delhi Government only will be accepted.
12. While coming for the skill test, candidates should bring all the original documents for verification
13. **Bank draft for Rs.250/- (exempted for SC, ST, Ex-serviceman & PwD candidates) in favour of Director, IHBAS, Delhi for the above post may be attached alongwith the application form.**

 15.2.2024

(Dr. V K S Gautam)  
Offg. Joint Director (Admn)

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

**APPLICATION FORMAT FOR APPOINTMENT ON CONTRACT BASIS**

**Note 1:**Please type or write in block letter

**Note 2:**Incomplete application form and application without prescribed fee will be rejected

Please affix a  
Passport size  
photograph with  
your signature  
across

1. Name of the post applied for : \_\_\_\_\_

2. Full name (in block Letters) : \_\_\_\_\_

3. Father's/Husband's Name : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Date of advertisement : \_\_\_\_\_

6. Sex:  Male  Female

7. Marital Status: Married  Unmarried

8. Category: General  OBC  SC  ST  PWD  EWS

9. Address for communication :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

11 Education/Professional Qualification:

Qualification	Subject	Board/University	Percentage of marks/grade

12 Experience:

Sl. No.	Name and address of the office/Department	Post held	Period		Pay	Nature of duties
			From	To		

I hereby declare that the information given above is correct and true to the best of my knowledge and belief. I undertake that if at any stage, any of the information given above is found false or incorrect, my candidature/appointment may be cancelled. I further undertake that if at any stage I am found guilty of using unfair means in the recruitment process of violating any of the rules/regulations governing the recruitment, my candidature /appointment may be cancelled.

Signature of the applicant

Date :  
Place :

Encl:

- (1) Copies of all educational qualification and experience
- (2) Demand draft