

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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No.F.2/3665/2018 Estt/IHBAS 9021

Dated: 29.08.25

RECRUITMENT NOTICE

- (i) Eligible & interested candidates may apply in the prescribed proforma Through Proper Channel and send the same to **Office of Director, IHBAS** for filling the post of **Joint Director (Administration)** on deputation basis.

S.No. 01	Joint Director (Administration)
Name of Post	01 (one)
No. of Posts	Level -13 (Rs.123100-215900)
Pay Matrix	On Deputation Basis
Mode of Recruitment	From the officers holding analogous post in the field of Administration.
Eligibility Criteria	<p style="text-align: center;">Or</p> <p>Officers with minimum five years regular service in Pay Matrix Level -12; Rs. 78800 – Rs.209200 (PB-3: Rs.15600-39100 + GP Rs.7600 as per 6th CPC) in the field of Administration.</p> <p style="text-align: center;">Or</p> <p>Officers with minimum eight years regular service in Pay Matrix Level-11; Rs. 67700- Rs.208700 (PB-3: Rs.15600-39100 + GP Rs.6600 as per 6th CPC) in the field of administration.</p> <p style="text-align: center;">AND</p> <p>Working in Central/ State Govt./ Govt. of NCT of Delhi, preferably Govt. of NCT of Delhi</p>

- (ii) The Applications duly filled alongwith 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 applications for the above posts. **Bank Draft (exempted for SC, ST & PWD Candidates) in favour of Director, IHBAS, Delhi for Rs.1000/- must be forwarded alongwith 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) Those candidate who had applied earlier to the post of Joint Director (Administration) in response to Institute's advertisement dated 02.07.2025 in 'Times of India', Hindustan Times' and Navbharat Times' and their applications were forwarded and received through proper channel at IHBAS (complete in all respect) need not apply again and their applications will also be considered.
- (v) For details of eligibility criteria i.e. Qualification, Experience, Age, Pay Level & Application Format etc. please visit our website (www.ihbas.delhi.gov.in). 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.

Prof. (Dr.) Rajinder K Dhamija
Director, IHBAS

MENTAL ILLNESSES ARE TREATABLE

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

(An autonomous institution under the Govt. of NCT of Delhi)

Dilshad Garden, Delhi 110 095 (India)

INVITES APPLICATIONS FOR FILLING UP POST OF JOINT DIRECTOR (ADMINISTRATION) ON DEPUTATION BASIS

Eligible & interested 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 ACRS/APAR's, Vigilance Clearance/Integrity Certificate (in original) etc. and a **Demand Draft of Rs.1000/- (exempted for SC, ST & PWD candidates) in favour of Director, IHBA, 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.**

Name of Post	Joint Director (Administration)
No. of Posts	01(One)
Pay Matrix	Level -13 (Rs.123100-215900)
Mode of Recruitment	On Deputation Basis
Eligibility Criteria	From the officers holding analogous post in the field of Administration OR Officers with minimum five years regular service in Pay Matrix Level-12; Rs.78800-209200 (PB-3; Rs.15600-39100 + GP Rs.7600 as per 6 th CPC) in the field of Administration. OR Officers with minimum eight years regular service in Pay Matrix Level-11; Rs.67700-Rs.208700 (PB-3; Rs.15600-39100 + GP Rs.6600 as per 6 th CPC) in the field of Administration. AND Working 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.
- 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

Director, IHBAS

Instructions to the candidates

1. Prescribed application forms complete in all respect must reach to Office of the **Director, IHBAS, Academic Block, Dilshad Garden, Delhi 110095** on or before **45 days** from the date of publication of advertisement in Employment News. The cut off date for age, qualification, experience and last date of submission of filled in applications will be 45 days from the date of publication of advertisement in Employment News.
2. Candidate applying for the post of Joint Director (Administration) 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 by SC/ST/PWD candidates.**
3. The cut off date for age, qualification, experience is the last date of submission of application form.
4. Those candidate who had applied earlier to the post of Joint Director (Administration) in response to Institute's advertisement dated 02.07.2025 in 'Times of India', Hindustan Times' and Navbharat Times' and their applications were forwarded and received through proper channel at IHBAS (complete in all respect) need not apply again and their applications will also be considered.
5. 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.
6. 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.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 fill or not to fill the vacancy or cancel the advertisement for the above mentioned post(s), without assigning any reason.**
7. Applications should be sent through proper channel alongwith ACR/APAR for the last 5 years and Vigilance Clearance & Integrity Certificate.
8. 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.
9. No TA/DA will be allowed for appearing in Interview for the above posts.

Director, IHBAS

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 _____

(Email) _____

7. Date of Birth : _____
8. Present post held _____
9. Date of appointment on present post on regular basis : _____
10. Present basic pay & Pay Band: _____
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 From To	Pay with Pay	Band Grade	Nature of duties

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 _____