

-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: jdaihbass@gmail.com Website: www.iHBAS.delhigovt.nic.in

Adv. No. 02/2023/Estt./IHBAS/ 2222

Dated: 03/03/2023

RECRUITMENT NOTICE

Subject: Recruitment of Retired Assistant Administrative Officer/equivalent and Retired Assistant/equivalent as Consultant in IHBAS on contractual basis.

Walk-in-Skills Test for recruitment of **Consultants** from retired Assistant Administrative Officer/equivalent level officers (equivalent to Level-8 or above) and retired Assistant/equivalent level official (equivalent to Level-7 or above) from Ministries/Departments/Institution of Central/State Government as **Consultant** against the vacant posts of Assistant Administrative Officer and Assistant purely contractual basis initially for a period of six months, extendable further depending upon the requirement of IHBAS and performance of the candidate or till the posts are filled up by deputation/promotion whichever is earlier is scheduled to be held on **17.03.2023** and subsequent days if required (**Reporting Time between 09:30 AM to 10:30 AM**) in the Activity Room, Academic Block, IHBAS:

Sl.	Name of Post	No. of Posts	Method of Recruitment
1	Assistant Administrative Officer (Legal) as Consultant Assistant Administrative Officer (Administration) as Consultant	01 (One) 01 (One)	On contractual basis
2	Assistant as Consultant	06 (Six)	On contractual basis

2. For details of Eligibility criteria, Remuneration, Terms & Conditions, Application Format etc. please visit our website (www.iHBAS.delhigovt.nic.in).

3. 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.

03.3.2023
(Dr. V.K.S. Gautam)

Offg. Joint Director (Admn)

MENTAL ILLNESSES ARE TREATABLE

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Advt. No.02/2023/Estt/IHBAS 2222

Dated:

03/3/2023

Employment Notice

1. Walk-in-Skills Test for engaging retired Assistant Administrative Officer/equivalent level Consultant for IHBAS (equivalent to Level-8 or above) for engaging 02 consultants for Court Case & Vigilance cases related matters and Administration related matters from Ministries/Departments/Institution of Central/State Government to be held on 17.03.2023 and subsequent days if required (Reporting Time between 09:30 AM to 10:30 AM) in the Activity Room, Academic Block, IHBAS, as per following Terms & Conditions.

i) Period of engagement

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) Age Limit

The maximum age limit of engagement as consultant up to 65 years.

iii) Experience

The Officers should have retired in the level of Assistant Administrative Officer/Section Officer or equivalent level (i.e. equivalent to Level-8 or above). The officers should possess experience in the matters related to Court Case, Vigilance cases and Administration while working at the above said levels.

iv) Selection Procedure

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 interaction 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) Remuneration

The consultancy fee will be a per Office Memorandum F.No.3-25/2020-E.IIIA dated 09.12.2020 issued from Ministry of Finance, Department of Expenditure

vi) Scope of Duties

During the period of such engagement, the consultants would be required to perform any work as assigned to them by the concerned Branch Head in which they would be posted to work as Consultant.

vii) Leave

Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, a Office 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.

viii) Communication and Drafting Skill

Should have good communication and interpersonal skills with strong flair for in depth handling of Administration matters.

may be
upload on
the website
23/3/23
B. TRIPATHI
Programmer

ix) **Proficiency in Computer**

Must be able to work in e-office, and MS Office.

x) **Accommodation**

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.

xi) **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 09.00 AM to 04.00 PM (from Monday to Friday) and 09.00 AM to 01.00 PM Saturday during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late and he may be called on Sunday and other Gazetted Holidays.

xii) **Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

xiii) **Confidentiality of data and documents**

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.

xiv) **Conflict of interest**

The Consultant appointed by the office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

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. Interested 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.

3. **Walk-in-skills test will be conducted on 17.03.2023** in Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi (**Reporting Time between 09:30 AM to 10:30 AM**).


03.3.2023

(Dr. V.K.S. Gautam)
Offg. Joint Director (Admn)
Tele. No. 011-22597750

Copy to:

- ✓ 1. OIC (IT), IHBAS with a request to upload this Recruitment Notice on the website of IHBAS.
2. Notice Board.

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Advt. No.02/2023/Estt/IHBAS

2222

Dated: 03/3/2023

Employment Notice

1. **Walk-in-Skills Test** for engaging retired Assistant /equivalent level Consultant for IHBAS (equivalent to Level-7 or above) for engaging 06 consultants for Legal, Accounts and Administration related matters from Ministries/Departments/Institution of Central/State Government to be held on 17.03.2023 and subsequent days if required (Reporting Time between 09:30 AM to 10:30 AM) in the Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi, as per following Terms & Conditions:

i) **Period of engagement**

The engagement shall be for a period of one year. 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) **Age Limit**

The maximum age limit of engagement as consultant up to 65 years.

iii) **Experience**

The Officers should have retired in the level of Assistant/Head Clerk/Office Superintendent or equivalent level (i.e. equivalent to Level-7 or above). **The officers should possess experience in the matters related to Court Case, Vigilance cases, Accounts and Administration related work, while working at the above said levels.**

iv) **Selection Procedure**

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 interaction 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) **Remuneration**

The consultancy fee will be as per Office Memorandum F.No.3-25/2020-E.IIIA dated 09.12.2020 issued from Ministry of Finance, Department of Expenditure

vi) **Scope of Duties**

During the period of such engagement, the consultants would be required to perform any work as assigned to them by the concerned Branch Head in which they would be posted to work as Consultant.

vii) **Leave**

Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, a Office 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.

viii) **Communication and Drafting Skill**

Should have good communication and interpersonal skills with strong flair for in depth handling of Administration matters.

ix) **Proficiency in Computer**

Must be able to work in e-office, and MS Office.

x) **Accommodation**

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.\

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