CIRCULAR

Sub: Filling up of one post each of Finance Advisor & Chief Accounts Officer in Pay Band: 4, Rs. 37400-67000/- + GP8700/- and Senior Stenographer in Pay Band 2: Rs. 9300-34800/- + GP 4200/- on deputation basis in IHBAS.

Please find enclosed herewith a copy of letter No. 2/Esn./UmASI2013113876 dated 23/12/2013 received from Institute of Human Behaviour & Allied Sciences on the subject cited above for information & further necessary action (if any).

Encls: As above.

(A. K. Gambhir)
Asstt. Director of Education (Coord.)

1. PS to Director (Education), Dte. of Edn., Delhi-54.
2. PA to Addl. Director of Education (Admn.), Dte. of Edn., Delhi-54.
3. PA to Addl. Director of Education (School), Dte. of Edn., Delhi-54.
4. All Branches of Headquarter, Directorate of Education, Delhi (through website).
5. All R Ds E/ D Ds E of Districts/ HOS, Dte. of Edn., Delhi (through website).
6. OS (IT) with the request to upload the circular on the website.

(A. K. Gambhir)
Asstt. Director of Education (Coord.)
No. F.2/ Estt./IHBAS/2013/ 13376

Most Urgent

Dated - 23/12/2013

To,
As per list enclosed

Sub: Filling up of the one post each of Finance Advisor & Chief Accounts Officer in Pay Band: 4, Rs. 37400-67000+GP8700/- and Senior Stenographer in Pay Band 2: Rs. 9300-34800+GP4200/- on Deputation Basis in IHBAS.

Sir,

Institute of Human Behaviour and Allied Sciences (IHBAS) is one of the largest super specialties tertiary care centres in Delhi, dedicated exclusively to neuropsychiatric and behavioural Sciences. It is an autonomous body of Govt. of Delhi. The Chief Secretary Govt. of Delhi is the Chairperson of the Executive Council of the Institute.

2. We are proposing to fill up one post each of Finance Advisor & Chief Accounts Officer in Pay Band: 4, Rs. 37400-67000+GP8700/- and Senior Stenographer in Pay Band: 2, Rs. 9300-34800+GP4200/- on deputation basis.

3. The eligibility criteria and other terms & conditions are enclosed for ready reference. The post has been advertised in Hindustan Times, Times of India and Dainik Jagran dated 15.12.2013. The same will also appear in Employment News dated 28.12.2013/04.01.2014. The same is available on our website: ihbas.delhigovt.nic.in

4. It is therefore requested to give wide publicity of these Posts amongst the officers of your Department. It is further requested that application of eligible candidates may be forwarded to this Institute latest by 10.02.2014.

5. If your department has any query, please feel free to contact the undersigned for clarification.

Encl: - as above

Yours' Sincerely

(S.K. Singh)
Offg. Joint Director (Admn)
**NOTICE INVITING APPLICATIONS FOR APPOINTMENT TO FINANCE ADVISOR & CHIEF ACCOUNTS OFFICER AND SENIOR STENOGRAPHER**

Candidates should apply Through Proper Channel in the prescribed application form and send the same Latest by 10.02.2014 along-with attested copies of educational qualifications, date of birth and Experience Certificates, 5 years ACRS/APAR’s, Vigilance Clearance/Integrity Certificate etc. and a Demand Draft of Rs. 1000/- for post at SI. No. 1 and Rs. 500/- for the post at SI.No. 2, in favour of Director, IHBAS.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Post</th>
<th>No. of Posts</th>
<th>Pay Band</th>
<th>Mode of Recruitment</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Finance Advisor &amp; Chief Accounts Officer</td>
<td>01 (One)</td>
<td>Rs.37400-67000+GP8700/-</td>
<td>On Deputation basis</td>
<td>Officer holding posts in analogous scale and working in Govt. Of NCT Delhi, Govt. Of India or other govt. Institutions. Or Five years service in grade of Rs. 12000-16500 (Pre-revised) Or Eight years service in the grade of Rs. 10,000-15200 (Pre-revised)</td>
</tr>
<tr>
<td>02</td>
<td>Senior Stenographer</td>
<td>01 (One)</td>
<td>Rs.9300-34800+GP4200/-</td>
<td>On Deputation basis</td>
<td>Deputation from official holding analogous post on regular basis or 8 years regular service in the pay Band:2, 5200-20200+GP2400 in Central/State Govt./Govt. of NCT of Delhi preferably Govt. of NCT of Delhi</td>
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INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES
(An autonomous institution under the Govt. of NCT of Delhi)
Dilshad Garden, Delhi 110 095 (India)

Instructions to the candidates

1. Prescribed application forms complete in all respect must reach to Joint Director (Admn.) IHBAS, Dilshad Garden, Delhi 110095 on or before the cut-off date, i.e 10.02.2014

2. Candidate applying for these posts mentioned in the advertisement may send application and enclose a Demand Draft/Pay order may be forwarded along with the applications forms for Rs. 1000/- for post at SI.No. 1 and Rs. 500/- for SI.No. 2 drawn in favor of Director, IHBAS, Delhi. The fee is non-refundable. No fee is to be paid SC/ST/Ex-servicemen/PH candidates.

3. The cut-off date for age, qualification, experience and last date of submission of fill in applications will be 10.02.2014.

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. Institute reserves the right to increase/decrease, fill or not to fill any/all the vacancies.

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.

7. Post applied for should be super scribed on the envelope.
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 _______________________________

_________________________________________________________________

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 basic pay & Pay Band __________________________________

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11. Educational Qualification (in descending order)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Examination</th>
<th>Name of Board/University</th>
<th>Year of Passing</th>
<th>Percentage of Marks</th>
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12. Experience (in descending order)

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<thead>
<tr>
<th>Name and address of the Office/Department</th>
<th>Post held</th>
<th>Period</th>
<th>Pay Scale</th>
<th>Nature of duties</th>
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</table>

13. Eligibility

<table>
<thead>
<tr>
<th>Prescribed eligibility criteria</th>
<th>Eligibility possessed by the candidate</th>
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</tbody>
</table>
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