

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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Adv. No. 23/2021/Estt./IHBAS/ 15081

Dated: 24/12/21

RECRUITMENT NOTICE**ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES AS PERSONAL ASSISTANT (RETIRED PERSON AS CONSULTANT) ON CONTRACTUAL BASIS IN IHBAS**

Walk-in-Skill Test for engaging Retired Government employees as **Personal Assistant (Retired Person as Consultant)** against 01 vacant post of Personal Assistant purely contractual basis initially for a period of one year, 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 10.01.2022 and subsequent days if required (Reporting Time between 09:30 AM to 10:30 AM) in the Activity Room, Academic Block, IHBAS.** Eligibility criteria for the aforesaid post are as under:

(i)	Category	Personal Assistant
(ii)	Name of the post	Personal Assistant (Retired person as Consultant)
(iii)	No. of posts	01 (One)
(iv)	Minimum Grade Pay/Pay Matrix Level on regular service in respective grade at time of retirement	Pay Matrix Level-6/7 (as per 7 th CPC)
(v)	Post held at the time of retirement:	Personal Assistant or equivalent
(vi)	Experience	Secretarial/Administration matters etc. Persons who have served in the similar capacity with high ranked officers on crucial appointments and higher proficiency in English Language will be given due weightage.
(vii)	Computer Knowledge	Candidate should be well conversant with the knowledge of Computer – especially in Word & Excel.
(viii)	Age Limit	Less than 62 years (Age limit shall be reckoned on the date of publication of this Recruitment Notice)

2. Interested and eligible candidates may apply in prescribed Application Form which is enclosed herewith as per **Annexure-C**.

3. Walk-in-Skill Test for engagement of Retired Government Employees as Personal Assistant (Retired person as Consultant) will be conducted on **10.01.2022** in Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi. The Terms & Conditions for engagement and Application Form are enclosed herewith as per **Annexure-B & Annexure C** respectively.


(Col. Maneesh Puri)
Joint Director (Admn)

Copy to : (1) **L&DO, IHBAS**- with a request to upload this Recruitment Notice on the website of IHBAS
(2) Notice Board

Terms & Conditions for engagement of retired Government Official as Personal Assistant (Retired person as Consultant)

1. The engagement of retired Government servant as Personal Assistant (Retired person as Consultant) should be against a vacant sanctioned post. 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.
2. The engagement of Personal Assistant (Retired person as Consultant) should initially be for a period of one year or till post is filled up by deputation whichever is earlier. However, it can be extended further subject to satisfactory performance of the consultant and depending upon the specific job and time frame for its completion. The maximum age limit of engagement as consultant shall be 65 years.
3. **The amount of monthly consolidated remuneration in the case of retired Government officials appointed as Personal Assistant (Retired person as Consultant) shall be Last Pay minus Basic Pension plus DA at the applicable rate. However, a retired Government official appointed as Personal Assistant (Retired person as Consultant) shall continue to draw pension and the dearness relief thereon during the period of his engagement as Personal Assistant (Retired person as Consultant). His/Her engagement as Personal Assistant (Retired person as Consultant) shall not be considered as a case of re-employment.**
4. The Personal Assistant (Retired person as Consultant) shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/Mobile, Transport facility, Residential Accommodation, Personal Staff etc.
5. No Government vehicle shall be provided to the Personal Assistant (Retired person as Consultant).
6. 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.
7. No TA/DA shall be admissible for joining the assignment or on its completion. Personal Assistant (Retired person as Consultant) will not be allowed foreign travel at government expenses. However, Personal Assistant (Retired person as Consultant) shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement.
8. Personal Assistant (Retired person as Consultant) shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, a Personal 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.
9. The engagement of Personal Assistant (Retired person as Consultant) is of a temporary nature and the engagement can be cancelled at any time by the department without assigning any reason.
10. Before engaging any retired Government servant as Personal Assistant (Retired person as Consultant), the Administrative Department should ensure that the retired official is clear from Vigilance angle.
11. He/She will not be permitted take any other assignment during the period of contract appointment with IHBAS. He/She can be required to work on holidays also, if need be, for which not additional remuneration will be paid.
12. He/She will not be entitled for any other facilities i.e. reimbursement of medical expenses, Leave Travel Concessions (LTC) etc.
13. He/She may be asked to perform any duties as and when assigned by higher authorities and that he/she shall discharge duties assigned to him with full responsibility and to the full satisfaction of higher authorities.
14. His/Her appointment will be purely on contract basis and he/she will have no right to claim for regular appointment as no such post exists in the department.

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DILSHAD GARDEN, DELHI-110095**

**FORMAT OF APPLICATION FOR THE POSTS PURELY ON CONTRACT BASIS
(FOR RETIRED GOVERNMENT EMPLOYEES)**

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 Knowledge specially Word & Excel: Yes/No

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:

- (1) Copies of all testimonials.
- (2) Copy of PPO
- (3) Copy of Vigilance Clearance Certificate.