

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

NABH Accredited Hospital for Patient Safety Quality Care (No. H-2012-0123)

(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.2/4092/2020/Estt./IHBAS/

Dated: 20/07/2020

RECRUITMENT NOTICE

ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES AS AAO (CONSULTANT) ON CONTRACTUAL BASIS IN IHBAS

Applications are invited for engaging Retired Government employees as **AAO (Consultant)** against vacant posts of Assistant Administrative Officer, purely on 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. Eligibility criteria for the aforesaid post are as under:

- | | | |
|--|---|---|
| (i) Category | : | Assistant Administrative Officer |
| (ii) Name of the post | : | AAO (Consultant) |
| (iii) No. of posts | : | 01(One) (may be increased to two) |
| (iv) Minimum Grade Pay/Pay Matrix
Level at the time of retirement | : | GP Rs. 4600/4800 (6 th CPC)/ Level-7/8 (7 th CPC) |
| (v) Post held at the time of retirement | : | Section Officer/Assistant Administrative Officer/
Superintendent etc. |
| (vi) Monthly Consolidated Remuneration | : | Last Pay minus Basic Pension plus DA at the
applicable rate |
| (vii) Experience | : | Administration/Establishment, Vigilance matters,
Court Cases, Purchase matters etc. |
| (viii) Age Limit | : | Less than 64 years (Age limit shall be reckoned on
the date of publication of Recruitment Notice in
Employment News). |

The interested and eligible candidates may apply in prescribed Application Form which is enclosed herewith as per Annexure-A. The application duly filled along with attested copies of required/supporting documents must be reached to Joint Director (Admn), IHBAS, Dilshad Garden, Delhi-110095, **within the 15 days** from the date of publication of this Recruitment Notice in the Employment News. The Terms & Conditions for engagement are enclosed herewith as per Annexure-B.

(Dr.VKS Gautam)
Offg. Joint Director (Admn)

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

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCE
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. 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)

12. Address for communication : _____

13. 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

Terms & Conditions for engagement of retired Government Official as Consultant

1. The engagement of retired Government servant 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 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 Consultant shall be Last Pay minus Basic Pension plus DA at the applicable rate. However, a retired Government official appointed as Consultant shall continue to draw pension and the dearness relief thereon during the period of his engagement as Consultant. His/Her engagement as consultant shall not be considered as a case of re-employment.
4. The Consultants 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 Consultants.
6. No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at government expenses. However, Consultants 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.
7. Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 08 days in a year (calculated on (pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.
8. The engagement of consultants is of a temporary nature and the engagement can be cancelled at any time by the department without assigning any reason.
9. Before engaging any retired Government servant as consultant, the Administrative Department should ensure that the retired official is clear from Vigilance angle.
10. 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.
11. He/She will not be entitled for any other facilities i.e. reimbursement of medical expenses, Leave Travel Concessions (LTC) etc.
12. 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.
13. 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.