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: jdaihbas@gmail.com Website: www.ihbas.delhigovt.nic.in

Adv. No. 4/2022/Estt./IHBAS/ 3561 **Dated:** 8/4/2022

RECRUITMENT NOTICE

ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES AS OFFICE ASSISTANT (RETIRED PERSON AS CONSULTANT) ON CONTRACTUAL BASIS IN IHBAS

Walk-in-Skill Test for engaging Retired Government employees as **Office Assistant (Retired Person as Consultant)** against 04 vacant posts of 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 20.04.2022 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	:	Assistant
(ii)	Name of the post	:	Office Assistant (Retired person as Consultant)
(iii)	No. of posts	:	04 (Four)
(iv)	Minimum Grade Pay/Pay Matrix Level on regular service in respective grade at time of retirement	:	GP Rs.4200/4600 (6^{th} CPC)/Pay Matrix Level-6/7 (as per 7^{th} CPC)
(v)	Post held at the time of retirement	:	Assistant/Head Clerk/ Section Officer/ Office Superintendent etc.
(vi)	Experience	:	Administration/Establishment, Vigilance matters, Legal and Court Cases, Purchase matters etc.
(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 interview for the post).

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

3. Walk-in-Skill Test for engagement of Retired Government Employees as Office Assistant (Retired person as Consultant) will be conducted on **20.04.2022** in Activity Room, Academic Block, IHBAS, Dilshad Garden, Delhi. The Terms & Conditions for engagement are enclosed herewith as per **Annexure-B.**

08 APR 22

(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

MENTAL ILLNESSES ARE TREATABLE

Annexure-A

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

1. The engagement of retired Government servant as Office Assistant (Retired person as Consultant) is against the sanctioned vacant post of Assistant. Therefore, he/she will be required to do all duties expected of this post. The consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period.
2. The consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period.
3. The engagement of Office 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.
4. **The amount of monthly consolidated remuneration in the case of retired Government officials appointed as Office 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 Office Assistant (Retired person as Consultant) shall continue to draw pension and the dearness relief thereon during the period of his engagement as Office Assistant (Retired person as Consultant). His/Her engagement as Office Assistant (Retired person as Consultant) shall not be considered as a case of re-employment.**
5. The Office 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.
6. No Government vehicle shall be provided to the Office Assistant (Retired person as Consultant).
7. The Office Assistant (Retired person as Consultant) will not be entitled to any Assistant/Typist etc for execution of his/her duties. He/She will have to execute the work with no such assistance.
8. 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.
9. No TA/DA shall be admissible for joining the assignment or on its completion. Office Assistant (Retired person as Consultant) will not be allowed foreign travel at government expenses. However, Office 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.
10. Office Assistant (Retired person as 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.
11. The engagement of Office 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.
12. Before engaging any retired Government servant as Office Assistant (Retired person as Consultant), the Administrative Department should ensure that the retired official is clear from Vigilance angle.
13. He/She will not be permitted take any other assignment during the period of contract appointment with IHBAS. He/She may be required to work on holidays also, if need be, for which no additional remuneration will be paid.
14. He/She will not be entitled for any other facilities i.e. reimbursement of medical expenses, Leave Travel Concessions (LTC) etc.
15. 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/her with full responsibility and to the full satisfaction of higher authorities.
16. 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.

Joint Director (Admn)