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Dilshad Garden, Delhi 110 095 (India)

Tel.: 2211 2136, 22583355, Fax: 2259 9227, E-mail: [directorihbas@vsnl.net](mailto:directorihbas@vsnl.net) Website: [ihbas.delhigovt.nic.in](http://ihbas.delhigovt.nic.in)

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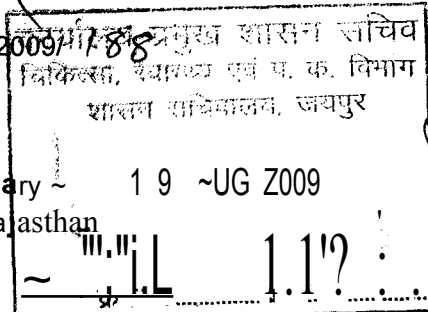
DR RK GROVER  
DIRECTOR

Dated: 01\_68 - 2(0)

No. F.1 (12)/Dir/IHBAS/2009/1788

To :

The Health Secretary ~ 19 ~UG 2009  
Government of Rajasthan



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SUB: **NOMINATION FOR ELIGIBLE AND SUITABLE CANDIDATES FOR CONSIDERATION  
SELECTION AGAINST THE POST OF DIRECTOR, IHBAS**

write this request note to you on behalf of the Institute of Human Behaviour & Allied Sciences (IHBAS), Delhi. This super-specialty Institute was established in 1993 as an autonomous organization under the Govt of NCT of Delhi for providing facilities in the field of Psychiatry and Neurosciences. The Institute, since then, has created a dedicated infrastructure comprising facilities for 314-bedded indoor beds (upgradable to 500 beds) for Psychiatry, Neurology and Neurosurgery along with supportive departments of Clinical Psychology, Psychiatry, Social Work, Epidemiology, Neuro-Radiology, Neuro-Pathology, Neurochemistry, Microbiology and Neuro-psycho-pharmacologyetc.

The Institute aims to foster integrated relationship between behavioural and neuro-sciences to evolve a comprehensive approach for management of these interlinked disorders in the society. The principal objectives of the Institute are:

- (i). To provide high quality super-specialty care using state of the art technology in Psychiatry; Neuro- and Behavioural Sciences;
- (ii). To conduct research in the field of Psychiatry, Neuro and allied sciences; and
- (iii). To provide comprehensive training at MD, OM, DNB, MPhil & PhD levels in Psychiatry; Neurology and allied subjects.

The Institute lays strong emphasis on academic, research, HRD and community outreach programmes in the said specialties and has already been recognized for conducting MD (Psychiatry), DNB/DM (Neurology) M Phil and PhD courses. The Institute has already made an indelible mark for its services in the field of its specialization and has ambitious plan for further expansion to become the leading such institution in its field at the international levels in the near future. It has recently been approved to be upgraded as 'Centre of Excellence' by the Govt of India, too.

To MEET THESE HIGH OBJECTIVES OF THIS INSTITUTE, WE ARE PRESENTLY IN SEARCH OF A HIGHLY MOTIVATED PROFESSIONAL POSSESSING LEADERSHIP QUALITIES IN THE FIELD OF PSYCHIATRY AND NEUROSCIENCES WITH ADEQUATE EXPERIENCE AND OUTSTANDING RECORD IN THE FIELD AS WELL AS IN ADMINISTRATION, FOR APPOINTMENT TO THE POST OF DIRECTOR OF IHBAS TO NURTURE AND DEVELOP THIS DEDICATED INSTITUTE INTO A UNIQUE 'HUB' OF EXCELLENCE IN ITS FIELDS OF ACTIVITIES.

Therefore, this is to request you to kindly suggest the Name(s) of such person(s) who in your opinion could be considered for this coveted post. The terms and conditions and qualifications/eligibility criteria etc. regarding this post are enclosed as Annex-I.. Bio-data of such persons alongwith their consent in the format given in Annexures II & III (enclosed) may please be forwarded to this Institute at the earliest.. This form is intended to provide the Selection Committee with the information about the nominee in making a suitable selection. Any other related information regarding the nominee may please be provided separately.

In case the nominee is working in Government/State Government/Autonomous Body/Statutory Body, the concerned department of the nominated candidate may please also be informed and requested to issue NOC in favour of the nominee and forward the same to the Director, IHBAS for the Selection Committee for consideration of his/her nomination.

Details about this post alongwith application form and consent form etc. are also available on the website of the Institute at: [www.ihbas.delhigovt.nic.in](http://www.ihbas.delhigovt.nic.in).

It will be highly appreciated if your reply/nominations to the post of Director, IHBAS are forwarded confidentially to this Institute at your earliest, so as these reach the undersigned positively on or before 15<sup>TH</sup> SEPTEMBER 2009.

Yours faithfully,



**(Dr RK Grover)**  
**Director, IHBAS**

Encl.:

1. Qualification and Eligibility criteria for the post (Annexure - I)
2. Application Format (Annexure - II)
3. Consent Form for the Nominee (Annexure -III)
4. Copy of the Newspaper Advertisement released on 29<sup>th</sup> July 2009 (*published in various leading newspapers on 30<sup>th</sup> July 2009*)

Copy for Information to: .....

1. Secretary to the Hon'ble Minister of Health & FW, GNCT of Delhi
2. OSD to the Chief Secretary, GNCT of Delhi
3. PS to the Pr Secretary (H&FW), GNCT of Delhi

Director, IHBAS

# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES

(an autonomous institution under the Govt. of NCT of Delhi)

Dilshad Garden, Delhi 110095 (India)

IHBAS\_

Tel.: 2211 2136, 22583355, Fax: 2259 9227, E-mail: [directorihbas@vsnl.net](mailto:directorihbas@vsnl.net), Website: [ihbas.delhigovt.nic.in](http://ihbas.delhigovt.nic.in)

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## ANNEXURE -I

### ELIGIBILITY CRITERIA/TERMS & CONDITIONS FOR THE POST OF THE DIRECTOR, IHBAS

1. Upper Age Limit : Below 50 years as on 01.09.2009 (relaxable for Govt. Servant or specially qualified &/or experienced candidates)
2. Essential Qualifications: Recognized Post Graduate Medical Degree in the field of Psychiatry or Neurosciences
3. Experience : (a) Teaching, research and / or practical experience of not less than 21 years after post graduation.  
(b) 07 years experience as Professor in comparable Institution like AIIMS, NIMHANS etc. or as Director-Professor either in Central Govt. or Govt. of NCT of Delhi medical institutions or equivalent  
(c) Those candidates who have served as Director/Head of any Institute of comparable eminence may also apply regardless of the condition at (b) above
4. Mode of Appointment : Deputation/transfer on deputation/Direct Selection
5. Tenure of Appointment : FIVE Years or up to 62 years of age or up to the age of superannuation in his/her parent cadre for candidates appointed on deputation, *whichever is earlier*
6. Salary : Rs.80,000/(fixed) + NPA and other allowances applicable as per recommendations of 6<sup>th</sup> Central Pay Commission
7. Last date for application: 31<sup>st</sup> August 2009 (15<sup>th</sup> Sept 2009 for Nominated or NRI Candidates)
8. Candidates working in Central Govt., State Govt., Autonomous Bodies or Statutory bodies will have to apply through proper channel. Advance copy MUST, however, be sent within due date. Original copy through proper channel or NOC must reach the Institute before or at the time of personal discussion/interview.



# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES

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ANNEXURE - II

## FORMAT OF APPLICATION FOR THE POST OF DIRECTOR

Please affix your recent passport size photograph here

1. Full Name (*in capitals*) :
2. Date of Birth (*DDMMYY*)/Gender : MALE / FEMALE
3. Father's/Husband's name :
4. Present Address :

Tel. (*with IS/J/STD Code*):

Mobile (*with ISD/STD Code*):



5. Permanent Address

6. Citizenship (*Please tick as applicable*) : Indian/NRI (Present country of stay, if NRI \_\_\_\_\_ -)

Passport No.

Issued by

Valid upto:

7. Caste (*Please tick as applicable*) : *SCI STt aBC (valid in Delhi) @eneral*  
(*Please attach documentary proof if belonging to reserve category*)

8. Academic/other qualifications (*starting from Degree onwards*):

S. No.	Examination passed	Year of passing	Name of College/University	% of marks	No. of attempts	Awards/merit etc.

Please attach extra sheets, If space above is insufficient

9. Details of employment (starting from the first position in chronological order):

S. No.	Name of the Employer	Post held (whether temporary or substantively)	Date of Joining	Date of leaving	Duration	Pay Scale	Present Pay & allowances

Please attach extra sheets, if space above is insufficient

10. Area(s) of Specialization :

11. Language known (Read, Write, Understand, and Speak):

S. No.	Understand only	Understand and speak only	Understand, speak and read only	Understand, speak, read and write	Any written examination or proficiency certificate in any of the languages

Please attach extra sheets, if space above is insufficient

12. Time required for joining after appointment offer, if selected: \_\_\_\_\_

13. Give below the names of two persons of eminence who are in a position to testify from their personal knowledge to your fitness for the post (they must not be related to you):

(i)

(ii)

14. Any additional qualifications such as management course/membership of Scientific Society/experience in administration/training abroad/foreign visits etc. (please attach extra sheet, if required):

15. A complete list of publications:

*(Please attach extra sheet - originals to be produced at the time of personal meeting)*

16. List of Enclosures:

(i)

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

TOTAL No. of Enclosures:

17. Forwarding &/or NOe from the present employer:

18. **Undertaking/Declaration**

I hereby undertake and declare that the information provided above by me is correct and true to the best of my knowledge and belief and nothing material has been concealed from therein.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature \_\_\_\_\_

(Name: \_\_\_\_\_ ~)

**CONSENT FORM FOR NOMINATION**  
*(only for candidates being nominated by others)*

I hereby give my consent to forward my name as a candidate for the post of Director, Institute of Human Behaviour and Allied Sciences (IHBAS), Dilshad Garden, Delhi-110095 on the terms and conditions as notified by IHBAS/Govt. of NeT of Delhi vide notification dated 29.7.2009

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES**  
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 Dilshad Garden, Delhi 110 095 (India)  
 Tel.: 2211 2336, 2258 3056, Fax: 2259 9227, E-mail: [directorihbas@vsnl.net](mailto:directorihbas@vsnl.net) Website: [ihbas.delhigovt.nic.in](http://ihbas.delhigovt.nic.in)

**"INVITING APPLICATIONS FOR APPOINTMENT OF DIRECTOR"**

The Institute of Human Behaviour and Allied Sciences (IHBAS), Delhi was established in 1993 under the Govt of NCT of Delhi as an autonomous institution dedicated to the field of Psychiatry and Neurosciences. The Institute has been providing excellent services to the society in its field of specialization ever since its establishment. Presently, this Institute is looking for a visionary in the field of Psychiatry and Neurosciences having matching professional acumen; academic & research aptitude; communication proficiency; management skills; organizational capabilities, team spirit and leadership qualities for appointment to the post of:

**DIRECTOR**

of the Institute. Indian and Non Resident Indian professionals, possessing the said qualities and the required qualifications and experience as given below, who are desirous of leading this prestigious Institution as a committed professional with complete honesty and dedication and who are keen to accept the challenge to make IHBAS as an Institution of excellence in line with international standards in the field of Psychiatry & Neurosciences, are invited to apply for consideration for the post on by the constituted Selection Committee of the Institute for appointment to the said post as per the following conditions:

**ELIGIBILITY CRITERIA TERMS & CONDITIONS FOR THE POST**

1. Upper Age Limit: Below 60 years as on 01.09.2009 (relaxable for Govt. Servant or specially qualified &/or experienced candidates)
  2. Educational Qualifications: Recognized Post Graduate Medical Degree in the field of Psychiatry or Neurosciences
  3. Experience: (a) Teaching, research and professional experience of not less than 21-years after post graduation.  
 (b) 07 years as Professor or as Professor in Central Government or NCT of Delhi medical Institutions or equivalent.  
 (c) Those candidates who have served as Director/Head of any Institute of comparable eminence, may also apply regardless of the condition at (b) above
  4. Mode of Appointment: Deputation or Direct Selection
  5. Tenure of Appointment: Five years up to 6 years before reaching the age of superannuation, in his/her parent cadre for candidate appointed in direct selection.
  6. Salary: Rs. 1,00,000/- + PA and other allowances payable as per applicable pay scale of 6th Central Pay Commission.
  7. Last date for application: 31st August 2009 (15th September 2009 for Non-resident or Retired candidates)
  8. Candidates working in Central Govt., State Govt., Autonomous Bodies or Statutory bodies will have to apply through proper channel in their respective organizations. However, they must submit original copy through proper channel or NOC must reach the Institute before or at the time of personal discussion/interview.
- DEDICATED PERSONS ONLY: IN THE CONCERNED FIELD DESIROUS OF BEING CONSIDERED FOR THE SAID POST SHOULD SUBMIT THEIR APPLICATION WITH ONE PHOTOGRAPH (PASSED IN THE APPLICATION) AND COPIES OF ALL RELEVANT DOCUMENTS (CERTIFICATES IN THE FORM OF NOTARIAL CERTIFICATE).
1. NAME; 2. DATE OF BIRTH; 3. THE NAME OF HIS/HERS HUSBAND'S NAME; 4. PRESENT ADDRESS; 5. PERMANENT ADDRESS; 6. CITIZENSHIP; 7. CASUALTY; 8. CADEMIC/OTHER QUALIFICATIONS STARTING FROM DEGREE (if any) ONWARDS (as below):

**9. Details of employment (starting from the first position and tabulated as below):**

NAME OF THE POST	GRADE	STATUS	DATE OF ESTABLISHMENT
DIRECTOR	ASSTANT DIRECTOR	...	...

10. AREA OF SPECIALIZATION; 11. LANGUAGES KNOWN (READ, WRITE, UNDERSTAND, SPEAK) - 11 TIME REQUIRED FOR JOINING IF SELECTED; 11 NAMES WITH ADDRESSES OF TWO PERSONS OF EMINENCE WHO ARE IN POSITION TO TESTIFY FROM PERSONAL KNOWLEDGE TO YOUR FITNESS FOR THE POST; 14-ANY ADDITIONAL QUALIFICATION (such as MANAGEMENT COURSE MEMBERSHIP OF SCIENTIFIC SOCIETY ETC); 15. COMPLETE LIST OF PUBLICATIONS; 16. USTQF ENCLASURES; 17. FORWARDING & OR NOC OVER, IF EMPLOYED (ADVANCE 90 DAYS) MAY BE SUBMITTED IN ANTICIPATION OF SELECTION REGARDING CORRECTNESS OF THE INFORMATION. STATEMENT SIGNATURE WITH DATE.

Short-listed candidates may be required to make a 8 powerpoint presentation before the Selection Committee for about 10-15 minutes regarding: 1. their professional profile; 2. their claim for suitability for the applied post; 3. their vision about their career and for IHBAS; 4. their strengths & weaknesses; 5. their expectations from this Institute; & that 6. how they would like to use this opportunity to contribute towards the functioning and growth of this Institute.

FOR MORE INFORMATION ABOUT IHBAS, PLEASE LOG ON TO OUR WEBSITE: [www.ihti.dehligovt.nic.in](http://www.ihti.dehligovt.nic.in)