



ANNEXURE-I

F. No.A.12024/1/2012-Estt.

National Human Rights Commission

Manav Adhikar Bhawan,
Block-'C', GPO Complex New Delhi -110 023

Sub: Filling up of various posts in the National Human Rights Commission on deputation on foreign service/re-employment/Short-term contract basis.

Applications are invited from suitable candidates fulfilling the eligibility conditions for appointment to various posts as mentioned at **Annexure-I** in the National Human Rights Commission on transfer on deputation on foreign service/re-employment/short-term contract basis. For the post of Inspector as indicated in **Annexure I**, retired officers will be considered, if sufficient number of candidates do not become available for appointment on deputation basis.

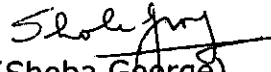
2. The Commission is a Statutory Autonomous Body and candidates selected will be appointed on transfer on deputation on foreign service basis for a period of three years. Exemption from immediate absorption has been obtained from the Government. National Human Rights Commission is an eligible office for allotment of Govt. accommodation from General pool.

3. The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.6.2010 as amended from time to time.

4. The applications of eligible candidates who are desirous of being considered for appointment to the posts meant for deputation and can be spared immediately, may please be forwarded to this office within 30 days from the date of publication of advertisement, alongwith attested photocopies of ACRs for the last 05 years and vigilance/disciplinary clearance. The applications should clearly indicate the service particulars, experience and educational qualifications etc. in the prescribed form as at **Annexure-II**. Applications received directly or without ACRs will **NOT** be entertained. The forwarding authority may also certify the information furnished in the bio-data. Retired persons applying for re-employment/short-term contract may submit their applications in **Annexure-II** directly to the Commission.

5. The maximum age limit for appointment on transfer on deputation on foreign service basis shall be 56 years.

6. The last date of receipt of applications will be within 30 days from the date of publication of advertisement in Employment News/Newspapers.


(Shoba George)
Under Secretary (Estt.)

Annexure-I

Sl. No.	Details of posts, pay scale and mode of recruitment	No. of Posts *	Eligibility criteria
1	Assistant Accounts Officer PB-2(Rs.9300-34800)+Rs.4800/- (Deputation)	01	<p>(i) Officers under the Central Govt. holding analogous posts on regular basis who have undergone training in Cash and Accounts in the ISTM or equivalent and possess experiences in cash and accounts work, or</p> <p>(ii) Junior Accounts Officers or equivalent in the pay scale of Rs.9300-34800+Rs.4200/- with 8 years regular service in the grade.</p>
2	Inspector PB-2(Rs.9300-34800)+Rs.4600/- (Deputation failing which by re-employment/short term contract)	07	<p>By transfer on deputation/transfer of officers:-</p> <p>(a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union; or</p> <p>(ii) Sub-Inspector in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector; or</p> <p>(iii) Officers working in the equivalent grade on regular basis under the Central Govt./State Govt Departments/Central Public Undertakings; and</p> <p>(b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.</p> <p>By re-employment/short-term contract</p> <p>Persons who have held analogous posts on regular basis in the Central/State Police Forces/Armed Forces of Union and possessing at least 5 years experience in vigilance or investigation or intelligence work.</p> <p>The period of short-term contract/re-employment shall not exceed two years.</p>
3	Research Assistant PB-2(Rs.9300-34800)+Rs.4200/- (Deputation failing which by re-employment/short term contract)	01	<p>Transfer on deputation/transfer:-</p> <p>Officers under the Central Govt./Universities/Research Institutes;</p> <p>(a) (i) Holding analogous posts on regular basis; or</p> <p>(ii) with 5 years regular service in a post in the pay scale of Rs.5200-20,200/-+ GP Rs.2400/- or above.</p> <p>(b) Possessing the following educational qualifications/experience:-</p> <p>Qualifications: Essential:-</p> <p>Bachelor Degree from a recognized university or equivalent</p> <p>Experience:-</p> <p>Research experience in any of social sciences or in the application of law and procedure.</p> <p>Desirable: Degree in Law from a recognized university or equivalent.</p> <p>By re-employment/short-term contract</p> <p>Persons who have held analogous post on regular basis under the Central Govt./Universities/Research Institutes and possessing qualifications and experience prescribed for deputationists.</p> <p>The period of short-term contract/re-employment shall not exceed 2 years.</p>

4	Assistant PB-2(Rs.9300-34800)+Rs.4600/- (Deputation)	03*	Officers under the Central Government (ii) holding analogous post on regular basis; or (ii) with five years regular service in the posts in the scale of pay of Rs.5200-20200+GPRs.2400/-
5	Junior Accountant 5200-20,200/- + GP Rs.2800/- (Deputation)	01	(i) Junior accountant having experience of departmental accounting system under Controller General of Accounts/Postal and Telegraph Accounts, Defence and Railways Accounts or Auditors under Comptroller and Auditor General. (ii) Failing-(i) above; Upper Division Clerks in Central Secretariat Clerical Service or subordinate offices with Cash and Accounts training conducted by the Institute of Secretarial Training and Management. (iii) Failing (i) & (ii) both Lower Division Clerks with 5 years regular service in the grade with experience in Cash/Accounts Section in the above offices.
6	Assistant Librarian 5200-20,200/- + GP 2400/- (Deputation)	01 (UR)	Officers holding analogous posts in a Library under the Central Govt. OR Upper Division Clerk working in any office of the Govt. of India possessing the Degree of a recognized university or equivalent and Diploma in Library Science of a recognized institution and having experience of working in a Govt. Library for a period of 3 years.
7	Steno Grade 'D' 5200-20,200/- + GP Rs.2400/- (Direct Recruitment)	01 Reserved for Ex- servicemen only	<u>Essential qualification:-</u> (i) 12 th Pass or equivalent from a recognized Board or University (ii) A speed of 80 words per minutes in Shorthand (English/Hindi) <u>Desirable Qualification:-</u> Degree from a recognized university Maximum age limit for the post of Steno Grade 'D' is 27Years. An Ex-servicemen shall be allowed to deduct the period of actual Military Service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, he shall be deemed to satisfy the condition regarding age limit.
8	Dispatch Rider 5200-20,200/- + GP 1900/- By Transfer/transfer on deputation failing which by direct recruitment)	01 (UR)	<u>Transfer/Transfer on deputation:</u> By transfer/transfer on deputation on the results of a test in driving, designate to adjudge suitability for the post with reference to the standards of competence considered essential in drivers of motor cycles/scooters from amongst the regular Group 'D' employees of the Central Govt./State Govt/Supreme Court/High Court and District Courts possessing valid driving license for motor cycle/scooter/Auto-rickshaw and experience of driving such vehicles for at least 3 years. Desirable qualification: pass in the 8 th standard of any recognized school. <u>By direct recruitment:-</u> Age:- between 23 and 30 years (relaxable for Govt. servants upto the age of 40 years in accordance with the instructions or orders issued by the Central Govt.) Essential qualification:- Possession of a valid driving license for motor cycle/scooter/Auto-rickshaw and experience of driving such vehicle for at least 3 years. Desirable:- Pass in 8 th standard of any recognized school

* The number of vacancies is subject to variation

BIO-DATA FOR DEPTUATION POSTS

- 1) Post applied for: _____
- 2) Name of the Applicant: _____
- 3) Contacts : a. Mobile _____
 b. Email _____
 c. Landline _____
- 4) Address for correspondence _____

- 5) Date of birth _____
- 6) Gender (Tick as appropriate) Male Female
- 7) Date of entry into Govt. Service _____
- 8) Name, address and contact No. of office where working at present _____

- 9) Present post held: _____
 (a) Date of appointment in the present post _____

 (b) Pay Band and Grade Pay _____
 (c) Whether the present post is held on deputation _____

 (d) If yes, mention name of parent office, post held on regular basis and date of appointment thereon _____

- 10) Educational Qualification: _____
- 11) Brief Service/ experience details: _____
- 12) Whether SC/ST/OBC: _____
- 13) (a) Whether eligible as per prescribed eligibility criteria for the post applied _____

 (b) If yes, indicate specific criteria being fulfilled (both essential & desirable wherever applicable) _____

Signature of the Applicant
 (Name and Designation in Block Letters)

Note: No column should be left blank

Contd...2.

Certificate by Parent Office

- (a) Certified that the information furnished by the candidate has been verified from records and is found to be correct.
- (b) Certified that copies of last 5 years ACRs duly certified by a gazetted officer are attached.
- (c) Certified that no vigilance enquiry is pending or contemplated against the individual and no (major or minor) penalty has been imposed on him/her during the preceding five (05) years.

Name: _____

Designation: _____

Office: _____

(Seal/Stamp)