

F.No.Z-16016/2/2017-Estt.  
**NATIONAL HUMAN RIGHTS COMMISSION**  
Manav Adhikar Bhawan, GPO Complex, 'C' Block, INA,  
New Delhi - 110023

Dated: 3 October, 2017

**WALK-IN-INTERVIEW FOR ENGAGEMENT OF CONSULTANT (SECTION OFFICER),  
CONSULTANT (PERSONAL ASSISTANT) AND CONSULTANT (STAFF CAR DRIVER)  
ON CONTRACT BASIS IN THE NATIONAL HUMAN RIGHTS COMMISSION**

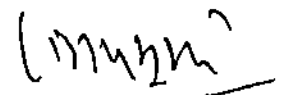
The National Human Rights Commission proposes to draw a panel of suitable persons for engagement as (i) Consultant (Section Officer), Consultant (Personal Assistant) and Consultant (Staff Car Driver) on contract basis as per requirement from time to time. The engagement is not on regular basis, but shall be for short durations on need basis on consolidated lump-sum contractual payment. The candidates will have no right to claim for continuation or for regular employment in the Commission. Terms and conditions of the engagement including eligibility criteria, remunerations etc. are given in **Annexure-I**

2. Interested candidates fulfilling the above eligibility criteria may send their Bio-Data in the enclosed proforma at **Annexure-II** by post or by hand to the **Under Secretary (Estt.), National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi – 110023** on or before **31<sup>st</sup> October, 2017**. Details of short listed candidates and date of walk-in-interview shall be displayed in the website of the Commission [nhrc.nic.in](http://nhrc.nic.in) within one week from the last date of receipt of applications. In case number of candidates is higher, the Commission reserves the right to short list the candidates on the basis of experience/suitability of the candidates.

4. The short listed candidates should bring attested copies of (i) Identity Card (Pan Card/Adhar Card/Election ID Card/DL/Pension Card etc.), (ii) Educational qualifications etc. while attending the interview.

5. Application not in the prescribed proforma shall be summarily rejected. Attending interview shall not confer the candidates any right for empanelment.

6. No TA/DA shall be paid for attending the Walk-in-interview.



(Sanjay Kumar)  
Under Secretary (Estt)

Encl: Annexure-I & II

**ELIGIBILITY CRITERIA, REMUNERATIONS AND OTHER TERMS AND  
CONDITIONS**

**1. Consultant (Section Officer)**

Eligibility criteria	Retired Section Officers or equivalent from Central Govt./State/Government/Autonomous Bodies, not above 62 years of age, having at least 10 years working experience in Establishment/RTI/Legal matters.
Age	Not more than 62 years of age
Remuneration	Rs.36,000/- per month (Rupees Thirty six thousand only) per month.
Tenure	This contractual appointment is on need based and for a limited period. The initial engagement would be for a period of <b>3 months</b> which can be extended/curtailed subject to satisfactory performance of the individual and requirement of the Commission.
General conditions	The assignment is on full time basis and the candidates appointed will be required to attend the office on all the working days or on holidays, if required, on account of exigencies of work, for which no additional remuneration will be paid. Office working hours 9.30 a.m to 6.00 p.m. (Lunch 1.30 to 2.00 p.m)
Selection	The appointment will be made on the recommendations of a Selection Committee constituted for this purpose. The short listed candidates will be called for a personal interview by the Selection Committee.

**2. Consultant (Personal Assistant)**

Eligibility criteria	Retired PS/PA from Ministries/Departments of the Central Government/State Government/Supreme Court/High Courts/District Courts /Public Sector Undertakings/Autonomous bodies, Army, Navy, Air Force, CAPF (Central Armed Police Force).
Age	Not more than 62 years of age
Remuneration	Rs.36,000/- per month (Rupees Thirty six thousand only) per month.
Essential	The candidates should be able to take dictation in English at a speed of 80/100 words per minutes.
Tenure	This contractual appointment is on need based and for a limited period. The initial engagement would be for a period of <b>3 months</b> which can be extended/curtailed subject to satisfactory performance of the individual and requirement of the Commission.

1/1/2024

General conditions	The assignment is on full time basis and candidates appointed will be required to attend the office on all the working days or on holidays, if required, on account of exigencies of work, for which no additional remuneration will be paid. Office working hours 9.30 a.m to 6.00 p.m. (Lunch 1.30 to 2.00 p.m)
Selection	The appointment will be made on the recommendations of a Selection Committee constituted for this purpose. The short listed candidates will be called for an interview/ stenography test by a Selection Committee.

### 3. Consultant (Staff Car Driver)

Eligibility criteria	Retired Staff Car Drivers/Dispatch Riders from Ministries/Departments of the Central Government/State Government/Supreme Court/High Courts/District Courts /Public Sector Undertakings/Autonomous bodies, Army, Navy, Air Force, CAPF (Central Armed Police Force) on regular basis.
Age	Not more than 62 years of age
Educational Qualification	Minimum 10 <sup>th</sup> Pass
Remuneration	Rs.20,000/- per month (Rupees Twenty thousand only) per month.
Essential	Possession of a valid driving licence for motorcars. Knowledge of motor mechanism and experience of driving motor car for at least 15 years. Experience in night driving and highway driving.
Tenure	This contractual appointment is need based and for a limited period. The initial engagement would be for a period of <b>3 months</b> which can be extended/curtailed subject to satisfactory performance of the individual and requirement of the Commission.
General conditions	The assignment is on full time basis and candidates appointed will be required to attend the office on all the working days or on holidays, if required, on account of exigencies of work, for which no additional remuneration will be paid. Office working hours 9.30 a.m to 6.00 p.m. (Lunch 1.30 to 2.00 p.m)
Selection	The appointment will be made on the recommendations of a Selection Committee constituted for this purpose. The eligible candidates will be called for a Driving/skill test and considered for engagement on the basis of recommendations of the Committee.

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**● APPLICATION FOR THE ENGAGEMENT AS CONSULTANTS (SECTION OFFICER)  
CONSULTANT (PERSONAL ASSISTANT) AND CONSULTANT (STAFF CAR DRIVER) ON  
CONTRACT BASIS IN THE NATIONAL HUMAN RIGHTS COMMISSION**

**POST APPLIED FOR .....**

**Name** - .....

**Date of Birth** - .....

**Present Address** - .....

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**Telephone No.** - .....

**Mobile No.** - .....

**email ID** - .....

**Educational Qualifications-** .....

**Date of entry into Govt. Service  
end brief service/experience** .....

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**Date of retirement with name** .....

**Of organization, details of last** .....

**pay drawn etc.** .....

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**Working experience** - .....

.....

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**Date**

**(Signature with name)**