



## Annexure-A

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

### **National Human Rights Commission**

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

Date: 10<sup>th</sup> August, 2015

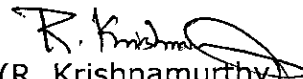
Sub: Filling up of various posts in the National Human Rights Commission on deputation on foreign service/re-employment/Short-term contract basis.

Applications are invited from suitable candidates fulfilling the eligibility conditions for appointment to various posts as mentioned at **Annexure-A** in the National Human Rights Commission on transfer on deputation on foreign service/re-employment/short-term contract 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.

- (i) 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.
- (ii) 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-I**. 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.
- (iii) The maximum age limit for appointment on transfer on deputation on foreign service basis shall be 56 years.

3. The last date for receipt of applications will be 30<sup>th</sup> September, 2015. Applications received beyond 30<sup>th</sup> September, 2015 will not be considered.

  
(R. Krishnamurthy)  
Section Officer (Estt)

## Advt. No.01/2015/Estt.

Sl. No.	Details of posts, pay scale and mode of recruitment	No. of Posts *	Eligibility criteria
1	Senior Research Officer PB-3 (Rs.15,600-39,100/-) + Grade Pay Rs.6600/-  Transfer/including short-term contract failing which by direct recruitment. (* ) failing which by re-employment/short term contract.	01	<b>Transfer/including short-term contract:-</b> Officers under the Central Govt./State Govt./Universities/Research Institutions:- (a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in post in the pre-revised scale of Rs.8000-13,500 (now PB-3 Rs.15,600-39,100/- + GP Rs.5400/- or equivalent; or (iii) With 8 years regular service in post in the pre-revised scale of Rs.6500-10,500 (now PB-2 9300-34,800/- + GP Rs.4800/-) or equivalent; and (b) (i) Possessing Masters degree in Political Science, History, Statistics, Sociology of a recognized university or equivalent. (ii) Degree in Law of a recognized University or equivalent (iii) 4 years research experience in any of the social science. <b>By direct recruitment:-</b> <b>Age:-</b> not exceeding 40 years (relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) (i) Possessing Masters degree in Political Science, History, Statistics, Sociology of a recognized university or equivalent. (ii) Degree in Law of a recognized University or equivalent (iii) 4 years research experience in any of the social science. <b>(* )</b> By re-employment/short-term contract from persons who have held analogous posts under the Central Govt./State Govt./Universities/Research Institutions on regular basis and possessing the educational qualifications and experience for direct recruits as mentioned above. The period of short-term contract/re-employment shall not exceed two years.
2	Assistant Registrar PB-3 (Rs.15,600-39,100/-) + Grade Pay Rs.6600/-  By transfer on deputation /transfer failing which by re-employment/short-term contract.	01	<b>By transfer on deputation:-</b> Officers possessing a degree in law and holding analogous posts in Central Govt./Supreme Court/High Court/CAT or officers of Central Govt./Supreme Court/CAT/High Court in the Pay Band-2 Rs.9300-34,800/- + GP Rs.4800/-with 8 years of regular service. <b>By re-employment/short-term contract:-</b> Persons who have held analogous posts on regular basis in Central Govt./Supreme Court/High Court/CAT and possessing a degree in law. The period of short-term contract/re-employment shall not exceed two years.
3	Section Officer PB-2(Rs.9300-34800)+ Grade Pay Rs.4800/- By transfer on deputation/transfer	01	(a) Officers holding analogous posts on regular basis or with 8 years regular service in the pre-revised pay scale of Rs.5500-9000 or equivalent; and (b) Possessing experience of Administration/establishment and accounts matters. (c) Desirable: a degree in law.
4	Assistant Accounts Officer PB-2(Rs.9300-34800)+Rs.4800/- (Deputation)	01	(ii) 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  (ii) Junior Accounts Officers or equivalent in the pay scale of Rs.9300-34800+Rs.4200/- with 8 years regular service in the grade.

Sl. No.	Details of posts, pay scale and mode of recruitment	No. of Posts *	<u>Eligibility criteria</u>
5	Dy. SP PB-2(Rs.9300-34800)+ Grade Pay Rs.5400/- Transfer on deputation/ Transfer failing which by re-employment/ short term contract	01	<p><u>Transfer on deputation/transfer:-</u>  <b>Officers under Central/State Police Organisations:-</b>            (a) (i) holding analogous posts on regular basis or;            (ii) Inspectors of Police with 5 years regular service in the grade or equivalent; and            (b) Possessing experience in investigation of criminal cases.  <u>By re-employment/short-term contract:-</u>            Persons who have held analogous posts on regular basis under the Central Govt./State Police Organizations and possessing experience in investigation of criminal cases.            The period of short-term contract/re-employment shall not exceed two years.</p>
6	Inspector* PB-2(Rs.9300-34800)+ Grade Pay Rs.4600/- Transfer on deputation/ Transfer failing which by re-employment/ short term contract	06	<p><u>By transfer on deputation/transfer of:-</u>            (a) (i) working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of the Union; or            (ii) Sub-Inspectors in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector; or            (iii) Officers working in the equivalent grade on regular basis under the Central/State Departments/Central Public Undertakings; and            (b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.   <u>By re-employment/short-term contract:-</u>            Persons who have held analogous posts on regular basis in the Central/State Police Forces/Armed Forces of the Union and possessing at least 5 years experience in vigilance or investigation or intelligence work.            The period of short-term contract shall not exceed two years.</p>
7	Personal Assistant PB-2(Rs.9300-34800)+GP Rs.4600/- By transfer on deputation/ transfer failing which by direct recruitment.	05	<p>Officers under the Central Govt.            (i) Holding analogous posts on a regular basis; or            (ii) With 8 years regular service in Pay Band Rs. 5200-20,200/- + GP Rs.2400/-</p>
8	Research Assistant PB-2(Rs.9300-34800)+Rs.4200/- (Deputation failing which by re-employment/short term contract)	01	<p><u>Transfer on deputation/transfer:-</u>  <b>Officers under the Central Govt/Universities/Research Institutes;</b>            (i) Holding analogous posts on regular basis; or            (ii) with 5 years regular service in a post in the pay scale of Rs.5200-20,200/-+ GP Rs.2400/- or above.            (c) Possessing the following educational qualifications/experience:-  <u>Qualifications: Essential:-</u>            Bachelor Degree from a recognized university or equivalent  <u>Experience:-</u>            Research experience in any of social sciences or in the application of law and procedure.            Desirable: Degree in Law from a recognized university or equivalent.  <u>By re-employment/short-term contract</u>            Persons who have held analogous post on regular basis under the Central Govt./Universities/Research Institutes and possessing qualifications and experience prescribed for deputationists.            The period of short-term contract/re-employment shall not exceed 2 years.</p>

Sl. No.	Details of posts, pay scale and mode of recruitment	No. of Posts *	Eligibility criteria
9	Assistant* PB-2(Rs.9300-34800)+GP Rs.4600/- Transfer on deputation	01	Officers under the Central Government; (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in the posts in Pay Band Rs. 5200-20,200/- + GP Rs.2400/-
10	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.
11	Assistant Librarian 5200-20,200/- + GP 2400/- (Deputation)	01	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.

\* These vacancies are tentative and their numbers may increase or decrease.

  
(R.Krishnamurthy)  
Section Officer(Estt.)

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects</li><li>(ii) Awards/Scholarships/Official Appreciation</li><li>(iii) Affiliation with the professional bodies/institutions/societies and;</li><li>(iv) Patents registered in own name or achieved for the organization</li><li>(v) Any research/ innovative measure involving official recognition</li><li>vi) any other information.</li></ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned****(Employer/ Cadre Controlling Authority with Seal)**