

राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक-सी, जी.पी.ओ. कम्प्लेक्स, आई.एन.ए., नई दिल्ली -110023 (भारत)

Manav Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-110023 (INDIA)

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E-mail: nhrcestu@nic.in

Website: www.nhrc.nic.in

Advt. No. 3 /2019

Applications are invited against following vacancies in the Commission

Administration Division:-

Sl. No.	Name of the Post	Recruitment Mode	No. of Post	Who can apply
1.	Librarian/Documentation Officer L-10 of 7 th CPC (Rs.56100-177500)	By deputation	1	Officers under the Central government
2.	Section Officer L-8 of 7 th CPC (Rs.47600-151100)	By deputation	4	Officers under the Central government
3.	Junior Translator L-6 of 7 th CPC (Rs.35400-112400)	By transfer on deputation/ transfer failing which direct recruitment	2	Officers under the Central government
4.	Private Secretary L-8 of 7 th CPC (Rs.47600-151100)	By deputation	2	Officers under the Central government
5.	Personal Assistant L-7 of 7 th CPC (Rs.44900-142400)	By deputation	1	Officers under the Central government

Research Division

6.	Joint Director (Research) Level-12 of 7 th CPC (Rs.78800-209200)	By transfer on deputation/short term contract	1	Officer under the Central Govt./State Govt/ Autonomous Bodies Universities/Research Institutions
7.	Sr. Research Officer L-11 of 7 th CPC (Rs.67700-208700)	By transfer on deputation including short term contract failing which direct recruitment	2	Officers under the Central/State Govt./ Universities/ Research Institutions (serving/ retired)
8.	Senior Research Assistant L-7 of 7 th CPC (Rs.44900-142400)	By transfer on deputation	1	Officers under the central government , State Government, Union Territories, autonomous or statutory organizations, PSUs, Universities or Recognized Research Institution.
9.	Research Assistant L-6 of 7 th CPC (Rs.35400-112400)	By transfer on deputation/transfer	3	Officers under the Central Government/Universities/Research Institutes

Investigation Division

10.	Inspector L-7 of 7 th CPC (Rs.44900-142400)	By deputation failing which by re- employment/short term contract	4	Officers under the Central government (serving/retired)
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Accounts Division

11	Assistant Accounts Officer L-8 of 7 th CPC (Rs.47600-151100)	By deputation	2	Officers under the Central government
12	Junior Accountant L-5 of 7 th CPC (Rs.29200-92300)	By deputation	2	Officers under the Central government

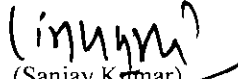
Note: 1 .(i) Number of post(s) may vary.

(ii) Separate application(s) may be submitted if a candidate is applying for more than one post.

(iii) Commission reserves the right to cancel/withdraw the vacancy. Applicants may see Commission's website for updation of information in this regard.

2. Last date for receipt of application is **30.11.2019**. Applications received beyond this date will not be considered.

3. Detailed eligibility conditions and proforma of applications are available in the Commission's website www.nhrc.nic.in


(Sanjay Kumar)
Under Secretary (Estt.)

1. Librarian/Documentation Officer

Eligibility

For Deputation

Officers under the Central government ,

(a)(i) Holding analogous post on a regular basis or;

(ii) with 3 years' regular service in posts in the scale of PB-2 RS. 9300-34800/- + GP Rs. 4800/-(pre-revised) or equivalent or

(iii) With 8 years regular service in posts in the scale of PB-2 Rs. 9300-34800/- + GP Rs. 4600/-(pre-revised) or equivalent and

(b) Possessing the educational qualification and experience as mentioned below:-

Essential

(i) Degree of a recognized university or equivalent

(ii) Bachelor's degree or equivalent diploma in Library Science of a recognized University/ Institute or equivalent;

(iii) 2 years' professional experience in a Library of Standing

Or

Diploma in computer Computer Application from a recognized University/Institutions or equivalent

2. Section Officer

Eligibility

For deputation:-

(i) Officers under the Central Govt. holding analogous posts on regular basis OR with 8 years regular service in Pay Matrix Level -6 (PB-2 RS. 9300-34,800/- + GP Rs. 4200/- (pre-revised) or equivalent; and

(i) Possessing experience of Administration/establishment and accounts matters.

Desirable: a degree in law.

3. Junior Translator

Eligibility

By transfer on deputation

Holding analogous post on regular basis in the Central Government.

4. Private Secretary

Eligibility

By Deputation

(i) Holding analogous posts on regular basis; or

(ii) With 8 years regular service in a post of Stenographer in the pay scale of PB-2 + GP Rs.4200 (pre-revised)

5. Personal Assistant

By deputation:-

Officers under the Central Govt.

(i) Holding analogous posts on a regular basis; or

(ii) With 8 years regular service in the post of Stenographer in Pay Band Rs.5200-20200/- + GP Rs.2400/- (pre-revised)

6. Joint Director (Research)

Eligibility

For deputation

Officers under the Central Govt./State Govt./Universities/Research Institutions holding analogous posts on regular basis, Possessing following educational qualifications and experience:

Essential

(i) Masters Degree in Political Science/ Sociology/Social Work/Economics/Human Rights/Psychology/Population Studies or Criminology from a recognized University.

(ii) 5 years research experience in any of the above subjects in an Institution/ University of repute.

Desirable

Ph.D or LLM from any recognized University

By Short term contract/re-employment

By Short term contract/rc-employment from persons who have held analogous posts under the Central Govt./State Govt./Autonomous Bodies/Universities/Research Institutions on regular basis and possessing educational qualifications and experience prescribed for deputationists above.

(Note:- The period of short short-term contract/re-employment shall not exceed two years).

7. Senior Research Officer:-

Eligibility

Transfer on deputation

Officers under the Central/State Govt./ Universities/ Research Institutions:

(a)(i)holding analogous post on regular basis; or

(ii)with five years regular service in Post in scale of PB-3 with GP Rs.5400/-(pre-revised) or equivalent

(iii) with 8 years regular service in scale of Rs.PB-2 with GP Rs.4600(pre-revised) or equivalent and possessing educational qualification prescribed for direct recruitment as per details given below:-

Essential

(i)Masters degree in Political Science, History, Statistics, Sociology of a recognized university or equivalent

(ii) Degree in Law of recognized University or equivalent

(iii)4year research experience in any of the social sciences

By re-employment/short-term contract:-

(i) 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 as prescribed for deputations above.

(ii) The period of short short-term contract/re-employment shall not exceed two years.

By Direct Recruitment:-

(i) Age limit:- Not exceeding 40 years (Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.

(ii) Essential qualification:-

(i) Masters degree in Political Sciences, 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.

Note:

The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Divn of J&K State, Lahul and Sptiti District and Pangi Subdivision of Chamba district of Himanchal Pradesh, Adman & Nicobar Islands or Ladshadweep)

8. Senior Research Assistant:-

Eligibility

By Deputation:- Officers under the Central Govt./State Govt./Autonomous Bodies/Universities/Research Institutions holding:

- (i) Analogous posts on regular basis; or
- (ii) Posts with 4 years regular service in PB-2 + Grade Pay 4200(pre-revised); and Possessing following educational qualifications and experience:

Qualification

- (ii) Masters Degree in Political Science/ Sociology/ Social Work/Economics/Human Rights/ Psychology/Population Studies or Criminology from a recognized University.

Experience (Desirable)

2 years research experience in any of the social science.

9. Research Assistant:-

Eligibility

Deputation:-

Officers under the Central Govt./Universities/Research Institutes;

- (a) (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/- (pre-revised) or above.
- (b) Possessing the following educational qualifications/experience:-

Essential Qualifications: - Bachelor Degree from a recognized university or equivalent

Experience:- 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.

10. Inspector:-

Eligibility

By deputation

- (a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union: or
- (ii) Sub-Inspector 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 Govt./State Govt Departments/Central Public Undertakings; and
- (b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.

By re-employment/short-term contract:-

(i) 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.

(ii) The period of short short-term contract/re-employment shall not exceed two years.

11. Assistant Accounts Officer:-

Eligibility

- (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
- (ii) Junior Accounts Officers or equivalent in the pay scale of Rs.9300-34800+Rs.4200/-(pre-revised) with 8 years regular service in the grade

12. Junior Accountant:-

- (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.

(B) Other terms and conditions For deputation/re-employment/short-term contract posts:-

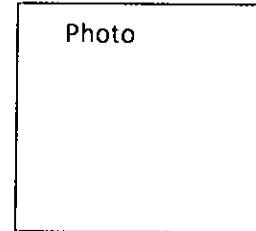
- (i) The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.6.2010 as amended from time to time.
- (ii) The applications of eligible candidates who are desirous of being considered for appointment to the posts meant for deputation and can be spared immediately, may please be forwarded to this Commission *latest by* 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.
- (iii) *Retired persons applying for re-employment/short-term contract and direct recruitment basis may submit their applications in Annexure-II directly to the Commission.*
- (iv) The maximum age limit for appointment on deputation basis shall be 56 years.

(C) How to apply:-

The candidates fulfilling the eligibility conditions may apply in the prescribed format as per Annexure-I for the posts earmarked to deputation. For the posts earmarked to re-employment/short term contract and direct recruitment basis, they may apply on Annexure-II and send the same by post to the Under Secretary (Estt), National Human Rights Commission, Manav Adhikar Bhawan, Block-C, GPO Complex, INA, New Delhi-110 023, along with copies of relevant supporting self attested documents like proof of age, qualification, category certificate, disability certificate etc.

ANNEXURE-I

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION POST



Advt. No. 03/2019/Estt

1.	Name and Address (In Block Letters)	
2.	Date of Birth (in Christian era)	
3.	I. Date of entry to 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)	
	Qualification /Experience required as mention in the advertisement/vacancy circular	Qualification/Experience possessed by the officer
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	C) Qualification	C) Qualification
	D) Experience	D) Experience
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.	
5.2	In the case of degree and post graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the candidate.	
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	

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.					
7.	Details of employment in chronological order. Enclose 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 bands 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. Adhoc or Temporary 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 present office/organization to which applicant belongs.	d) Name of the post and pay of the post held in substantive
9.1	Notes: In case of Officers already on deputation, the applications such officers should be forwarded by the parent cadre/ department along with cadre clearance, vigilance clearance and integrity certificate.		
9.2	Note: Information under column 9© & (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 lied in his parent cadre/organization.		

10	If any post held on deputation in the post 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 Organization e) Universities f) Others		
12	Please state whether your are working in the same department and one in the feeder grade or feeder to feeder grade		
13	Are you revised scale of pay if yes, give the date from which the revision rank 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 on organization which is not belongs to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed		
	Basic pay in the pay	Grade Pay	Total Emoluments
16	A additional information, if any relevant to the post you applied for the support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed. In this Vacancy Circular/ Advertisement) (Note: enclose a separate sheet, if the space is insufficient)		
16.1	Advertisement The candidates are requested to including information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official		

	Appreciation (iii) Affiliation with the professional bodies/institutions (iv) Patents registered in own name or achieved for the organization (v) Any research innovative measure involving official regularization (vi) Any other information. Note: enclose a separate sheet if the space is insufficient)	
17	Please state whether you are applying for deputation/STC/Absorption/Re-employment basis (officers under central/state governments are only eligible for "Absorption". Candidates of non government organization are eligible only for short term contract)	
17.1	The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"	
18	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response 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 candidate)

Address _____

Date _____

Certification by the Employee/ Cadre Controlling Authority

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

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/photocopy of ACR for the last five years duly attested by an officer of the rank of under secretary of the government of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/ her during the last ten years or a list of major/minor penalty imposed on him/ her during the last ten year enclosed (as the case may be)

Counter signed

(Employer/Cadre Controller Authority with seal)

APPLICATION FORM FOR RECRUITMENT TO THE POST OF
ON RE-EMPLOYMENT / SHORT TERM CONTRACT / DIRECT RECRUITMENT BASIS

Paste here firmly
recent photograph

(4 cm x 5 cm)
(do not staple)

Advt. No. 03/2019/Estt

Post applied for: _____

1. Name of Candidate : _____
(As per matriculation certificate)
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____
(As per matriculation certificate)
- 4(a). Age as on 30.11.2019 : _____
- 4(b). Whether seeking age relaxation : _____
5. Gender (Male/Female) : _____
6. Nationality : _____
7. Details of fee : _____
(DD/Bankers Cheque No. & date)
8. Category : _____
(whether SC/ST/OBC/General)
9. Whether Physically Handicapped: _____
(OH/VH/HH)
- 9(a). If VH, whether scribe is required : _____
or not
10. Medium of skill test : _____
(English / Hindi)

11. Educational/Professional Qualification:

Sl. No.	Exam/ Degree Passed	School/ College/ University	Subject Taken	Year of passing	Class/ Division & %age

12. Experience:

Name of the Employer/ Organisation	Post Held	From	to	Nature of duties	Scale of pay and last salary drawn

13. Permanent Address : _____

14. Address for Communication along with Pin No. : _____

15. Mobile No. (if any) : _____

16. E-mail-ID (if any) : _____

17. Any other information : _____

Dated:

(Signature of the candidate)

DECLARATION

(i) I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.

(ii) I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

(iii) I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.

(iv) * For Central Govt. Civilian Employees seeking age relaxation

I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the notice of the examination on or before date of closing of submitting application form given in the notice.

(v) *For candidate belonging to OBC

I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel & Training Office Memorandum No. 36012/22-93-Estt (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate as per the prescribed format.

(vi) I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Place :

Date :

(Signature of the candidate)

(unsigned application will be rejected)