

No.A-12024/5/2026-Estt 6482
National Human Rights Commission

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

Dated, 21st October, 2026

Advertisement No. 09/2026-Estt.

Subject: Advertisement for engagement of retired Government Servants as consultants in the National Human Rights Commission (New Delhi) on a contract basis.

The National Human Rights Commission (NHRC), a statutory body constituted under the Protection of Human Rights Act, 1993, invites applications from eligible retired Government servants for engagement as Consultants on contract basis against the following positions in the Commission. The engagement shall be purely contractual in nature and shall not confer any right for regular appointment in NHRC.

2. DETAILS OF POSITION

Sl. No.	Position	No. of Position
1	Consultant (Ministerial)	15
2	Consultant (Secretarial Staff)	15
3	Consultant (Accounts)	03

The number of positions is indicative and may be increased or decreased depending upon the functional requirements of the Commission.

3. ELIGIBILITY CRITERIA

i) CONSULTANT (MINISTERIAL)

Essential Eligibility

Retired Government servants who have retired from Central Government or State Governments or Union territory Administrations as Section Officer, Assistant Section Officer (ASO), Assistant or equivalent posts;

- Have retired from a post corresponding to Pay Level-6 to 8 of the Pay Matrix, or an equivalent level under the 7th Central Pay Commission;
- Possess sound knowledge of Government rules, regulations, procedures and office practices;
- Have working knowledge of computer applications, including MS Office and e-Office.

Desirable Experience

- Establishment and personnel administration.
- Knowledge of FRSR, CCS (Conduct) Rules, CCS (Leave) Rules, CCS (Pension) Rules, GFR-2017 and related Government instructions.
- Processing of RTI applications and appeals.
- Recruitment and service matters.
- Handling disciplinary and vigilance matters.
- Parliament Questions, Court Cases and grievance matters.
- Procurement through GeM Portal.
- Experience in noting, drafting and file processing.

ii) CONSULTANT (SECRETARIAL STAFF)

Essential Eligibility

Retired Government servants who have retired from Central Government or State Governments or Union territory Administrations as Personal Assistant, Senior Personal Assistant, Stenographer Grade-I, Personal Secretary, Private Secretary or equivalent posts;

- a.) Have retired from a post corresponding to Pay Level-6 to 8 of the Pay Matrix or equivalent under the 7th Central Pay Commission;
- b.) Possess experience in providing secretarial assistance to senior officers;
- c.) Possess proficiency in English stenography and adequate knowledge of computer applications, including MS Office and e-Office systems, with the ability to work in a digital office environment.

Desirable Experience

- Handling confidential and sensitive matters.
- Managing schedules, appointments and meetings.
- Recording minutes of meetings.
- Knowledge of Government office procedures.
- Good communication and interpersonal skills.

iii) CONSULTANT (ACCOUNTS)

Essential Eligibility

Retired Government servants who have retired from Central Government or State Governments or Union territory Administrations as Junior Accountant, Accountant, Senior Accountant, Junior Accounts Officer, Assistant Accounts Officer, or any equivalent posts;

- a.) Have retired from a post corresponding to Pay Level-6 to 8 of the Pay Matrix under the 7th Central Pay Commission;
- b.) Possess experience in Government accounting, budget, expenditure management, bill processing, audit and financial administration;
- c.) Have working knowledge of PFMS, Government accounting procedures, budget management, audit and financial administration and financial rules.

Desirable Experience

- Experience in Finance and Accounts Divisions of Central Government Ministries/ Departments.
- Qualified Cash and Accounts Course from the Institute of Secretariat Training and Management (ISTM).
- Budget preparation and expenditure control.
- Processing of salary, TA/ DA, LTC and other employee claims.
- Knowledge of GFR-2017, Delegation of Financial Powers Rules and Government accounting procedures.
- Experience in audit, reconciliation of accounts and financial reporting.
- Experience in procurement-related financial transactions through GeM.
- Proficiency in PFMS, MS Excel and other accounting applications.

4. Age Limit

- a) Applicants should be **below 64 years of age as on the closing date for receipt of applications.**
- b) The engagement shall not continue **beyond the age of 65 years.**
- c) Applicants should be medically fit and capable of performing official duties.

5. Remuneration and other entitlements –

- a) Remuneration shall be regulated in accordance with the Department of Expenditure O.M. No. 3-25/2020-E.IIIA dated 09.12.2020, as amended from time to time.
- b) The monthly remuneration shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement.
- c) The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.
- d) No increment and Dearness Allowance shall be allowed during the term of the Contract. No HRA shall be admissible.
- e) Deduction of mandatory taxes will be applicable at the time of payment of consultancy fee.
- f) The engagement will be strictly contractual and will not confer any other financial benefits to the selected candidates, other than the consultancy fee.
- g) The consultant shall not be entitled to any benefit like provident fund, pension, gratuity, medical attendance treatment, seniority, promotion etc. or any other available benefits available to the regular employees of the Commission.

6. TRANSPORT ALLOWANCE

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

7. TA/ DA FOR OFFICIAL TOURS

Consultants, if required to undertake official tours in connection with the work assigned to them, shall be entitled to Travelling Allowance (TA) and Daily Allowance (DA) as admissible under the applicable Government of India instructions governing retired Government servants engaged as Consultants, as amended from time to time.

8. LEAVE

The Consultants shall be entitled to paid leave at the rate of **1.5 days for each completed month of service**. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time subject to discretion of the competent authority and circumstances/ requirement of work of that time. Discretion to refuse or revoke leave shall be reserved with the concerned Head of Division in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to the Consultant. In case of absence from duty beyond entitled leave, a pro-rata deduction from the monthly contractual fee as applicable shall be made.

9. WORKING HOURS

- a) The engagement of the Consultant will be on full time basis. Normal working hours will be from 09.30 to 18.00 hrs. for 5 days in a week.
- b) Working hours are subject to change from time to time. Saturdays/ Sundays will be closed holidays.
- c) In exigencies, the Consultant may be required to work beyond office hours and/ or on closed holidays. No extra allowance or remuneration for such work will be admissible.
- d) The Consultant shall not accept any other professional appointment, paid or otherwise during the term of engagement with the Commission.

10. PERIOD OF ENGAGEMENT

- a) The engagement shall initially be for a period of one year or until further orders, whichever is earlier, subject to the upper age limit,
- b) The engagement may be extended further if required, subject to:
 - Functional requirements of NHRC;
 - Satisfactory performance;
 - Medical fitness;
 - Approval of the Competent Authority.
- c) The NHRC can terminate the Consultancy Contract at any time without prior notice and without providing any reason for it. NHRC reserves the right to terminate the services of an Individual Consultant at any stage. However, in the normal course NHRC will provide one month's notice or one month remuneration without prior notice to the individual consultant. The Individual consultant can also seek for termination of the Consultancy contract upon giving one month's notice to the NHRC.

11. GENERAL TERMS AND CONDITIONS

- a) The engagement shall be purely contractual and temporary.
- b) The engagement shall not confer any right for regular appointment in NHRC.
- c) Consultants shall maintain discipline, absolute integrity, devotion to duty and strict confidentiality in respect of all official matters, documents, information and records that may come to their knowledge in the course of their engagement.
- d) Consultants shall not undertake any assignment or employment which may result in conflict of interest.
- e) NHRC reserves the right to terminate the engagement at any stage in case of:
 - Unsatisfactory performance;
 - Misconduct;
 - Lack of integrity;
 - Breach of confidentiality;
 - Physical incapacity affecting performance of duties.
- e) NHRC reserves the right to terminate the engagement at any stage in case of:

12. HOW TO APPLY

Interested and eligible retired Government servants may submit their applications in the prescribed format (Annexure-I). The duly filled-in application in the prescribed format, along with self-attested copies of the following documents, may be submitted by post, by hand or through e-mail to the Under Secretary (Estt.), National Human Rights Commission, Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023 within **15 days from the date of publication of this advertisement on the website of the Commission:**

- a) Pension Payment Order (PPO);
- b) Retirement Order;
- c) Last Pay Certificate/ Last Pay Slip;
- d) Educational Qualification Certificates;
- e) Cash & Accounts Course Certificate issued by the ISTM (for Consultant Accounts);
- f) Copies of APAR for the last five years preceding retirement;
- g) Experience certificates, if any;

Applications that are incomplete, not accompanied by the requisite documents, or received after the prescribed last date shall not be considered.

14. SELECTION PROCEDURE

- a.) Applications received within the prescribed period shall be scrutinised.
- b.) Eligible candidates may be shortlisted based on experience, suitability and organisational requirements.
- c.) Shortlisted candidates may be called for interaction/ interview.
- d.) The date, time and venue of the interview will be conveyed to the shortlisted candidates through email at the email address provided by the applicants.
- e.) Mere fulfillment of eligibility criteria shall not confer any right to be called for interaction/ interview or engagement.
- f.) The applicants will have to make their own arrangements to reach the place of interview and no TA/DA will be paid by the Commission to the applicants for attending the interaction/ interview.
- g.) NHRC reserves the right to:
 - Increase or decrease the number of Consultants proposed for engagement;
 - Reject any or all applications;
 - Cancel the engagement process at any stage without assigning any reason.
- h.) The final selection will be based on the performance of the candidate at the time of interaction/ interview and the decision of the Commission regarding selection of candidate will be final.

15. The selected person will be required to enter into a contract with the Commission in a prescribed format from the actual date of engagement as Consultant with regard to conditions of contractual service, as elaborated here including any other relevant clause.



(Deepali Shahi)

Under Secretary (Estt)

APPLICATION FOR ENGAGEMENT/ HIRING OF SERVICES OF RETIRED GOVT SERVANT
AS CONSULTANT (.....)
IN THE NATIONAL HUMAN RIGHTS COMMISSION, NEW DELHI ON CONTRACTUAL BASIS

Paste here
firmly recent
passport size
photograph

1. Position applied for : _____
2. Name of Candidate : _____
(As per matriculation certificate)
3. Father's Name : _____
4. Date of Birth : _____
(As per matriculation certificate)
5. Age as on last date of receipt : _____
of application (DD/MM/YY)
6. Date of entry into Govt. Service : _____
7. Date of retirement : _____
8. Last post held : _____
9. Pay Scale of Last post held : _____
(Copy of LPC/ PPO must be attached)
10. Pension being drawn : _____
(Copy of PPO must be attached)
11. Gender (Male/Female) : _____
12. Nationality : _____
13. Category : _____
(whether SC/ST/OBC/General)
14. Whether Physically Handicapped : _____
(OH/VH/HH)
15. Educational/ Professional Qualification: _____

16. Experience: (*Enclose separate sheet duly authenticated by your signature, if the space below is insufficient*)

Name of the Employer/ Organisation	Post Held Pay Scale (Grade Pay/ Pay Level)	From	to	Nature of duties

(Copies of relevant documents, if any may be attached)

17. Whether Qualified cash & Accounts
or equivalent Course : _____
(Copy of certificate/ documentary proof must be attached)
18. Permanent Address : _____
(Copy of address proof must be attached) : _____
: _____
19. Address for Communication : _____
along with PIN CODE : _____
(Copy of address proof must be attached) : _____
20. Mobile No. : _____
21. E-mail-ID : _____

DECLARATION

(i) I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications and experience etc., prescribed to the post on contractual appointment.

(ii) I further 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 interview, my candidature is liable to be cancelled.

Place :

Date :

(Signature of the candidate)
(unsigned application will be rejected)