



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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Advt. No. 01/2022

Applications are invited for filling up following vacancies on deputation (including short-term contract) basis in National Human Rights Commission:-

S.No.	Name of posts & Pay Scale notified/ adopted by the Commission	Number of posts	Eligibility Condition
1	<b>Senior Accounts Officer</b>  Group 'B;' Gazetted  Pay Matrix Level-9 (53100-167800)	01	(i) Officers holding analogous posts in the Accounts Organizations.  (ii) Officers in Level-7 or 8 of pay matrix working in the accounts organization with 2 years regular service in the grade.
2	<b>Assistant Accounts Officer</b>  Group 'B' Gazetted  Pay Matrix Level-7 (Rs.44900-142400)	02	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:  (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or  (ii) With five years' service in the grade rendered after appointment thereto on regular basis in level-6 (Rs.35400-112400) in the pay matrix in the parent cadre or department; and  (b) Possessing any one of the following qualifications: -  (i) Pass in the Subordinate Audit/ Accounts Service examination conducted by any one of the organised Accounts Departments of the Central Government;  (ii) Successful completion of training in the Cash and Accounts work in Institute of Secretariat Training and Management training course and a minimum of three years' experience in Cash, Accounts and Budget Work.

Continue.....2/-

3	<b>Accountant</b>  Pay Matrix Level-6 (Rs.35400-112400)	01	Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:  (a) (i) Holding analogous posts on regular basis in the parent cadre or department; Or (ii) With ten years' regular service rendered after appointment to the post on a regular basis in the level-4 (Rs.25500-81100) in the pay matrix; and (b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess three years' experience of cash, accounts and budget work.
4	<b>Junior Accountant</b>  Pay Matrix Level-4 (Rs.25500-81100)	02	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions:  (a) (i) Holding analogous post on regular basis in the parent cadre or department. <i>OR</i> (ii) Upper Division Clerk in Central Secretariat Clerical Service with Cash and Accounts training conducted by the Institute of Secretariat Training and Management. (b) Possessing following educational qualifications and experience: Essential: (i) B.Com with knowledge in computer applications. Desirable: (i) Experience in dealing with accounts and cash matters.

**Note:**

1. (i) Number of posts/vacancies may vary.  
(ii) Commission reserves the right to cancel/withdraw the vacancy notice.
2. Detailed eligibility and other term & conditions of above said posts and Proforma of application is available in the Commission's website [www.nhrc.nic.in](http://www.nhrc.nic.in)



3. **These vacancies are meant for deputation (including short-term contract) only.** Only Officers of the Central Government, State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions should apply for these posts. **Fresh candidates, retired officers or persons serving in private sector/organizations should not apply for these posts, their applications will not be considered.**
4. 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.
5. The maximum age-limit for appointment by deputation shall be not exceeding 'fifty-six years, as on the closing date of receipt of application.
6. The applications of eligible candidates who have desirous of being considered for appointment to the posts meant for deputation and can be spared immediately, may please be forwarded to the **Under Secretary (Estt.), National Human Rights Commission, Manav Adhikar Bhawan, Block-C, GPO Complex, INA, New Delhi-110023** latest by 45 days from the publication of the advertisement in Employment News alongwith attested photocopies of APARs for the last 05 years, Integrity Certificate and vigilance/disciplinary clearance.
7. Applications received on or before closing date of advertisement through proper channel will only be considered. Any application received after due date will not be entertained will be summarily rejected
8. The forwarding authority may also certify the information furnished by the candidate in application form.



(Arun Kumar Tewari)  
Under Secretary (Estt.)

**APPLICATION FORM FOR APPOINTMENT  
TO THE POST OF ASSISTANT REGISTRAR ON  
DEPUTATION BASIS, IN NATIONAL HUMAN RIGHTS COMMISSION.**

Paste a recent  
passport size  
photo of the  
candidate

Name of Posts applied for .....

1.	Name and Address (In Block Letters)					
2.	Date of Birth (in Christian era)					
3.	i. Date of entry into Govt. 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				
	<b>Essential;</b>	<b>Essential;</b>				
	(a) Qualification;	(b) Qualification;				
	(c) Experience;	(d) Experience;				
	Desirable	Desirable				
	(a) Qualification;	(b) Qualification;				
(c) Experience;	(d) Experience;					
5.1	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					
7.	<b>Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
	Office/ Institution with address	Post held on regular basis	From (DD/MM/YY)	To (DD/MM/YY)	Pay Matrix Level / Pay Band and Grade pay of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
<b>Important:-</b> 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 Matrix Level / Pay Band and Grade Pay drawn under ACP/MACP scheme		From	To	



	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(c) & (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/organization.		
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 Organization e) Universities f) Others		
12	Please state whether you are working in the same department and one 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 rank place and also indicate the pre-revised scale		
14	Total emoluments per month now drawn		
	Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay	Total Emoluments
15	In case the applicant belongs to an organization which does not belong to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed		
	Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay & applicable rate of DA	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	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	Whether belongs to SC/ST/OBC	
18	Complete postal Address and contact details i.e.Telephone/Fax Number & e.mail address of the present employer :-	Postal Address  Telephone & Fax No.-  e.mail address:

I have carefully gave 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 based of my knowledge and no material fact having a hearing on my selection has been suppressed/ withheld.

(Signature of candidate)

Name \_\_\_\_\_

Address \_\_\_\_\_

Email ID : \_\_\_\_\_

Contact/Mobile No. \_\_\_\_\_

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/Ms. \_\_\_\_\_
- ii) His/ Her Integrity is certified
- iii) His/Her APAR dossier in original /photocopies of APAR 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)