

F.No. A-12024/15/2021-Estt./  
NATIONAL HUMAN RIGHTS COMMISSION  
Manavadhikar Bhawan, GPO Complex, 'C' Block,  
INA, New Delhi - 110023

Dated, the 7<sup>th</sup> December, 2021

**ENGAGEMENT OF CONSULTANTS (LAW) ON CONTRACT BASIS**  
**IN THE NATIONAL HUMAN RIGHTS COMMISSION**

The National Human Rights Commission proposes to engage some Consultants (Law) on contract basis, for the various works of Law Division of the Commission such as scrutiny of complaints and preparation of draft proceedings on the complaints/reports, disposal of RTI matters of Law Division etc.

2. The engagement of **Consultants (Law) on contract basis**, will be governed by the following general conditions:-

**I. Nature of engagement –**

The engagement is not a regular appointment. It is a temporary contractual arrangement under which a fixed consolidated contractual fee will be paid for the services rendered by the Consultants (Law).

**II. Eligibility Criteria –**

- i) The Applicant should possess a Degree in Law from a recognized University and five years experience in Court matters or of any other post involving interpretation or application of statutes.
- ii) The Applicant should be a retired Deputy Registrar/Assistant Registrar from the Central Government, the State Government, Union territories, autonomous or statutory organizations, Public Sector Undertakings, Universities or recognized Research Institutions and from Supreme Court/High Courts/District Courts/Tribunals etc.
- iii) Proficiency in use of Computers (Word, Excel, PowerPoint etc.) is essential.

**III. Job location –**

The office of National Human Rights Commission at Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023.

**IV. Age and Duration of Engagement –**

The applicant should not be more than **62 years of age** on the last date of submission of application. The Consultant shall initially be engaged for a period **of one year**.

**V. Nature of Duties –**

- i) Scrutiny of complaints received in the Commission.
- ii) Preparation of draft proceedings, office notes etc.
- iii) Preparation of various kinds of statements as required from time to time by the Commission.
- iv) Disposal of RTI matters of Law Division
- v) Any other work of similar nature assigned by the Commission.

Contd..p/2.

  
7/12/21

## VI. Remuneration and other entitlements –

- i) A fixed consultancy fees shall be paid, *should be arrived at by deducting the Basic Pension from the Pay drawn at the time of retirement.* 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. No increment and Dearness Allowance shall be allowed during the term of the Contract. No HRA shall be admissible. 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.
- ii) Deduction of mandatory taxes will be applicable at the time of payment of consultancy fee.
- iii) The engagement will be strictly contractual and will not confer any other financial benefits to the selected candidates, other than the consultancy fee.
- iv) 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.
- v) 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. Working hours are subject to change from time to time. Saturdays/Sundays will be closed holidays. 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.
- vi) The Consultant shall not accept any other professional appointment, paid or otherwise during the term of engagement with the Commission.
- vii) Paid leave of absence may be allowed to the rate of **one & half day** 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.
- viii) 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.

## VII. How to apply

- i) The Applicants who fulfill the eligible criteria may submit application indicating their interest in working for the National Human Rights Commission as per prescribed **Proforma/Format attached as Annexure-I.**
- ii) The Applicants should include a detailed Bio-data listing the educational qualifications of the candidate and their areas of expertise.
- iii) Documents/certificates in support of educational qualifications, experience etc. should be attached with the application. References from past employers, if any, may also be included.
- iv) The duly completed application in the prescribed format may be sent **by post and by hand to The Under Secretary (Estt.), National Human Rights Commission, Manavadhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023 or by e-mail to [nhrcestdt@nic.in](mailto:nhrcestdt@nic.in), within a week from the date of issue of this Advertisement.**
- v) The incomplete applications or applications not in the prescribed proforma, are liable to be summarily rejected.

Contd..p/3.

*Am*  
*7/12/24*



**VIII. Selection Process -**

- i) The Commission will review the applications and short-listed candidates, as per their qualification and experience, will be called for interview.
- ii) 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.
- iii) The applicants will have to make their own arrangements to reach the place of interview.
- iv) No TA/DA will be paid by the Commission to the applicants for attending the interview.
- v) The final selection will be based on their performance at the time of interview.
- vi) The decision of the Commission regarding selection of candidate will be final.

**IX. Termination -**

The engagement of **Consultant** could be terminated by either party, by giving one month's notice. One month's notice or payment of one-month contractual fee shall not be applicable in case of premature termination due to indiscipline, default of any nature and performance not found satisfactory. The Chairperson, NHRC will be the final authority, for the purpose.

**X. The Commission reserves the right to discard all/any application without assigning any reason, at any point.**



**(Arun Kumar Tewari)**  
Under Secretary (Estt.)  
[nhrcestt@nic.in](mailto:nhrcestt@nic.in)  
011-24663280

FORMAT OF APPLICATIONFOR ENGAGEMENT AS CONSULTANT (LAW) ON CONTRACT BASIS  
IN THE NATIONAL HUMAN RIGHTS COMMISSION

Paste your recent  
passport size  
photograph

Name	
Date of Birth / Present Age	
Category	
Present Address	
Mobile No. & e-mail ID	
Cadre/service from which retired	
Date of retirement from Govt. Service	
Details of last post held with Pay Band/ Grade Pay	
Brief history of posting during last 10 years (Separate sheet may be used, if required)	
Educational qualifications	

<b>Professional qualifications, if any</b>	
<b>Field of expertise/domain /Specialization (Separate sheet may be used, if required)</b>	

**Name & Signature with date**

(Separate sheets may be used where ever required)