

File No. A-12024/12/2022-Estt
National Human Rights Commission
Manav Adhikar Bhawan, "C" Block,
GPO Complex, INA, New Delhi – 110023

Adv. 06/2022

Dated, the 5th August, 2022

Sub: Engagement of "Consultant (International Affairs)" in the National Human Rights Commission, on contract basis.

The National Human Rights Commission proposes to engage a Consultant (International Affairs) on contract basis, to deal the matter of the Commission related to International Issues.

2. The engagement of **Consultant (International Affairs)** 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 pay/fee Rs. 75,000/- (Rs. Seventy Five Thousand Only) per month will be paid for the services rendered by the Consultant.

II. Eligibility Criteria –

- (i) The Applicant should be an Indian National.
- (ii) Age should not be more than 40 years as on 31st March 2022.
- (iii) Masters Degree in Social Sciences and related fields, from recognized University.
- (iv) Work Experience of 3-5 years.
- (v) Should possess good speaking, writing and analytical skills in English
- (vi) Should be proficient in Computers.

Desirable

- (i) Having degree in International Relations or similar fields.
- (ii) Experience of Working with International Organizations specially UN agencies

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 **40 years of age** as on 31st March 2022. The Consultant shall initially be engaged initially upto March 2023.

V. Nature of Duties –

- i) To deal the matter related to Global Alliance of National Human Rights Institutions (GANHRI), Asia Pacific Forum of NHRIs (APF) and UN Agencies like OHCHR, NIRMS etc.
- ii) To deal the matters relating to International Issues.
- iii) To deal the matter with regard to making various logistic arrangements of all International Meetings.
- iv) To deal the questionnaires received from various international agencies.
- v) Any other work of similar nature assigned by the Commission.

VI. Other terms and Conditions –

- i) That, the engagement is purely on temporary basis and shall not confer any claim for regular appointment in the Commission on account of this temporary assignment.
- 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 candidate, other than the consultancy fee.
- iv) During the period of engagement, selected candidates have to stay at Delhi and should have laptop & internet connection.
- v) 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.
- vi) 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. However, 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.

- vii) The Consultant shall not accept any other professional appointment, paid or otherwise during the term of engagement with the Commission.
- viii) Paid leave of absence may be allowed to the rate of one 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.
- ix) That, selected candidate shall maintain devotion to duty and a high standard of moral during the term of assignment. He/she shall also maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to you. He/she shall maintain utmost secrecy in respect of matters which come to your notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or your deliberations with other, or in any manner. He/she will not disclose any fact which comes to your knowledge on account of such official attachment even after completion of term of assignment.
- x) 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.
- xi) It's discretion of the Commission to amend any terms & conditions of the contract.

VII. How to apply

- i) The Applicants who fulfill the eligible criteria may **apply online through website of the NHRC by 15th august, 2022. The online mode will be closed on 15th August, 2022.**
- ii) 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.

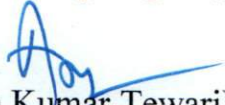
VIII. Selection Process -

- 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 cancel/withdraw the above vacancy notice and to reject all/any application at any time without assigning any reason thereof.


(Arun Kumar Tewari)
Under Secretary (Estt.)
011-24663280