

**F.No.A-12024/14/2022-Estt./**  
National Human Rights Commission  
Manav Adhikar Bhawan, "C' Block,  
GPO Complex, INA, New Delhi – 110023

Dated, the 6<sup>th</sup> June, 2023

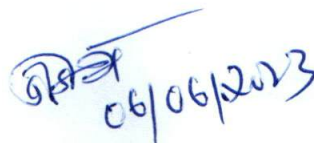
**ENGAGEMENT OF "CONSULTANT (MEDIA & COMMUNICATION)" ON  
CONTRACT BASIS IN THE NATIONAL HUMAN RIGHTS COMMISSION**

The National Human Rights Commission intends to engage a '**Consultant (Media & Communication)**' on contract basis, for the assistance in various following works carried out in the Media & Communication Section of the Commission :-

- i. Press Releases (drafting and issuing through various means including emails, NHRC website, twitter, WhatsApp, briefing, etc.
- ii. Social Media Interface (Twitter etc.) including planning, writing, gathering material, designing creative etc)
- iii. Monthly English Newsletter (compilation, writing, editing, designing, proof reading, printing and circulation)
- iv. Filing of Annual Declarations and Returns etc for the NHRC Newsletters
- v. Monitoring News clippings for in house feedback
- vi. Weekly News Digest
- vii. 'NHRC in News' an analytical folder
- viii. Media Interface
- ix. Planning and executing media coverage for special events such as Human Rights Day, NHRC Foundation Day, Thematic Conferences, Open Hearing and Camp Sittings, etc.
- x. Coordinating interviews of Chairperson and Members and preparing backgrounders etc.
- xi. Updating media persons list
- xii. Preparation of Monthly Report, Annual Report, Action Plan etc
- xiii. **SPECIAL ACTIVITIES** : Planning and executing various outreach activities such as NHRC Short Film Awards, Human Rights Quiz Competition, Human Rights Photographs Competition, Online Media orientation workshop, Human Rights awareness Works, Photo Exhibition, Collage of NHRC Photos, devising media coverage strategies and other outreach mechanism, etc.

2. **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 Consultant (M&C). The candidates will have no right to claim for continuation or for regular employment in the Commission.

Contd....p/2.

  
06/06/2023

3. The eligibility criteria, consolidated remuneration and other conditions of the contractual engagement are given hereunder-

Eligibility criteria	<b>Post Graduate</b> in Mass Communication from any recognized University with minimum <b>60% marks</b>
Essential Skills	Should be computer, smart phone, internet and social media savvy with excellent typing skills and command over spoken & written English language
Desirable	Should have a laptop be also able to read, write and speak in Hindi language
Age limit	<b>Maximum 30 years</b> of age as on the last date of receipt of application.
Remuneration	<b>Rs.60,000/-</b> per month without any dearness or other allowances.
Period of Engagement	Initially be engaged for a <b>period of one year</b> and thereafter extension can be granted based on the performance
Details of works to be performed	To assist Dy. Dir (M&C) in (i) Media Monitoring, (ii) Social Media Management including planning, writing, gathering material, designing creative etc, (iii) Drafting & Issue of Press Releasing, (iv) to coordinate for Interviews of Chairperson/Members of the Commission in electronic & Print media and (v) Preparation & Finalization of compilation, writing, editing, designing, proof reading of monthly English NHRC's Newsletter, backgrounders, thematic writers up, devising media coverage strategies and other outreach mechanism, etc besides, any other media & communication related work.

4. Other Terms and Conditions for engagement of '**Consultant (Media & Communication)**' on contract basis in the Commission, are –

- i. That, the selected candidate shall be initially engaged for a **period of one year** and thereafter extension can be granted based on the performance.
- ii. **During the period of engagement, selected candidates have to stay at Delhi and should have laptop & internet connection.**
- iii. 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.
- iv. That, the candidate shall not be entitled for any benefit like Provident Fund, Medical Attendance, LTC, reimbursement of telephone/newspaper bills etc. which are admissible to the regular employees of the Commission.
- v. The rules and regulations with regard to discipline, conduct, punctuality etc., applicable to the regular employees of the Commission shall also be applicable on you during the period of the contractual engagement.
- vi. That, selected candidate shall not accept any other assignment during the term of assignment in the Commission.

Contd....p/3.

 06/06/2023

- vii. That, during the period of engagement candidate shall be entitled to **one day paid leave** for each completed month, apart from Govt. holidays and weekends. **In case of leave in excess of one day per month, deduction on pro-rata basis would be made from the lump sum contractual amount payable to him/her.**
- viii. 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.
- 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. That, a formal agreement is to be executed by the selected candidate as a token of acceptance of the terms and conditions of the engagement.
- xi. Both sides can terminate the contract with one month notice or payment of one-month contractual pay. One month notice or payment of one-month contractual pay is not applicable in case of termination due to indiscipline, un-punctuality and performance not found satisfactory.
- xii. It's discretion of the Commission to amend any terms & conditions of the contract.

5. Eligible and interested candidates may send their application in the enclosed prescribed proforma at **Annexure-A, by post or 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**, within **15 days from the date of issue of this Advertisement i.e. up-to 21/06/2023**. Applications received after the due date, incomplete applications or applications not in the prescribed proforma, are liable to be summarily rejected.

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

  
(Barjesh Kumania)  
Under Secretary (Estt.)  
nhrcestdt@nic.in  
011-24663280

## Annexure-A

**FORMAT OF APPLICATION FOR ENGAGEMENT  
AS "CONSULTANT (MEDIA & COMMUNICATION)"  
ON CONTRACT BASIS IN THE NHRC.**

**Paste recent  
passport size  
photograph**

Name - .....

Date of Birth - .....

Present Address - .....

.....

.....

Mobile No. / Email ID - .....

**Educational qualifications:-**

Sr.No.	Course	Subjects covered	University with years of passing	% age

Professional qualification, if any - .....

Working experience in Media & Communication in Govt. organization/ other Reputed organization etc. - .....

.....

Internships done - .....

Any other information - .....

.....

.....

Date

(Signature with name)

(Separate sheets may be used where ever required)