

File No. A-64/8/2020-Estt./
National Human Rights Commission
Manav Adhikar Bhawan, "C" Block,
GPO Complex, INA, New Delhi – 110023

Dated, the 26th October, 2021

Subject : 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, for assisting the Commission with its 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 fee will be paid for the services rendered by the Consultant.

II. Eligibility Criteria –

- i) The Applicant should be an Indian National.
- ii) The Applicant should be a retired Secretary (IFS)/Deputy Secretary/Under Secretary, preferably from M/o External Affairs.
- iii) The Applicant should be a Graduate in any discipline. Preference will be given to those who hold a Master's Degree or a higher degree in International Relations or equivalent.
- iv) Previous experience of working with foreign missions/Diplomats/UN agencies OHCHR, APF etc. would be preferred.
- v) The Applicant should possess' fluent written and spoken communications skills in English language.
- vi) 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 **six months**.

V. Nature of Duties –

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

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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 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 at 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** to **The Under Secretary (Estt.), National Human Rights Commission, Manavadhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023** or **by e-mail to nhrcestt@nic.in, within 30 days from the date of publication of the Advertisement in the newspaper.**
- v) The incomplete applications or applications not in the prescribed proforma, are liable to be summarily rejected.

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, 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.)
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011-24663280

FORMAT OF APPLICATION
FOR ENGAGEMENT AS CONSULTANT (INTERNATIONAL AFFIARS) 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. & email 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)**

-

**Sphere of activity, if not retired
from Govt. service**

-

Educational qualifications -

Professional qualifications, if any -

Field of expertise/domain /Specialization
(Separate sheet may be used -
if required)

Knowledge of Computers -

Knowledge of Languages -

Any other information -

Name & Signature with date

(Separate sheets may be used where ever required)