

F.No.A-12024/1/2023-Estt./
NATIONAL HUMAN RIGHTS COMMISSION
 Manavadhikar Bhawan, GPO Complex, 'C' Block,
 INA, New Delhi - 110023

Dated, the 31st July, 2023

ENGAGEMENT OF SENIOR CONSULTANTS (RESEARCH) AND CONSULTANTS (RESEARCH) ON CONTRACT BASIS IN THE NATIONAL HUMAN RIGHTS COMMISSION

The National Human Rights Commission intends to prepare a panel for Engagement of “Senior Consultants (Research) and Consultants (Research)” on contract basis, who have knowledge and aptitude for research and practical experience in dealing with human rights issues. The work shall include research, analysis of data and other material, preparation of reports/status papers, notes, briefs, minutes preparation, seminars and workshops; follow up actions, modules for training and any other related work in respect of assigned subjects.

2. The engagements are not against any regular post and shall be for short duration on need basis on consolidated lump-sum contractual payment. The candidates will have no right to claim for continuation or for regular employment in the Commission.

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

I. For Engagement of retired Govt. officers :-

Subject	Senior Consultant (Research)	Consultant (Research)
Eligibility criteria	i) The Applicant should be a retired officer in the Level-12 and above of Pay Matrix, from the Central Government, the State Government, Union territories, autonomous or statutory organizations, Public Sector Undertakings, Universities or recognized Research Institutions etc. ii) The Applicant should possessing Masters degree in Political Science/Sociology/Social Work/Economics/Human Rights/Psychology/Population Studies or Criminology from a recognized University iii) 05 years' research experience in any of the above subjects in a recognized Institution or University. iv) Proficiency in use of Computers (Word, Excel, PowerPoint etc.). Desirable : Ph.D or LLM from any recognized University.	i) The Applicant should be a retired officer in the Level-11 and above of Pay Matrix, from the Central Government, the State Government, Union territories, autonomous or statutory organizations, Public Sector Undertakings, Universities or recognized Research Institutions etc. ii) The Applicant should possessing Masters degree in Political Science/Sociology/ Social Work/Economics/ Human Rights/ Psychology/ Population Studies or Criminology from a recognized University iii) 03 years' research experience in any of the above subjects in a recognized Institution or University. iv) Proficiency in use of Computers (Word, Excel, PowerPoint etc.). Desirable : LLM or LLB from any recognized University.
Age limit	The applicant should not be more than 62 years of age on the last date of submission of application.	
Remuneration	A fixed consultancy fees shall be paid, <i>should be arrived at by deducting the Basic Pension from the Pay drawn at the time of retirement.</i> 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.	

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II. For Engagement of other candidates :-

Subject	Senior Consultant (Research)	Consultant (Research)
Eligibility criteria	Ph.D in Social Science preferably in Political Science, International relations, Social work, human rights etc. from any recognized University.	LLB or Post Graduate in Social Science preferably in Political Science, International relations, Social work, human rights etc. from any recognized University with minimum 60% marks
Experience	Ten years Research Experience in any of the subjects given above from a Recognized Institution or University which may include Experience of working in any UN organization for a minimum period of 03 years.	Five years Research Experience in any of the subjects given above in a Recognized Institution or University
Age limit	Maximum 56 years of age as on the last date of receipt of application.	Maximum 45 years of age as on the last date of receipt of application.
Remuneration	Rs.1,00,000/- per month without any dearness or other allowances.	Rs.75,000/- per month without any dearness or other allowances.

4. Other Terms and Conditions for engagement of “**Senior Consultants (Research) and Consultants (Research)**” on contract basis in the Commission, are as under :-

- i. That, the selected candidate shall be **engaged initially for a period of two years**, and thereafter extension can be granted based on their performance.
- ii. **During the period of engagement, selected candidates have to stay at Delhi and should have laptop & internet connection.**
- iii. A candidate should not have been involved in any criminal case, whether convicted or against whom criminal case is pending. A declaration in this behalf shall be made by the candidate.
- iv. 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.
- v. That, the work shall include research, analysis of data and other material, preparation of reports/status papers, notes briefs, minutes preparations for seminars and workshops, follow up actions etc. and any other related work as assigned by the Commission relating to various subjects from the perspective of emerging human rights issues.
- vi. 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.
- vii. 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.
- viii. **That, selected candidate shall not accept any other assignment during the term of assignment in the Commission.**
- ix. 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. **Accumulation of leave beyond a calendar year may not be allowed.** 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.
- x. 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.
- xi. 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

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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.

- xii. That, the engagement as “**Senior Consultants (Research) and Consultants (Research)**” on contract basis in the Commission will be subject to review the performance on periodically basis and can be terminated without assigning any reason whatsoever.
- xiii. 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.
- xiv. 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.
- xv. It's discretion of the Commission to amend any terms & conditions of the contract with one month notice period.

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, Manav Adhikar Bhawan, 'C' Block, GPO Complex, New Delhi – 110023 and **through e-mail at nhrcestdt@nic.in**, **within 21 days from the date of publication of the Advertisement in the newspaper**. Applications received after the due date shall not be considered.

6. The incomplete applications or applications not in the prescribed proforma and who have yet to complete the course, shall be summarily rejected. The applications shall include a copy of each of certificate showing date of birth and educational qualifications and one passport size photograph. Wherever % age of marks obtained are shown in CGPA/SGPA/FGPA/CPI or any other method, documentary proof of norms adopted by the Institute/University to convert the same to percentage needs to be submitted.

7. The selection shall be on the basis a personal interview of the eligible candidates by the Selection Committee. Details of the short-listed candidates for the personal interview shall be displayed in the website of the Commission **nhrcc.nic.in** subsequently. In case number of candidates is higher, the Commission reserves the right to short list the candidates.

8. The short-listed candidates should bring attested copies of (i) Identity Card (PAN Card/ Aadhar Card/Election ID Card/DL etc.), (ii) certificate showing date of birth and educational qualifications and (iii) one passport size photograph while attending the interview. In the event of selection, their engagement shall be subject to verification of all original documents.

9. No TA/DA shall be paid for attending the Interview.

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


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

Encls. : Proforma

FORMAT OF APPLICATION

**FOR ENGAGEMENT AS SENIOR CONSULTANT (RESEARCH) AND CONSULTANT
(RESEARCH) ON CONTRACTUAL BASIS IN THE NATIONAL HUMAN RIGHTS
COMMISSION, NEW DELHI**

Paste here
firmly recent
passport size
photograph

1. Post applied for : _____
2. Name of Candidate : _____
(As per matriculation certificate)
3. Father's Name : _____
4. Date of Birth : _____
(As per matriculation certificate)
5. Age as on last date of receipt of application : _____
6. Date of entry into Govt. Service : _____
7. Date of retirement : _____
8. Last post held : _____
9. Pay Scale of Last post held : _____
10. Pension being drawn : _____
(Copy of PPO should be attached)
11. Gender (Male/Female) : _____
12. Nationality : _____
13. Category : _____
(whether SC/ST/OBC/General)
14. Whether Physically Handicapped: _____
(OH/VH/HH)

15. Educational/Professional Qualification:

(Enclose separate sheet duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Exam/ Degree Passed	School/ College/ University	Subject Taken	Year of passing	Class/ Division & %age

16. Experience:

(Enclose separate sheet duly authenticated by your signature, if the space below is insufficient)

Name of the Employer/ Organisation	Post Held	From	to	Nature of duties	Scale of pay and last salary drawn

17. Permanent Address : _____

18. Address for Communication along with PIN CODE : _____

19. Mobile No. : _____

20. E-mail-ID : _____

21. Any other information : _____

Dated:

(Signature of the candidate)

DECLARATION

- (i) I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications and experience etc., prescribed to the post on contractual appointment.
- (ii) I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is liable to be cancelled.

Place :

Date :

(Signature of the candidate)

(unsigned application will be rejected)