

F.No. Z-16019/13/2019-Estt./
NATIONAL HUMAN RIGHTS COMMISSION
 Manavadhikar Bhawan, GPO Complex, 'C' Block,
 INA, New Delhi – 110023

Dated, the December, 2019

ENGAGEMENT OF CONSULTANTS (ASSISTANT ACCOUNTS OFFICER)
ON SHORT TERM CONTRACT BASIS IN THE NATIONAL HUMAN
RIGHTS COMMISSION ON TEMPORARY BASIS

The National Human Rights Commission proposes to draw a panel of retired persons suitable for engagement as Consultants (Assistant Accounts Officer) on short term contract basis, temporarily. The engagement is not on regular basis, but shall be for short durations on need basis. The candidates will have no right to claim for continuation or for regular employment in the Commission. Details of eligibility criteria, remuneration and terms and conditions of the engagement are given hereunder:-

Eligibility criteria	Retired persons who have held analogous post in Pay Matrix Level-8 (Rs.43600-151100) corresponding to PB-2 Rs.9300-34800/- + GP-Rs.4800/- on regular basis under the Central Govt./State Govt. and Autonomous Bodies, who have undergone training in cash and Accounts in the Institute of Secretariat Training and Management or equivalent and possess experiences in cash and accounts work.
Age	Not more than 62 years of age
Remuneration	Lump sum consolidated amount on the basis of last pay drawn (-) pension + DA (applicable on the date of engagement).
Tenure	This contractual appointment is on need based and for a limited period. The initial engagement would be for a period of six months which can be extended/ curtailed subject to satisfactory performance of the individual and requirement of the Commission.
General conditions	The assignment is on full time basis and the candidates appointed will be required to attend the office on all the working days or on holidays, if required, on account of exigencies of work, for which no additional remuneration will be paid. Office working hours are 9.30 a.m to 6.00 p.m. (Lunch 1.30 to 2.00 p.m)
Selection	The appointment will be made on the recommendations, based on a personal interview by a Selection Committee constituted for this purpose.

Continued page 2

2. Interested candidates fulfilling the eligibility criteria may send their Bio-Data in the enclosed proforma at **Annexure-I** by post or by hand to the **Under Secretary (Estt.), National Human Rights Commission, Manavadhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi – 110023** on or before **15th January, 2020**. **The list of short listed candidates and date of interview will be uploaded in the website of the Commission.** In case number of candidates is higher, the Commission reserves the right to short list the candidates on the basis of experience/suitability of the candidates.
3. Self Attested copies of (i) Identity Card (Pan Card/Aadhaar Card/Election ID Card/DL/Pension Card etc.), (ii) Educational qualifications (iii) PPO/LPC etc. shall also be submitted along with the application.
4. Application not in the prescribed proforma shall be summarily rejected. Attending interview shall not confer the candidates any right for empanelment.
5. No TA/DA shall be paid for attending the Interview.

(Sanjay Kumar)

Under Secretary (Estt)
011-24663279
nhrcestt@nic.in

Encl: Annexure-I

**APPLICATION FOR THE ENGAGEMENT AS CONSULTANT (ASSISTANT
ACCOUNTS OFFICER) ON SHORT TERM CONTRACT BASIS IN THE
NATIONAL HUMAN RIGHTS COMMISSION ON TEMPORARY BASIS**



Name -

Date of Birth -

Present Address -

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Telephone No. -

Mobile No. -

Email ID -

Educational Qualifications-

Date of entry into Govt. Service
end brief service/experience

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Date of retirement with name
of organization, details of post
last pay drawn etc.

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Working experience -

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Date

(Signature with name)