

Dated, the 26 December, 2019

**ENGAGEMENT OF CONSULTANTS (JUNIOR ACCOUNTANT) AND  
CONSULTANTS (STENOGRAPHER) 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 (Junior Accountant) and Consultants (Stenographer) 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:-

**A. CONSULTANTS (JUNIOR ACCOUNTANT)**

Eligibility criteria	Retired persons who have held posts of Junior Accountant, Upper Division Clerk, Lower Division Clerk and Accountant on regular basis under the Central Govt./ State Govt. and Autonomous Bodies.
Age	Having experience in Cash and Accounts Section in above offices with Training in cash and Accounts in the Institute of Secretariat Training and Management.
Remuneration	Not more than 62 years of age
Tenure	Fixed contractual amount @ Rs.30,000/- per month.
General conditions	This contractual appointment is on need based and for a limited period. The initial engagement would be for a period of <b>six months</b> which can be extended/ curtailed subject to satisfactory performance of the individual and requirement of the Commission.
Selection	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)
	The appointment will be made on the recommendations, based on a personal interview by a Selection Committee constituted for this purpose.

**B. CONSULTANTS (STENOGRAPHER)**

Eligibility criteria	Retired persons who have held posts of Stenographer, Personal Assistants, Upper Division Clerk and Lower Division Clerk on regular basis under the Central Govt./ State Govt. and Autonomous Bodies.
Age	Possess a speed of 80 words per minute in shorthand and 30 words per minute in typing in English/Hindi.
Remuneration	Not more than 62 years of age
	Fixed contractual amount @ Rs.30,000/- per month.

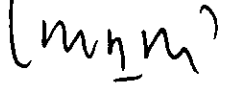
Tenure	This contractual appointment is on need based and for a limited period. The initial engagement would be for a period of <b>six months</b> which can be extended/ curtailed subject to satisfactory performance of the individual and requirement of the Commission.
General conditions	The assignment 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.

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 **24<sup>th</sup> 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](mailto:nhrcestt@nic.in)

Encl: Annexure-I

**APPLICATION FOR THE ENGAGEMENT AS CONSULTANTS (JUNIOR ACCOUNTANT)  
AND CONSULTANTS (STENOGRAPHER) ON SHORT TERM CONTRACT BASIS IN THE  
NATIONAL HUMAN RIGHTS COMMISSION ON TEMPORARY BASIS**

Affix recent  
Passport size  
Photo here

Post applied for - .....

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)