

F.No.Z-16019/02/2019-Est/
NATIONAL HUMAN RIGHTS COMMISSION
Manav Adhikar Bhawan, GPO Complex, 'C' Block, INA,
New Delhi - 110023

Dated: 23rd January, 2020

**ENGAGEMENT OF CONSULTANTS (PERSONAL ASSISTANT) ON 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 (Personal Assistant) on 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:-

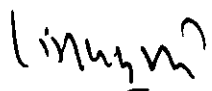
Eligibility criteria	Retired PS/PA from Ministries/Departments of the Central Government/State Government/Supreme Court/ High Courts/ District Courts /Public Sector Undertakings/ Autonomous bodies, Army, Navy, Air Force, CAPF (Central Armed Police Force).
Age	Not more than 62 years of age
Remuneration	Lump sum consolidated amount on the basis of last pay drawn (-) pension + DA on the date of engagement.
Essential	The candidates should be able to take dictation in English at a speed of 80/100 words per minutes.
Tenure	This contractual appointment is need based and for a limited period. The initial engagement would be for a period of 6 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 selected candidates 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 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 of a Selection Committee constituted for this purpose. The eligible candidates will be called for a stenography test and considered for engagement on the basis of recommendations of the Committee.

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 **06.00 pm of 11th February, 2020**. **The list of short listed candidate and date of interview/stenography test will be uploaded on website within ten days.** 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. 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 performa 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 Walk-in-interview.


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

Encl: Annexure-I

APPLICATION FOR THE ENGAGEMENT AS CONSULTANTS (PERSONAL ASSISTANT)
ON SHORT TERM CONTRACT BASIS IN THE NATIONAL HUMAN RIGHTS COMMISSION
ON TEMPORARY BASIS

Affix recent
Passport size
Photo here

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)