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Guidelines for the engagement
of Young Professionals as
'Legal Research Consultants'
on a contract basis, in the
National Human Rights
Commission

(with effect from 25.06.2024)

National Human Rights Commission



The National Human Rights Commission (NHRC) proposes to engage law graduates, who are well conversant with the provisions of the Protection of Human Rights Act, 1993 as well as the procedural regulations framed there under, as 'Legal Research Consultants (LRCs)' on a contract basis. The work shall include scrutiny of complaints, research, drafting of proceedings,

and other related work in respect of assigned subjects.

2. The following are the terms & conditions for the engagement of 'Legal Research Consultant' on contract basis in NHRC. This will be in force until these guidelines are amended and/or new guidelines are issued.

Name of the position	Legal Research Consultant (LRC)																	
No. of LRCs	The total number may vary and shall depend on the requirement																	
engagement	On contract basis																	
Essential qualification	Bachelor Degree in Law from reputed Law schools and colleges of the country with a minimum of 70% marks or equivalent grade.																	
Upper age limit	Candidates should be below 32 years of age as on the date of advertisement.																	
Duration of engagement	Period of engagement to be 2 years initially, extendable upto for 2 years more, based on performance, fitness and organizational requirements. An extension of 1 more year can be given on the same grounds with maximum engagement of up to 5 years only.																	
Remuneration	<p>The LRCs shall be paid based on the units of work done @ Rs. 100 per unit. The total remuneration in a month for Registration/ Attachment of dak, preparation of proceeding and other legal work etc. shall not exceed Rs. 75,000/-.</p> <p>The remuneration is without any dearness or other allowances.</p> <p>The details of work/ units assigned are as under :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">S. No.</th> <th style="background-color: #cccccc;">Tasks Assigned</th> <th style="background-color: #cccccc;">Unit Assigned</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1.</td> <td>a.) Registration/ attachment of complaint: each LRC shall register/ dispose of a minimum of 15 complaints per day.</td> <td>1 Unit/ complaint/ dak</td> </tr> <tr> <td>b.) Chalking out cases from the data base, preparation of summary of cases. preparation of summary of cases.</td> <td>2 units per case</td> </tr> <tr> <td rowspan="3">2.</td> <td>a.) Preparation of Proceedings: each LRC shall prepare a minimum of 5 proceeding per day.</td> <td>3 unit/ proceeding</td> </tr> <tr> <td>b.) Preparation of summary facts of court cases, correspondence with authorities in court cases in which Commission is a party.</td> <td>2 units per case</td> </tr> <tr> <td>c.) Four correspondence with the authorities</td> <td>1 unit per case</td> </tr> </tbody> </table>			S. No.	Tasks Assigned	Unit Assigned	1.	a.) Registration/ attachment of complaint: each LRC shall register/ dispose of a minimum of 15 complaints per day.	1 Unit/ complaint/ dak	b.) Chalking out cases from the data base, preparation of summary of cases. preparation of summary of cases.	2 units per case	2.	a.) Preparation of Proceedings: each LRC shall prepare a minimum of 5 proceeding per day.	3 unit/ proceeding	b.) Preparation of summary facts of court cases, correspondence with authorities in court cases in which Commission is a party.	2 units per case	c.) Four correspondence with the authorities	1 unit per case
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	3.	<p>Other works:</p> <p>a.) Assist the Reporting Branch to conduct video conferencing for procurement of reports from the authorities, preparing synopsis of such cases to be discussed and preparation of the backup documents like minutes of meetings, compendium of cases, compendium of authorities to be involved etc. to complete the process.</p> <p>b.) Regularly chalking out of the cases to be included in the Annual Report of the Commission, MHA and also compendium.</p> <p>c.) Assist in organizing workshops deliberations on issues specifically mandated to the law division like Bonded Labours, Human Right Defenders, Human trafficking etc.</p> <p>d.) Preparation of draft curtain raiser, press releases, etc. for the open hearings, camp sittings organized by the Commission.</p> <p>e.) Assist various Divisions like Research, Investigation, Training and Coordination etc as and when required.</p> <p>f.) Any other work as assigned by the Commission from time to time.</p>	75 units (Subject wise, Issue wise and miscellaneous work like Six monthly reports etc. will be allocated to the each of the LRCs for their regular inputs, monitoring, etc.
	<p>Each LRC should attend the Office on all working days for stipulated time mandatorily failing which 15 units (as minimum task assigned to them for registration/ attachment of complaint per day) shall be deducted from his/ her overall units limited to maximum 750 units to be completed by him/ her during that month.</p>		
Enhancement in remuneration	Enhancement of 5% annually on the remuneration can be granted to the LRCs after completion of one year based on the performance and experience gained.		
Mode of journey	During official tours, journey will be allowed by Air in Economy class or by Rail in AC Two Tier.		
Boarding, lodging and local transport	Hotel/ guest house accommodation of up-to Rs. 2,250/- per day, taxi charges of up-to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be reimbursed on official tour/ travel.		



Name of the position	Legal Research Consultant (LRC)
Selection process	<p>a) The application received shall be placed before a Screening Committee to be constituted by the Commission.</p> <p>b) The Screening Committee shall shortlist the applications as per the eligibility criteria stated in the Advt.</p> <p>c) The selection is made on the basis of a personal interview of the eligible short-listed candidates by a Selection Committee to be constituted by the Commission.</p>
Termination	The termination of the contract on either side is by one month's notice or in lieu thereof, one month's remuneration to be paid or surrendered, which is to be calculated based on average of 3 months last drawn remuneration.
Leave	With prior approval of their Reporting Officer, LRCs can avail leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leave cannot be carried forward to the next year. Further, leave up-to one month may be considered without remuneration with the approval of the competent authority. Female LRCs will be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017.
Insurance	The individual Consultants shall be responsible for taking out and for maintaining adequate insurance required to meet any of their obligations under the Consultancy Contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as the individual Consultant as they may consider appropriate to cover the period during which they are engaged.
Tax deduction	The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the NHRC may issue a TDS Certificate.
Audit	Each invoice paid by NHRC shall be subject to a post-payment audit, whether internal or external, or by other authorized agency of NHRC at any time during the term of the contract and for a period of two years following the expiry of contract. NHRC shall be entitled to a refund from the individual LRC for any amounts shown by such audits to have been paid by NHRC other than in accordance with the terms & conditions of the Contract.
Police verification	Police verification of the individual LRCs shall be done as per the latest instructions and decided by the Commission. In case negative police verification report, the contract of individual LRC shall cease to exist with immediate effect without any notice.
Settlement of disputes	NHRC and the individual LRC shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the contract or the breach, termination or invalidity thereof. Grievances, if any, should be processed as per the redressal mechanism followed in the NHRC.

Name of the position	Legal Research Consultant (LRC)
Applicability of POSH Act	During the performance of the consultancy contract, the individual LRC shall comply with the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' and any amendment in the law made consequently read with any rules or regulations issued in this regard by Government of India. Violation of the said provisions will constitute a breach of the terms of the consultancy contract and will attract penal provisions, including the termination of the contract. In addition, nothing herein shall limit the right of NHRC to refer any alleged breach of the foregoing standards of conduct to the relevant statutory authorities for appropriate legal action.
Use of name, emblem or official seal of the NHRC	Individual LRCs shall not advertise or otherwise made public for purposes of commercial advantage that a contractual relationship exists with the NHRC, nor shall the Individual LRCs, in any manner whatsoever, use the name, emblem or official seal of NHRC, or any abbreviation of the name of NHRC, in connection with any business or otherwise without the written permission of NHRC.
Travel, medical clearance and misc. issues	<p>NHRC may require the individual LRCs to submit a 'statement of good health' from a registered physician prior to commencement of work in NHRC.</p> <p>In the event of the death, injury or illness of any Individual LRC, which is attributable to the performance of engagement on behalf of NHRC under the terms of the consultancy contract while the individual consultant is travelling at the expense of NHRC or is performing any responsibilities under the consultancy contract in any offices or premises of NHRC or Govt. of India or to any state/ UT, the individual LRCs or the his/ her dependents, as appropriate, shall not be entitled to any compensation.</p>
Force Majeure and other conditions	<p><i>Force majeure</i> used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond and control and without the fault or negligence of any individual LRCs.</p> <p>The individual LRCs acknowledge and agree that, with respect to any obligations under the consultancy contract that they must perform in or for any areas in which NHRC is engaged in, preparing to engage in, disengaging from any peacekeeping, humanitarian or similar operations. Any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Consultancy Contract.</p>

3. Other general terms and conditions for engagement of LRCs on contract in the Commission are as under

i.) The engagement is purely on temporary and actual need basis and shall not confer any claim for regular appointment in the Commission on account of this temporary assignment.

ii.) During the period of engagement, consultants have to stay at Delhi and should have laptop and internet connection.

iii.) The work shall include registration/ attachment of complaint, chalking out cases from the data base, preparation of summary of cases, preparation of



- proceeding, preparation of summary facts of court cases, correspondence with authorities in court cases in which Commission is a party and other related works assigned by the superior officers of the Commission.
- iv.) The consultants shall not be entitled for any benefit like Provident Fund, Medical Attendance, LTC, reimbursement of telephone/ newspaper bills, etc.
 - v.) The rules and regulations with regard to discipline, conduct, punctuality, etc., applicable to the regular employees of the Commission shall also be applicable on consultants during the period of the contractual engagement.
 - vi.) The consultants shall not accept any other assignment during the term of assignment in the Commission.
 - vii.) 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 holidays. In exigencies, the individual LRC may be required to work beyond office hours and/ or on public holidays. No extra allowance or remuneration for such work will be admissible.
 - viii.) The consultants shall maintain devotion to duty and highest standard of ethical standard during the term of assignment. They shall also maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to them. They shall maintain utmost secrecy in respect of matters which come to their notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out or shared with unauthorized person because of mishandling of papers or their deliberations with other, or in any manner. They will not disclose any fact which comes to their knowledge on account of such official attachment even after completion of the term of the assignment.
- ix.) A formal agreement is to be executed by the consultants as a token of acceptance of the terms and conditions of the engagement.
 - x.) It's discretion of the Commission to amend any terms & conditions of the contract.
4. These guidelines will also apply to the existing Legal Research Consultants engaged by the Commission. The tenure of 5 years will also be applicable for present LRCs subject to their performance and fitness.
 5. These guidelines issue with the approval of competent authority and will come into effect immediately.