

F. No. Z-16019/03/2016-Estt
NATIONAL HUMAN RIGHTS COMMISSION
'Manav Adhikar Bhawan, "C' Block, GPO Complex
INA, New Delhi

Dated: 11th May, 2016

The National Human Rights Commission requires the services of **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, for engagement as **Interns** on short term contract basis. The work shall include scrutiny of complaints, drafting of proceedings, 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 engagement is not a regular appointment, but a contractual arrangement on need basis with lump-sum monthly stipend for the services rendered and shall not confer any right/claim for regular appointment or continuance of service beyond the initial period of engagement.

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

Details of posts	Interns – 10 Nos. (subject to variation as per requirement)
Eligibility criteria	Essential qualifications shall be Graduate Degree in Law from National School of India University (NLSIU) and other Law Schools and Colleges of the country equivalent in length and intensity with a minimum of 60% marks.
Age limit	Maximum 30 years of age as on the last date of receipt of application.
Period of short term contract	The contract appointment of Interns shall be on yearly basis renewable up-to 2 (two) years at the maximum, based on their satisfactory performance.
Remuneration	Rs.30,000/- per month without any dearness or other allowances/perquisites.
Method of Selection	The selection shall be on the basis a personal interview of the eligible candidates by the Selection Committee. In the case the number of candidates is higher; the Commission reserves the right to short list the candidates for the personal interview on the basis of marks obtained in LLB.

4. A copy of the Scheme for engagement of Interns on short term contract basis in the Commission is placed at Annexure-A.

Continued page 2

5. Eligible and interested candidates may send their Bio-Data in the enclosed proforma at Annexure-B **by post** or **by hand** to the Under Secretary (Estt), National Human Rights Commission, Manavadhikar Bhawan, 'C' Block, GPO Complex, New Delhi – 110023 on or before **10th June, 2016**. Applications received after the due date of 10th June, 2016 shall not be considered. Details of the short listed candidates for the personal interview shall be displayed in the website of the Commission nhrc.nic.in.

6. Applications not in the prescribed proforma 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.

Encl: Annexure-A & B as above.


(D.M. Tripathy)
Under Secretary (GA/Estt)

F. No. Z-16019/03/2016-Estt
NATIONAL HUMAN RIGHTS COMMISSION
'Manav Adhikar Bhawan, "C' Block, GPO Complex
INA, New Delhi

SCHEME FOR ENGAGEMENT OF INTERNS ON SHORT TERM CONTRACT BASIS IN THE NATIONAL HUMAN RIGHTS COMMISSION

1 Introduction

Keeping in view the increasing multi dimensional work load of the National Human Rights Commission, necessity was felt that services of some qualified persons who have theoretical knowledge in various disciplines as well as qualitative and quantitative research tools like STATA and SPSS may be utilized to assist the Commission in discharging its statutory responsibilities. Accordingly, this scheme for engagement of such persons as Interns on short term contract basis has been formulated. The engagement of Interns on short term contract basis will be governed by the following general conditions:-

2. NATURE OF ENGAGEMENT

The engagement of Interns is not a regular appointment, but a contractual arrangement on need basis with a lump-sum monthly stipend payable for the services rendered by the Interns. The contractual assignment shall not confer upon the Interns any right/claim for regular appointment or continuance in service beyond the initial period of engagement in the Commission.

3. ELIGIBILITY CRITERIA FOR ENGAGEMENT AS INTERNS

3.1 Essential qualifications shall be **Graduate Degree in Law** from National School of India University (NLSIU) and other Law schools and colleges of the country equivalent in length intensity **with a minimum of 60% marks.**

3.2 The candidate must have knowledge of computer including retrieval of desired information from various search engines/processes such as Manupatra, SCC Online, LexisNexis, and Westlaw etc.

4. AGE LIMIT FOR ENGAGEMENT AS INTERNS

A candidate must be a citizen of India not above 30 years of age on the last date of receipt of applications.

5. DISQUALIFICATION

5.1. A candidate must not be a practicing advocate nor engaged/appointed elsewhere on honorarium/payment basis.

5.2 A candidate should not have been involved in any criminal case, whether convicted or against whom criminal train is pending. A declaration in this behalf shall be made by the candidate

6. REMUNERATION PAYABLE TO INTERNS

A fixed consolidated stipend of **Rs.30,000/- per month (Rupees Thirty thousand only)** per month without any dearness or other allowances/perquisites shall be paid to the Interns.

7. TENURE OF ENGAGEMENT OF INTERNS.

7.1 The contract appointment of Interns shall be on yearly basis renewable up-to 2 (two) years at the maximum based on their satisfactory performance.

7.2 Premature discharge of the Interns can take place with one month's notice from NHRC or on payment of one month stipend.

7.3 An Intern intending to leave the assignment at pre-mature stage shall be required to give prior notice in writing at least one month in advance or month stipend in lieu thereof.

8. NUMBER OF INTERNS

The number of Interns to be appointed on short term contract basis shall normally be 10 Nos. Interns can be detailed for attachment with Chairperson, Members, and Secretary General or with Law or Research Division as per the requirement.

9. CONSTITUTION OF SELECTION COMMITTEE

The Selection Committee shall consist of Secretary General-NHRC as Chairman with Registrar (Law) and Joint Secretary (P&A) as Members.

10. MODE OF SELECTION

10.1 By inviting applications through the website of the Commission.

10.2 The selection of Interns shall be on the basis of a personal interview of the eligible candidates by the Selection Committee.

10.3 In the case the numbers of candidates are higher; the Commission reserves the right to short list the candidates for the personal interview on the basis of marks obtained in LLB.

11. ALLOCATION OF WORK

The work shall include scrutiny of complaints, drafting of proceedings, 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.

The Interns may also be required to attend meetings, conferences, training programmes etc. on behalf of the Commission:

12. ATTENDANCE AND LEAVE

12.1 The Interns are required to attend the office from 09.30 A.M. to 06.00 P.M. on all working days and report to the Officer with whom he/she has been attached. They may also be called upon to attend office on weekends or holidays or beyond office hours, if considered necessary.

12.2 The Interns shall be entitled to 12 days leave in a calendar year apart from the Govt. holidays and weekends.

13. DISCIPLINE AND CONDUCT

The rules of discipline and conduct as applicable for Commission employees shall be applicable to the Interns during the period of their appointment.

14. GENERAL CONDITIONS.

14.1 The Interns shall not have any claim or shall not be provided any benefit relating to pension, provident fund, medical benefit, leave travel concession etc. during the term of their engagement.

14.2 The Interns will not accept any other assignment during their term of assignment in the Commission. He/she shall not practice as an Advocate in any Court of Law during the course assignment as Intern in the Commission.

14.3 The Interns shall maintain devotion to duty and a high standard of moral during the term of assignment. The Interns shall also maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/her. He/ She shall maintain utmost secrecy in respect of matters which come to his/her 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 his/her deliberations with other, or in any manner. He/ She will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of term of assignment.

14.4 Before taking over assignment, the Interns shall submit an undertaking/execute an agreement for contract appointment as may be prescribed from time to time.

15. COMPETENT AUTHORITY FOR WAIVER OF PROVISIONS

Waiver to any of the provisions including eligibility, remuneration, period of engagement, age conditions etc. can be done with the prior approval of the Chairperson.

**FORMAT OF APPLICATION FOR ENGAGEMENT AS
INTERNS ON SHORT TERM CONTRACT BASIS IN THE
NATIONAL HUMAN RIGHTS COMMISSION**

Affix recent
Passport size
Photo here

Name -

Date of Birth -

Present Address -

.....

.....

Telephone No. -

Mobile No. -

email ID -

Educational qualifications:-

Sr.No.	Course	Subjects covered	University with years of passing	% age

Any other information -

.....

Signature of the Applicant

* Enclose copy of certificate showing date of birth and educational qualifications
(Graduate degree in Law)