



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक-सी, जी.पी.ओ. कम्प्लेक्स, आई.एन.ए., नई दिल्ली - 110023 (भारत)

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Deputation Vacancy Notice No. 02/2023

Applications are invited for filling up following existing/anticipated vacancies on deputation (including short-term contract) basis in National Human Rights Commission:-

| S.No. | Name of posts & Pay Scale notified/ adopted by the Commission | Number of posts | Eligibility Condition |
|-------|---|-----------------|---|
| 1 | Joint Registrar Pay Matrix Level-13 (123100-215900) | 01 | Officers of the Central Government, the State Government, Union Territories, autonomous or statutory organization, Public Sector Undertakings, Universities or Recognized Research Institution ; (a) Holding analogous post on a regular basis in the parent cadre or department; and (b) Possessing a degree in Law from recognized University and five years experience in Court matters or of any other post involving interpretation or application of statutes. |
| 2 | Librarian/ Documentation Officer Pay Matrix Level-10 (Rs 56100-177500) | 01 | Officers under the Central Government, the State Government, Union territories, autonomous or statutory organizations, Public Sector Undertakings, Universities or recognized Research Institutions; (a) (i) Holding analogous post in Library service on a regular basis in the parent cadre or department; OR (ii) With two years' service rendered after appointment to the post on a regular basis in level 8 (Rs.47600-151100) in the pay matrix or equivalent in the parent cadre or department; and (b) Possessing the educational qualifications and experience as mentioned below: - Essential: (i) Bachelor's Degree in Library Science from a recognized University; (ii) Two years' professional experience in a Library including Documentation and Bibliographical work; Or Post Graduate Degree in Library Science from a recognized University. |

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| 3 | Sr. Accounts Officer Pay Matrix Level-9 (Rs.53100-167800) | 01 | Officers holding analogous posts in the Accounts Organizations. Officers in the scale of Level-7 or 8 of pay matrix working in the accounts organization with 2 years regular service in the grade. |
| 4 | Dy. Superintendent of Police Pay Matrix Level-9 (Rs.53100-167800) | 02 | Officers under Central / State Police Organizations; (a) (i) Holding analogous posts on a regular basis; OR (ii) Inspectors of Police with 5 years regular service in the grade or equivalent; and (b) Possessing experience in investigation of criminal cases. |
| 5 | Section Officer Pay Matrix Level-8* (Rs.47600-151100) | 02 | Officers under the Central Government; (a) (i) Holding analogous posts on a regular basis; OR (ii) With 8 years regular service in Level -6 of Pay Matrix or equivalent; and (b) Possessing experience of Administration/ establishment accounts matters. Desirable: A degree in law. |
| 6 | Private Secretary Pay Matrix Level-8* (Rs.47600-151100) | 04 | Officers under the Central Government; (i) Holding analogous posts on regular basis; or (ii) With 8 years regular service in a post of Stenographer in Level-6 of Pay Matrix. |
| 7 | Assistant Accounts Officer Pay Matrix Level-7 (Rs.44900-142400) | 02 | Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions: (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on regular basis in level-6 (Rs.35400-112400) in the pay matrix in the parent cadre or department; and (b) Possessing any one of the following qualifications:- (i) Pass in the Subordinate Audit/ Accounts Service examination conducted by any one of the organised Accounts Departments of the Central Government; (ii) Successful completion of training in the Cash and Accounts work in Institute of Secretariat Training and Management training course and a minimum of three years' experience in Cash, Accounts and Budget Work. |

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| 8 | Inspector Pay Matrix Level-7 (Rs.44900-142400) | 14 | Officers under Central / State Police Forces/ Armed Forces of Union; (a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union: or (ii) Sub-Inspector in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector: or (iii) Officers working in the equivalent grade on regular basis under the Central Govt./ or State Govt. Departments/Central Public Undertakings; and (b) Possessing at least 5 years experience in vigilance or investigation or intelligence work. |
| 9 | Programmer Assistant Pay Matrix Level-6 (Rs. 35400-112400) | 03 | Officers under the Central Government or the State Governments or Universities or recognised Research Institutions or Public Sector Undertakings or Statutory or Semi Government or autonomous organizations: (a) Holding analogous post on a regular basis; (b) Possessing following educational qualifications and experience: <u>Essential: -</u> (i) Masters' Degree in Statistics or Mathematics or Operations Research or Physics or Economics or Commerce (with Statistics) or Degree in Engineering or Computer Science from a recognised University; (ii) Two years' experience of an electronic data processing work including one year's experience of computer programming or operation; Or two years' experience of data processing work including one year's experience of unit record system (Tabulator or accounting machines, collator etc); Or (i) Degree from a recognised university with Statistics as a subject; (ii) Five years' experience as mentioned in (ii) above. <u>Desirable: -</u> (i) Formal training in computer programming operation; (ii) Knowledge of one or more of the programming languages; (iii) Experience of operating mechanical tabulation equipment and of planning and supervising work or such equipment. |


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| 10 | Accountant Pay Matrix Level-6 (Rs.35400-112400) | 01 | Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions: (a) (i) Holding analogous posts on regular basis in the parent cadre or department; Or (ii) With ten years' regular service rendered after appointment to the post on a regular basis in the level-4 (Rs.25500-81100) in the pay matrix; and (b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess three years' experience of cash, accounts and budget work. |
| 11 | Junior Accountant Pay Matrix Level-4 (Rs.25500-81100) | 02 | Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions: (a) (i) Holding analogous post on regular basis in the parent cadre or department. Or (ii) Upper Division Clerk in Central Secretariat Clerical Service with Cash and Accounts training conducted by the Institute of Secretariat Training and Management. (b) Possessing following educational qualifications and experience: Essential: (i) B.Com with knowledge in computer applications. Desirable: (i) Experience in dealing with accounts and cash matters. |
| 12 | Upper Division Clerk Pay Matrix Level-4 (Rs.25500-81100) | 01 | Officers of the Central Government: (i) Holding analogous post on regular basis (ii) With eight years' regular service in the grade of Lower Division Clerk [level-2 (Rs.19900-63200) in the pay matrix] or equivalent |
| 13 | Assistant Librarian Pay Matrix Level-4 (Rs. 25500-81100) | 01 | Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organisations – (a) Holding analogous posts on a regular basis. (b) (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute. (ii) Two years' professional experience in a Library under the Central Government or the State Government or autonomous or statutory organization or Public Sector Undertakings or |

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| | | | University or recognised Research or Educational Institution. Desirable: (i) Diploma in Computer Application from a recognised university or Institute. |
| 14 | Steno Grade 'D' Pay Matrix Level-4 (Rs. 25500-81100) | 04 | Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions – Holding analogous post on a regular basis in the parent cadre or department. Desirable: Diploma in Computer from a recognised university or institute. Note: Preference will be given to those who know both English and Hindi stenography. |
| 15 | Constable Level-3 (Rs.21700- 69100) | 01 | From amongst personnel of the Central Armed Police Forces or State Police Organisations: - Holding analogous post in any Central Armed Police Forces or Constable from State Police organisations with five years' regular service. |

***Note:** There is pay discrepancies to the posts of Dy. Superintendent of Police, Section Officer, Private Secretary & Inspector in the National Human Right Commission, proposed for filling up on deputation basis. The Candidates will not claim for the existing pay scale as a matter of right on selection to the respective posts on deputation basis. It will be as per decision of the Government/NHRC.

1. (i) Number of post(s) may vary.
(ii) Separate application(s) may be submitted if a candidate is eligible and applying for more than one post.
(iii) Commission reserves the right to cancel/withdraw the vacancy. Applicants may see Commission's website for updating of information in this regard.
2. Proforma of application is attached at Annexure – 'I'.
3. These vacancies are meant for deputation only. Applications of officers/officials under the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions and who fulfill the requisite eligibility criteria and experience for these posts, as mentioned against each, will only be considered. Applications of candidates not in regular/permanent basis, retired officers or candidates serving in the private sector/Organizations/ Universities/Institutions will be summarily rejected.
4. The Deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.6.2010 as amended from time to time.
5. The maximum age-limit for appointment by deputation shall be not exceeding 'fifty-six years, as on the closing date of receipt of application.

- 6) The applications of eligible candidates who can be spared immediately on selection, may please be forwarded to the **Under Secretary, National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi – 110023** latest by 45 days from the date of publication of the advertisement in Employment News in the prescribed format as at Annexure-I alongwith all requisite documents i.e. attested photocopies of last 05 years APARs, Integrity Certificate, DE/Vigilance clearance & details of major minor punishment if any etc.
7. Any application received directly or after the due date will not be considered and will be summarily rejected.
8. The forwarding authority may also certify the information furnished by the candidate in application form.


(Barjesh Kumania)
Under Secretary (Estt.)

Annexure - I

**APPLICATION FORM FOR APPOINTMENT
IN NATIONAL HUMAN RIGHTS COMMISSION ON DEPUTATION BASIS.**

Paste a recent
passport size
photo of the
candidate

Name of Posts applied for

| | | | | | | |
|---|--|--|---|------|--|---|
| 1. | Name and Address (In Block Letters) | | | | | |
| 2. | Date of Birth (in Christian era) | | | | | |
| 3. | i. Date of entry to service | | | | | |
| | ii. Date of retirement under central/state Government Rules | | | | | |
| 4. | Educational Qualifications | | | | | |
| 5. | Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) | | | | | |
| | Qualification /Experience required as mention in the advertisement/vacancy circular | | Qualification/Experience possessed by the officer | | | |
| | Essential; | | Essential; | | | |
| | (a) Qualification; | | (a) Qualification; | | | |
| | (b) Experience; | | (b) Experience; | | | |
| | Desirable | | Desirable | | | |
| | (a) Qualification; | | (a) Qualification; | | | |
| | (b) Experience; | | (b) Experience; | | | |
| 5.1 | In the case of degree and post graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the candidate. | | | | | |
| 6. | Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post | | | | | |
| 7. | Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient. | | | | | |
| | Office/ Institution with address | Post held on regular basis | From | To | Pay Matrix Level / Pay Band and Grade pay of the post held on regular basis | Nature of duties (in detail) highlighting experience required for the post applied for |
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| Important:- pay-band and grade pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only pay band and grade pay/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay bands and grade pay where such benefits have been drawn by the candidate may be indicated as below. | | | | | | |
| Office/Institution | | Pay Matrix Level / Pay Band and Grade Pay drawn under ACP/MACP scheme | | From | To | |
| | | | | | | |
| 8. | Nature of present employment i.e. Adhoc or Temporary or Permanent | | | | | |

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| 9. | In case the present employment is held on deputation/contract basis, please state | | |
| (a) The date of initial appointment | (b) Period of appointment on deputation/contract | (c) Name of the present office/organization to which applicant belongs. | (d) Name of the post and pay of the post held in substantive |
| | | | |
| 9.1 | Notes: In case of Officers already on deputation, the applications such officers should be forwarded by the parent cadre/ department along with cadre clearance, vigilance clearance and integrity certificate. | | |
| 9.2 | Note: Information under column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization. | | |
| 10 | If any post held on deputation in the post by the applicant date of return from the last deputation and other details | | |
| 11 | Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Organization e) Universities f) Others | | |
| 12 | Please state whether you are working in the same department and one in the feeder grade or feeder to feeder grade | | |
| 13 | Are you in revised scale of pay if yes, give the date from which the revision rank place and also indicate the pre-revised scale | | |
| 14 | Total emoluments per month now drawn | | |
| | Basic pay in Pay Band/ Pay Matrix | Pay Matrix Level / Grade Pay | Total Emoluments |
| | | | |
| 15 | In case the applicant belongs to an organization which does not belong to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed | | |
| | Basic pay in Pay Band/ Pay Matrix | Pay Matrix Level / Grade Pay & applicable rate of DA | Total Emoluments |
| | | | |
| 16 | A additional information, if any relevant to the post you applied for the support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed. In this Vacancy Circular/ Advertisement) (Note: enclose a separate sheet, if the space is insufficient) | | |

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| 16.1 | <p>The candidates are requested to including information with regard to:</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions (iv) Patents registered in own name or achieved for the organization (v) Any research innovative measure involving official regularization (vi) Any other information.</p> <p>Note: enclose a separate sheet if the space is insufficient)</p> | |
| 17 | Whether belongs to SC/ST/OBC | |
| 18 | Complete postal Address and contact details i.e.Telephone/Fax Number & e.mail address of the present employer :- | Postal Address Telephone & Fax No.- e.mail address: |

I have carefully gave through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct and true to the based of my knowledge and no material fact having a hearing on my selection has been suppressed/ withheld.

(Signature of candidate)
 Address _____

 Email ID : _____
 Contact/Mobile No. _____
 Date _____

Certification by the Employee/ Cadre Controlling Authority

The information/ detail provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualification and experience mentioned in the vacancy circular. If selected he/ she will be relieved immediately.

Also certified that:

- There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt/Ms. _____
- His/ Her Integrity is certified
- His/Her APAR dossier in original /photocopies of APAR for the last five years duly attested by an officer of the rank of Under Secretary of the government of India or above are enclosed.
- No major/minor penalty has been imposed on him/ her during the last ten years or a list of major/minor penalty imposed on him/ her during the last ten year enclosed (as the case may be)

Counter signed
 (Employer/Cadre Controller Authority with seal)