



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक-सी, जी.पी.ओ. कम्प्लेक्स, आई.एन.ए., नई दिल्ली -110023 (भारत)
Manav Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-110023 (INDIA)
Fax: 91-011-2465 1329
E-Mail: nhreestt@nic.in
Website: www.nhrc.nic.in

Advt. No. 03/2020

Applications are invited for filling up following vacant posts in National Human Rights Commission on contractual basis:-

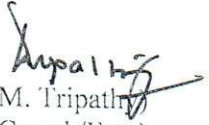
S.N.	Name of posts	No. of posts	Pay Scale of Regular post	Who can apply
1	Senior Superintendent of Police	03	Pay Matrix Level-13 (Rs.123100-215900)	Retired officers of Indian Police Service or State Police Forces.
2	Assistant Registrar.	04	Pay Matrix Level-11 (Rs.67700-208700)	Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, University or recognised Research Institution fulfilling the prescribed eligibility criteria.
3	Research Officer	03	Pay Matrix Level-10 (Rs.56100-177500)	Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution fulfilling the prescribed eligibility criteria.
4	Section Officer	01	Pay Matrix Level-8 (Rs.47600-151100)	Retired persons who have worked in the Central Government fulfilling the prescribed eligibility criteria.
5	Senior Translator (Hindi).	01	Level-7 (Rs.44900-142400)	Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions fulfilling the prescribed eligibility criteria.
6	Research Assistant	02	Pay Matrix Level-6 (Rs.35400-112400)	Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution fulfilling the prescribed eligibility criteria.
7	Jr. Translator (Hindi)	01	Pay Matrix Level-6 (Rs.35400-112400)	Retired persons who have worked in the Central Government, the State Government, Union territories autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions fulfilling the prescribed eligibility criteria.
8	Steno Grade - D	09	Pay Matrix Level-4 (Rs.25500-81100).	Retired persons who have worked in 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 fulfilling the prescribed eligibility criteria.

Continue.....2/-

S.N.	Name of posts	No. of posts	Pay Scale of Regular post	Who can apply
9	Asstt. Librarian	01	Pay Matrix Level-4 (Rs.25500-81100).	Retired persons who have worked in the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organizations fulfilling the prescribed eligibility criteria.
10	Staff Car Driver	01	Pay Matrix Level-2 (Rs.19900-63200)	Retired persons who have worked in the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organizations fulfilling the prescribed eligibility criteria.

Note:

1. (i) Number of post(s) may vary.
(ii) Separate application(s) may be submitted if a candidate is applying for more than one post.
(iii) Commission reserves the right to cancel/withdraw the vacancy. Applicants may see Commission's website for updation of information in this regard.
2. Last date for receipt of application is 30 days from the date of publication of the advertisement in Employment News. Applications received beyond the date will not be entertained.
3. Detailed eligibility conditions of above posts and Proforma of application is available in the Commission's website www.nhrc.nic.in


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

(A) Basic Eligibility conditions:-

1. Senior Superintendent of Police.

Retired officers of Indian Police Service or State Police.

- (i) Indian Police Service Officers who have retired at the level of selection grade or retired officers from State Police Forces who have held analogous posts on regular basis OR
- (ii) Retired officers who have worked in Indian Police Service or State Police Forces or Organisations in the Level-12 (Rs.78800-209200) in the pay matrix with five years regular service.

2. Assistant Registrar.

Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, University or recognised Research Institution :

- (a) (i) In the Pay Matrix Level 11 and having legal background and experience
OR
- (ii) In the Pay Matrix Level 7, 8, 9 & 10 rendered minimum 07 years service in these grades/Level on regular basis and having legal background/working experience in legal matter.
And
- (b) Possessing a degree in Law from recognised University.

3. Research Officer.

Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution:

- (a) In the Pay Matrix Level-10 on regular basis in the parent cadre or department;
- (b) Possessing following qualifications and experience :
 - (i) Master's Degree in Social Science from a recognised University.
Desirable:-
 - (i) Degree in Law from a recognised university;
 - (ii) Three years' research experience in any of the social science.

4. Section Officer.

Retired persons who have worked in the Central Government,

- (a) (i) In the Pay Matrix Level-8 on regular basis in the parent cadre or department; **OR**
- (ii) With 8 years regular service in Pay Matrix Level -7 & 6 (PB-2 RS. 9300-34,800/- + GP Rs. 4600 or 4200/- (pre-revised) or equivalent; and
- (iii) Possessing experience of Administration/ establishment accounts matters.
Desirable A degree in law.

5. Senior Translator (Hindi).

Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:

- (a) (i) In the Pay Matrix Level - 7 on a regular basis in the parent cadre or department;
OR
- (ii) with five years' service rendered after appointment to the post of Junior Translator on a regular basis in level-6 (Rs.35400-112400) in the pay matrix;
And

- (b) Possessing following qualifications and experience: -
- (i) Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;
Or
 - (ii) Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;
Or
 - (iii) Master's degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;
Or
 - (iv) Master's degree from a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;
Or
 - (v) Master's Degree from a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;
And
 - (vi) recognised Diploma or Certificate course in translation from Hindi to English and vice versa or three years' experience of translation work from Hindi to English and vice versa in Central Government or the State Government office, including Government of India Undertaking.

6. Research Assistant

Retired persons who have worked in the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution:

- (a) (i) In the Pay Matrix Level- 6 (Rs.35400-112400) on regular basis in the parent cadre or department; Or
- (ii) In the Pay Matrix Level (Rs.29200-92300) with six years' service rendered after appointment to the post on a regular basis or equivalent or
- (iii) with ten years' service rendered after appointment to the post on a regular basis in level-4 (Rs.25500-81100) in the pay matrix in the parent cadre or department; and
- (b) Possessing the Bachelor Degree from a recognised university.

Desirable:

- (i) Minimum one-year research experience in any recognised University or recognised Research Institution;
- (ii) Degree in Law or Human Rights from a recognised university

7. Jr. Translator (Hindi)

Retired persons who have worked in the Central Government, the State Government, Union territories autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:

- (a) In the Pay Matrix Level-6 (Rs.35400-112400) on a regular basis in the parent cadre or department; and
- (b) Possessing following qualifications and experience
 - (i) Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; Or
 - (ii) Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; Or

- (iii) Master's degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; Or
- (iv) Master's degree from a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; Or
- (v) Master's Degree from a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and
- (vi) Diploma or Certificate course in translation from Hindi to English and vice versa from a recognised university or institute or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

8. Steno Grade – D

Retired persons who have worked in 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 :

- (a) Who have held posts of stenographer, Personal Assistants or equivalent on regular basis and
- (b) Possessing following qualifications and experience :
 - (i) 12th Class pass or equivalent from a recognised Board or University.
 - (ii) Skill test norms:- Dictation: 10 Minutes @ 80 words per minute. Transcription (only on computer): 50 Minutes (English).

Desirable Diploma in Computer from a recognised university or institute.

9. Assistant Librarian

Retired persons who have worked in the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organizations :

- (a) Who have held posts of Librarian, Assistant Librarian, Assistant, Upper Division Clerk & Lower Division Clerk or equivalent on regular basis and;
- (b) Possessing following qualifications and experience :
 - (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 University or recognised Research or Educational Institution.

Desirable: Diploma in Computer Application from a recognised university or Institute.

10. Staff Car Driver

Retired persons who have worked in the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organizations as Staff Car Driver possessing following qualifications and experience:

Essential:

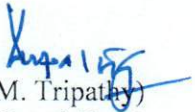
- (i) Possession of a valid driving license for motor cars;
- (ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);
- (iii) Experience of driving a motor car for at least three years; and
- (iv) Pass in 10th standard.
- (v) Medically fit.

(B) Other terms and conditions for deputation:-

- 1 Age Not More than 62 years of Age.
- 2 Remuneration (i) Lum sum consolidated amount on the basis of last pay drawn (-) Pension.
(ii) A fixed contractual amount @ 30,000/- per months shall be paid on contractual appointment to the post of Steno Grade-D and Assistant Librarian if any person selected as consultant for these posts who have retired from the pay matrix level 5 and above.
- 3 Tenure Contractual appointment is on need based and for a limited period. The initial engagement would be for a period of 01 year which can be extended subject to satisfactory performance of the individual and requirement of the Commission or curtailed if a regular candidate is available against the vacant posts whichever is earlier.
- 4 Working schedule The assignment is on full time basis as per office timing/working hrs prescribed by the Commission and the candidates appointed will be required to attend the office on all working days or on holidays also, if required, on account of exigencies of works, for which no additional remuneration will be paid.
- 5 Selection The appointment will be made on the recommendations, based on a personal interview by a Selection Committee constituted for this purpose. In case number of candidates is higher, the Commission reserves the right to short list the candidate on the basis of experience/qualification of the candidates.

(C) How to apply:-

- (i) The candidates fulfilling the eligibility conditions may apply in the prescribed format as per Annexure-I for the posts earmarked to contractual appointment and send the same by post to the Under Secretary (Estt), National Human Rights Commission, Manav Adhikar Bhawan, Block-C, GPO Complex, INA, New Delhi-110 023, along with copies of relevant supporting self attested documents like (i) Identity Card (PAN Car/Adhar Card/Election ID Card/ DL/Pension Card etc.), Educational qualification (iii) PPO/LPC etc. shall also be submitted alongwith the application.
- (ii) Application not in the prescribed performa shall be summarily rejected.
- (iii) Attending interview shall not confer the candidates any right for empanelment/appointment.
- (iv) No TA/DA shall be paid for attending the Walk-in-interview.


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

APPLICATION FORM FOR APPOINTMENT ON CONTRACT BASIS
TO THE POST OFIN NHRC

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Advt. No. 03/2020/Estt

1. Post applied for : _____
2. Name of Candidate : _____
(As per matriculation certificate)
3. Father's Name : _____
4. Date of Birth : _____
(As per matriculation certificate)
5. Age as on last date of receipt : _____
of application
6. Date of entry into Govt. Service : _____
7. Date of retirement : _____
8. Gender (Male/Female) : _____
9. Nationality : _____
10. Category : _____
(whether SC/ST/OBC/General)
11. Whether Physically Handicapped: _____
(OH/VH/HH)
12. Medium of skill test : _____
(English / Hindi)
13. Educational/Professional Qualification:

Sl. No.	Exam/ Degree Passed	School/ College/ University	Subject Taken	Year of passing	Class/ Division & %age

14. Experience:

Name of the Employer/ Organisation	Post Held	From	to	Nature of duties	Scale of pay and last salary drawn

15. Permanent Address : _____

16. Address for Communication along with Pin No. : _____

17. Mobile No. : _____

18. E-mail-ID : _____

19. Any other information : _____

Dated: _____ (Signature of the candidate)

DECLARATION

- (i) I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications and experience etc., prescribed to the post on contractual appointment.
- (ii) I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is liable to be cancelled.

Place :

Date : _____ (Signature of the candidate)
 (unsigned application will be rejected)