



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)

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Website: www.nhrc.nic.in

Advt. No. 02/2021

Applications are invited for filling up following vacancies on deputation basis in National Human Rights Commission:-

S.No.	Name of posts	Number of posts	Pay Scale notified/ adopted by the Commission	Who can apply
1	Joint Director (Research)	01	Pay Matrix Level-12 (Rs.78800-209200)	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, University or recognised Research Institution.
2	Sr. Research Officer	02	Pay Matrix Level-11 (Rs.67700-208700)	Officers under the Central Government or the State Government or Union territories.
3	Librarian / Documentation Officer	01	Pay Matrix Level-10 (Rs.56100-177500)	Officers under the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions.
4	Asstt. Accts Officer	02	Pay Matrix Level-7 (Rs.44900-142400)	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions.
5	Programmer Asstt.	03	Pay Matrix Level-6 (Rs.35400-112400)	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.
6	Accountant	01	Pay Matrix Level-6 (Rs.35400-112400)	Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions.
7	Research Assistant	03	Pay Matrix Level-6 (Rs.35400-112400)	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution.
8	Junior Accountant	02	Pay Matrix Level-4 (Rs.25500-81100)	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions.
9	Assistant Librarian	01	Pay Matrix Level-4 (Rs.25500-81100)	Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organizations.
10	Steno Grade-'D'	09	Pay Matrix Level-4 (Rs.25500-81100)	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.

Continued.....2/-

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 45 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



(B.S. Nagar)
Deputy Secretary

Basic Eligibility conditions:-

1. Joint Director (Research)

Officers under the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:

- (a) Holding analogous post on a regular basis in the parent cadre or department; and
- (b) Possessing following qualifications and experience:

Essential

- (i) Master of Laws from any recognised University;
- (ii) Masters' in Political Science or Sociology or Social Work or Economics or Human Rights or Psychology or Population Studies or Criminology from a recognised University;
- (iii) Five years' research experience in any of the above subjects in a recognised Institution or University.

2. Senior Research Officer

Officers under the Central Government or the State Government or Union territories:

- (a) Holding analogous post on a regular basis in the parent cadre or department;
- (b) Possessing following qualifications and experience:

Essential Qualification:

- (i) Masters' degree in political science, History, Statistics, Sociology of a recognised university;
- (ii) Four years' research experience in any of the social sciences.

Desirable Qualification: Degree in law of a recognised University.

3. Librarian/ Documentation Officer

Officers under the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised 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 recognised University;
- (ii) Two years' professional experience in a Library including Documentation and Bibliographical work; Or Post Graduate Degree in Library Science from a recognised University.

4. Assistant Accounts Officer

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.

5. Programmer Assistant

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:

Essential: -

- (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 (Tabular 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.

Desirable: -

- (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 on such equipment.

6. Accountant

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.

7. **Research Assistant**

Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institution:

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department; **Or**
(ii) With six years' service rendered after appointment to the post on a regular basis in level-5 (Rs.29200-92300) in the pay matrix or equivalent or 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 following educational qualifications and experience:

Essential:

- (i) 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.

8. **Junior Accountant**

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.
(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.

9. **Assistant Librarian**

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 University or recognised Research or Educational Institution.

Desirable:

- (i) Diploma in Computer Application from a recognised university or Institute.

10. **Steno Grade –'D'**

Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions

- (a) Holding analogous post on a regular basis in the parent cadre or department.

Desirable: Diploma in Computer from a recognised university or institute.

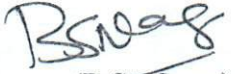
Note: Preference will be given to those who know both English and Hindi stenography.

(B) Other terms and conditions for deputation:-

- (i) 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.
- (ii) The applications of eligible candidates who have desirous of being considered for appointment to the posts meant for deputation and can be spared immediately, may please be forwarded to this Commission latest by **45 days from the publication of the advertisement in Employment News alongwith attested photocopies of APARs for the last 05 years and vigilance/disciplinary clearance.** The applications should clearly indicate the service particulars, experience and educational qualifications etc. in the prescribed form as at Annexure-I. **Applications reached on or before closing date of advertisement through proper channel will only be considered. Any application received directly will not be entertained.** The forwarding authority may also certify the information furnished by the candidate in application form.
- (iii) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- (iv) The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not exceed three years.
- (v) The maximum age-limit for appointment by deputation shall be 'not exceeding fifty-six years' as on the closing date of receipt of application.

(C) How to apply:-

The candidates fulfilling the eligibility conditions may apply in the prescribed format as per Annexure-II for the posts earmarked to deputation and send the same by post to the Deputy Secretary, 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 proof of age, qualification, category certificate, disability certificate etc. on or before last date of receipt of application.


(B.S. Nagar)
Deputy Secretary

Advt. No. 02/2021/Estt

APPLICATION FORM FOR APPOINTMENT TO THE POST OFON
DEPUTATION BASIS IN NATIONAL HUMAN RIGHT COMMISSION.

Photo

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			
	C) Qualification		C) Qualification			
	D) Experience		D) 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	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

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			
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© & (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 lied 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 your 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 on organization which does not belongs 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	Total Emoluments	

16	<p>A additional information, if any relevant to the post you applied for the support of your suitability for the post.</p> <p>(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)</p> <p>(Note: enclose a separate sheet, if the space is insufficient)</p>	
16.1	<p>The candidates are requested to including information with regard to:</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarship/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research innovative measure involving official regularization</p> <p>(vi) Any other information.</p> <p>Note: enclose a separate sheet if the space is insufficient)</p>	
17	Whether belongs to SC/ST	

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:

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt/Ms. _____
- ii) His/ Her Integrity is certified
- iii) 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.
- iv) 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)