



Advt. No. 01/2018 dated: 29 January, 2018  
F. No.A.12024/1/2015-Estt.  
**National Human Rights Commission**  
Manav Adhikar Bhawan,  
Block-'C', GPO Complex New Delhi -110 023

Applications are invited from suitable candidates fulfilling the eligibility conditions for appointment to various posts as mentioned below, in the National Human Rights Commission on transfer on deputation on foreign service/re-employment/short-term contract basis.

2. The Commission is a Statutory Autonomous Body and candidates selected on deputation will be appointed initially for a period of three years. National Human Rights Commission is an eligible office for allotment of Govt. accommodation.

**Investigation Division:-**

S. No.	Name of the post/Pay Band	Mode of induction	Number of post(s)
1	Inspector Level-7 corresponding to PB-2 Rs.9300-34800+ Grade Pay Rs.4600/-	By deputation failing which by re-employment/short-term contract	6

**Research Division:-**

2	Senior Research Officer Level-11 corresponding to PB-3 Rs. 15600-39,100/- + GP Rs. 6600/-	By deputation including short-term contract failing which by direct rect.	2
3	Research Officer Level-10 corresponding to PB-3 Rs. 15600-39100/- + GP Rs. 5400	On deputation basis temporarily for an initial period of one year or till notification of Recruitment Rules, whichever is earlier	2
4	Sr. Research Assistant Level-7 corresponding to PB-2 Rs. 9300-34,800 + GP Rs. 4600/-	On deputation basis temporarily for an initial period of one year or till notification of Recruitment Rules, whichever is earlier.	1
5	Research Assistant PB-2 Rs. 9300-34800/- + GP Rs. 4200/- Level-6 corresponding to PB-2 Rs.9300-34800 + Grade Pay Rs.4200/	Deputation failing which by re-employment/short term contract	3

**Accounts:-**

S. No.	Name of the post/Pay Band	Mode of induction	Vacancy
6	Junior Accountant Level-5 corresponding to PB-1 Rs. 5200-20,200/- + GP Rs. 2800/-	By deputation	1
7	Accountant Level-6 corresponding to PB-2 Rs. 9300-34800/- + GP Rs. 4200/-	By deputation	1

**Administration Division:-**

8	Section Officer Level-8 corresponding to PB-2 Rs. 9300-34,800/- + GP Rs. 4800/-	By deputation	3
9	Private Secretary Level-8 corresponding to PB-2 Rs. 9300-34,800/- + GP Rs. 4800/-	By deputation	1
10	Personal Assistant Level-7 corresponding to PB-2 Rs. 9300-34,800/- + GP Rs. 4600/-	By deputation	2
11	Assistant Level-7 corresponding to PB-2 Rs. 9300-34,800/- + GP Rs. 4600/-	By deputation	2
12	Programmer Assistant Level-6 corresponding to PB-2 Rs. 9300-34800/- + GP Rs. 4200/-	By deputation	1
13	Junior Translator(Hindi) Level-6 corresponding to PB-2 Rs. 9300-34800/- + GP Rs. 4200/-	By deputation	1

1/1/18

**LAW DIVISION:-**

14	Assistant Registrar Level 11 corresponding to PB-3 Rs.15,600- 39,100/- + Grade Pay Rs.6600/-	By deputation	01
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Note: Number of posts may vary.

**(A) Basic Eligibility conditions:-****1. Inspector:-****By deputation of officers:-**

- (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./State Govt Departments/Central Public Undertakings; and  
(b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.

**By re-employment/short-term contract:-**

Persons who have held analogous posts on regular basis in the Central/State Police Forces/Armed Forces of Union and possessing at least 5 years experience in vigilance or investigation or intelligence work.

The period of short-term contract/re-employment shall not exceed two years.

**2. Senior Research Officer:-**

- (a) By Deputation:- Officers under the Central Govt./State Govt/Universities/Research Institutions;

- (i) Holding analogous posts on regular basis; or  
(ii) With 5 years regular service in post in the scale of PB-3 + Grade Pay Rs.5400 ; (pre-revised) or equivalent; or  
(iii) With 8 years regular service in post in the scale of PB-2 +Grade Pay Rs.4600; (pre-revised) or equivalent; and possessing following essential qualifications:-

**Essential qualification:-**

- (i) Masters degree in Political Sciences, History, Statistics, sociology of a recognized university or equivalent.  
(ii) Degree in Law of a recognized university or equivalent.  
(iii) 4 years research experience in any of the social science.

- (b) By re-employment/short-term contract:-

Persons who have held analogous posts under the Central Govt./State Govt/Universities/Research Institutions on regular basis and possessing the educational qualifications and experience as prescribed for deputations above.

- (c) By Direct Recruitment:-

- (i) Age limit:- Not exceeding 40 years ( Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.  
(ii) Essential qualification:-  
(a) Masters degree in Political Sciences, History, Statistics, sociology of a recognized university or equivalent.  
(b) Degree in Law of a recognized university or equivalent.  
(iii) 4 years research experience in any of the social science.

**3. Research Officer:-**

Officers under the Central Govt./State Govt./Autonomous Bodies/Universities/Research Institutions holding:

- (i) Analogous posts on regular basis; or  
(ii) Posts with 5 years regular service in PB-2 + Grade Pay 4600/- ; and Possessing following educational qualifications and experience:

**Educational Qualifications:****Essential:**

Masters Degree in Political Science/ Sociology/Social Work/Economics/Human Rights/Psychology/Population Studies or Criminology from a recognized University.

**Desirable:- M.Phil**

Experience:- 03 years research experience in any of the social science.

*1/11/2022*

4. **Senior Research Assistant:-**

**By Deputation:-** Officers under the Central Govt./State Govt./Autonomous Bodies/Universities/Research Institutions holding:

- (i) Analogous posts on regular basis; OR
- (ii) Posts with 4 years regular service in PB-2 + Grade Pay 4200; and Possessing following educational qualifications and experience:

**Qualification**

Masters Degree in Political Science/ Sociology/ Social Work/Economics/Human Rights/ Psychology/Population Studies or Criminology from a recognized University.

**Experience (Desirable)**

2 years research experience in any of the social science.

5. **Research Assistant:-**

**Deputation:-**

Officers under the Central Govt./Universities/Research Institutes;

- (a) (i) Holding analogous posts on regular basis; or
- (ii) with 5 years regular service in a post in the pay scale of Rs.5200-20,200/-+ GP Rs.2400/- or above.

(b) Possessing the following educational qualifications/experience:-

**Essential Qualifications:** -Bachelor Degree from a recognized university or equivalent

**Experience:-**Research experience in any of social sciences or in the application of law and procedure.

**Desirable:** Degree in Law from a recognized university or equivalent.

**By re-employment/short-term contract:-**

Persons who have held analogous post on regular basis under the Central Govt./Universities/Research Institutes and possessing qualifications and experience prescribed for deputationists.

The period of short-term contract/re-employment shall not exceed 2 years.

6. **Junior Accountant:-**

**By deputation:-**

- (i) Junior accountant having experience of departmental accounting system under Controller General of Accounts/Postal and Telegraph Accounts, Defence and Railways Accounts or Auditors under Comptroller and Auditor General.
- (ii) Failing-(i) above; Upper Division Clerks in Central Secretariat Clerical Service or subordinate offices with Cash and Accounts training conducted by the Institute of Secretarial Training and Management.
- (iii) Failing (i) & (ii) both Lower Division Clerks with 5 years regular service in the grade with experience in Cash/Accounts Section in the above offices.

7. **Accountant:-**

**By deputation:-**

a)

- (i) Holding analogous posts on regular basis in the parent cadre/department; or
- (ii) With 6 years' service in the grade rendered after appointment thereto on a regular basis in PB-1(Rs.5200-20200/-) with Grade Pay of Rs.2800/- or equivalent in the parent cadre/department; or
- (iii) With 8 years' regular service in the grade rendered after appointment thereto in PB-1(Rs. 5200-20200/-) with Grade Pay of Rs.2400/- or equivalent in the parent cadre/department; and

b) Who have undergone training in cash and accounts work in the ISTM work or equivalent course and possessing two years' experience of cash, accounts and budget work.

*(Signature)*

8. **Section Officer:-**  
**By deputation:-**  
(i) Officers under the Central Govt. holding analogous posts on regular basis OR with 8 years regular service in PB-2 RS. 9300-34,800/- + GP Rs. 4200/- or equivalent; and  
(ii) Possessing experience of Administration/establishment and accounts matters.  
**Desirable:** a degree in law.
9. **Private Secretary:-**  
**By deputation:-**  
(i) Holding analogous posts on regular basis; or  
(ii) With 8 years regular service in a post of Stenographer in the pay scale of PB-2 + GP Rs. 4200/-
10. **Personal Assistant**  
**Officers under the Central Govt.**  
(i) Holding analogous posts on a regular basis; or  
(ii) With 8 years regular service in the post of Stenographer in Pay Band Rs. 5200-20200/- + GP Rs. 2400/-
11. **Assistant**  
**Officer under the Central Government:**  
(i) holding analogous posts on regular basis; or  
(ii) with 5 years regular service in the posts in Pay Band Rs. 5200-20,200/- + GP Rs. 2400/-
12. **Programmer Assistant:-**  
**Deputation:-**  
Officers holding analogous posts on regular basis in the National Informatics Center or similar organizations.  
**By re-employment/short-term contract:-**  
Persons who have held analogous posts on regular basis in the National Informatics Center or similar organizations are eligible. Period of short term contract shall be two years
13. **Junior Translator (Hindi):-**  
Officers holding analogous posts on regular basis in the Central Govt.
14. **Assistant Registrar (Law):-**  
**By deputation:-**  
Officers possessing a degree in law and holding analogous posts in Central Govt./Supreme Court/High Court/CAT or officers of Central Govt./Supreme Court/CAT/High Court in the Pay Band-2 Rs.9300-34,800/- + GP Rs.4800/-with 8 years of regular service.

**(B) Other terms and conditions For deputation/re-employment/shot-term contract posts:-**

- (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 are 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 02<sup>nd</sup> April, 2018 till 5.30 pm** alongwith attested photocopies of ACRs 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 received directly or without ACRs will NOT be entertained.** The forwarding authority may also certify the information furnished in the bio-data.

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- (iii) **Retired persons applying for re-employment/short-term contract and direct recruitment basis may submit their applications in Annexure-II directly to the Commission.**
- (iv) **The maximum age limit for appointment on deputation basis shall be 56 years.**

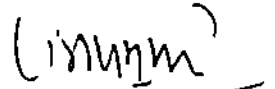
**How to apply:-**

The candidates fulfilling the eligibility conditions may apply in the prescribed format as per **Annexure-I for the posts earmarked to deputation. For the posts earmarked to re-employment/short term contract and direct recruitment basis, they may apply on Annexure-II** 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 proof of age, qualification, category certificate, disability certificate etc.

3. The applications without supporting documents, photograph, unsigned and incomplete applications, in any manner, shall be summarily rejected.

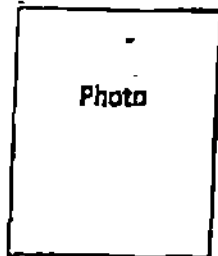
4. The candidates who are already in Government Service should apply through proper channel failing which the applications shall not be considered.

**5. Last date for receipt of applications will be 02<sup>nd</sup> April, 2018 till 5.30 pm. Applications received beyond due date will not be considered.**



(Sanjay Kumar)  
Under Secretary(Estt.)  
Tele: 011-24663279

**APPLICATION FORM FOR APPOINTMENT ON DEPUTATION POST**



Advt. No. 11/2017/Estt

1. Name and Address (In Block Letters)	
2. Date of Birth (In Christian era)	
3. i). Date of entry in 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 mentioned in the advertisement/vacancy circular	Qualifications/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
<p>5.1 Note: This Column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale 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 Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) &amp; (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/ organisation</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>							
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) -</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>							
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>							
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>							
<p>14. Total emoluments per month now drawn</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Basic Pay in the PB</th> <th style="width:33%;">Grade Pay</th> <th style="width:34%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basic Pay in the PB	Grade Pay	Total Emoluments			
Basic Pay in the PB	Grade Pay	Total Emoluments					
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Basic Pay with Scale of Pay and rate of Increment</th> <th style="width:45%;">Dearness Pay/Interim relief/other Allowances etc., (with break-up details)</th> <th style="width:30%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments					
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)</p>							



<p>Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ Innovative measure involving official recognition or any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p><b>17.</b> Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p>18 (The option of "STC" / "Absorption"/"Re-employment" are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect 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 best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

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

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her Integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years. Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

**APPLICATION FORM FOR RECRUITMENT TO THE POST OF.....**  
**ON RE-EMPLOYMENT/SHORT-TERM CONTRACT/DIRECT RECRUITMENT BASIS**

Paste here firmly  
recent photograph

(4 cm x 5 cm)  
(do not staple)

**Advt. No. 06/2016/Estt.**

Post applied for: \_\_\_\_\_

1. Name of Candidate : \_\_\_\_\_  
(As per matriculation certificate)
2. Father's Name : \_\_\_\_\_
3. Mother's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_  
(As per matriculation certificate)
- 4(a). Age as on last date for receipt of application : \_\_\_\_\_
- 4(b). Whether seeking age relaxation : \_\_\_\_\_
5. Gender (Male/Female) : \_\_\_\_\_
6. Nationality : \_\_\_\_\_
7. Category : \_\_\_\_\_  
(whether SC/ST/OBC/General)
8. Whether Physically Handicapped : \_\_\_\_\_  
(OH/VH/HH)
- 8(a). If VH, whether scribe is required : \_\_\_\_\_  
or not

9 Educational/Professional Qualification:

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

10. Experience:

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

11. Permanent Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Address for Communication along with Pin No. : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Mobile No. (if any) : \_\_\_\_\_

14. E-mail-ID (if any) : \_\_\_\_\_

15. Any other information :

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Dated:

(Signature of the candidate)

**DECLARATION**

(i) I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.

(ii) I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

(iii) I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.

(iv) \* For Central Govt. Civilian Employees seeking age relaxation

I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the notice of the examination on or before date of closing of submitting application form given in the notice.

(v) \* For candidate belonging to OBC

I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel & Training Office Memorandum No. 36012/22-93-Estt (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate as per the prescribed format.

(vi) I hereby 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 examination, my candidature/appointment is liable to be cancelled.

Place :

Date :

(Signature of the candidate)  
(unsigned application will be rejected)