



F. No.A.12024/1/2015-Estt.  
**National Human Rights Commission**

Manav Adhikar Bhawan,  
Block-'C', GPO Complex New Delhi -110 023

Date: 12<sup>th</sup> January, 2016

Sub: **Filling up of various posts in the National Human Rights Commission on deputation on foreign service/re-employment/Short-term contract basis and direct recruitment basis.**

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

2. The Commission is a Statutory Autonomous Body and candidates selected will be appointed on transfer on deputation on foreign service basis for a period of three years. Exemption from immediate absorption has been obtained from the Government. National Human Rights Commission is an eligible office for allotment of Govt. accommodation from General pool.

**(A) 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 22/02/2016** 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. Retired persons applying for re-employment/short-term contract may submit their applications in **Annexure-II** directly to the Commission.

(iii) The maximum age limit for appointment on transfer on deputation on foreign service basis shall be 56 years.

**(B) For Direct Recruitment to the post of Stenographer Grade 'D':-**

**Number of vacancies:** 03 (reserved for Ex-servicemen, ST & VH category candidates respectively).

**Mode of Recruitment:**

(a) Written Examination (objective type) – 200 marks (General Intelligence & Reasoning -50 Marks, General Awareness – 50 Marks and English Language and Comprehension – 100 marks) -

Duration: 2 hours (2 hours and 40 minutes for Visually handicapped candidates)  
(b) Skill test in Stenography:- Dictation for 10 minutes in English/Hindi at the speed of 80 wpm  
Transcription time: 50 Minutes (English)  
65 Minutes (Hindi)  
Visually handicapped persons- 75 minutes (English)—100 minutes (Hindi)

**Examination Centre:** The examination will be conducted in Delhi only. Date of examination shall be intimated to the eligible candidates separately. The Commission will not pay any TA/DA to the candidates for attending the interview for deputation and for attending Written Examination/Skill Test for direct recruitment.

**Last date for receipt of applications:-**

**Last date for receipt of applications for direct recruitment to the post of Stenographer Grade 'D' shall be 22nd February, 2016.** For the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep **last date for receipt of applications will be 29th February, 2016.**

**Crucial date of eligibility:-**

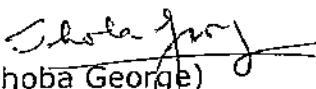
Crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India i.e. 22nd February, 2016 (and not the closing date prescribed for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep).

**How to apply:** The candidates fulfilling the eligibility conditions as mentioned in **Annexure-A** 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.

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

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

3. The last date for receipt of applications will be 22nd February, 2016  
Applications received beyond 22nd February, 2016 will not be considered.

  
(Shoba George)  
Under Secretary (Estt)

dvt. No. 01/2016/Estt.


Details of posts, pay scale	No. of Posts	Mode of induction	Eligibility criteria
Representing Officer PB-4 Rs.37,400-67,000/- + Grade Pay Rs. 10,000/-	01	By deputation/absorption failing which by re-employment/contract for a period not exceeding three years at a time	<p><u>By deputation/absorption:-</u></p> <p>Judicial officer who has held the post of District/Addl. District &amp; Sessions Judge/Special Judge for a period of three years.</p> <p><u>By re-employment/Contract:-</u></p> <p>Retired Judicial Officer who had held the post of District/Addl. District &amp; Sessions Judge/Special Judge for a period of three years at a time.</p> <p><u>Essential Qualification:-</u></p> <p>Degree in Law</p> <p><u>Desirable:-</u></p> <p>(i) Post Graduate Degree in Law from a recognized University or equivalent.</p> <p>(ii) A UGC recognized degree/diploma/certificate in Human Rights</p> <p>(iii) Research experience in one of the following fields:-</p> <p>(i) Constitutional Law and its theory</p> <p>(ii) Human Rights jurisprudence</p>
Joint Registrar PB-4 Rs.37,400-67,000/- + GP Rs.8700/-	01	Deputation failing which by re-employment/short term contract	<p><u>By deputation:-</u></p> <p>Officers possessing a degree in Law and holding analogous post in the Central Govt./Supreme Court/High Court/CAT/Custom &amp; Gold Tribunal/Income Tax Appellate Tribunal/Foreign Exchange Regulation Appellate Board or in the scale of Rs.12,000-16,500 (Pre-revised) with a minimum of 5 years regular service in that grade and possessing experience of court matters in higher judiciary or of any other post involving interpretation/application of statutes.</p> <p><u>Transfer/including short-term contract:-</u></p> <p>Persons who have held analogous posts on regular basis in the Central Govt./Supreme Court/High Court/CAT/Custom &amp; Gold Tribunal/Income Tax Appellate Tribunal/Foreign Exchange Regulation Appellate Board and possessing degree in Law and possession experience in Court matters in higher judiciary or any other post involving interpretation/application of statutes.</p> <p>The period of short-term contract/re-employment shall not exceed 2 years.</p>

Details of posts, pay scale	No. of Posts	Mode of induction	Eligibility criteria
Senior Accounts Officer PB-3 (Rs.15,600-39,100/-) + Grade Pay Rs.5400/-	01	Deputation failing which re-employment short-term contract	<u>By deputation:-</u> Officers holding analogous posts in the accounts organizations. Officers in the scale of Rs.7450-11500/- (pre-revised) working in the Accounts Organisation with 2 years regular service in the grade. <u>By re-employment/short term contract:</u> Persons who have held analogous posts on regular basis in the Accounts Organisation. The period of short-term contract-re-employment shall not exceed 2 years.
Assistant Accounts Officer PB-2(Rs.9300- 34800)+Rs.4800/-	01	Deputation	(i) Officers under the Central Govt. holding analogous posts on regular basis who have undergone training in Cash and Accounts in the ISTM or equivalent and possess experiences in cash and accounts work, or (ii) Junior Accounts Officers or equivalent in the pay scale of Rs.9300-34800+Rs.4200/- with 8 years regular service in the grade.
Section Officer PB-2(Rs.9300-34800)+ Grade Pay Rs.4800/-	02	Deputation	(a) Officers holding analogous posts on regular basis or with 8 years regular service in the pre-revised pay scale of Rs.5500-9000 or equivalent; and (b) Possessing experience of Administration/establishment and accounts matters. (c) Desirable: a degree in law.
Assistant Registrar PB-3 (Rs.15,600-39,100/-) + Grade Pay Rs.6600/-	01	Deputation failing which by re- employment/short- term contract.	<u>By transfer on deputation:-</u> 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. <u>By re-employment/short-term contract:-</u> Persons who have held analogous posts on regular basis in Central Govt./Supreme Court/High Court/CAT and possessing a degree in law. The period of short-term contract/re-employment shall not exceed two years.
Personal Assistant PB-2(Rs.9300-34800)+GP Rs.4600/-	05	By deputation	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. 5200-20,200/- + GP Rs.2400/-
Assistant PB-2(Rs.9300-34800)+GP Rs.4600/-	04	By deputation	Officers 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/-

Details of posts, pay scale	No. of Posts	Mode of induction	Eligibility criteria
Research Assistant PB-2(Rs.9300-34800)+GP Rs.4200/-	03	Deputation failing which by re-employment/short term contract	<p><u>Deputation:-</u> 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:-</p> <p><u>Qualifications: Essential:-</u> Bachelor Degree from a recognized university or equivalent</p> <p><u>Experience:-</u> 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.</p> <p><u>By re-employment/short-term contract</u> 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.</p>
Junior Accountant 5200-20,200/- + GP Rs.2800/-	01	Deputation	<p>(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.</p> <p>(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.</p> <p>(iii) Failing (i) &amp; (ii) both Lower Division Clerks with 5 years regular service in the grade with experience in Cash/Accounts Section in the above offices.</p>
Assistant Librarian 5200-20,200/- + GP 2400/-	01	Deputation	<p>Officers holding analogous posts in a Library under the Central Govt. OR Upper Division Clerk working in any office of the Govt. of India possessing the following educational qualifications:-</p> <p>(i) Degree of a recognized university or equivalent (ii) Diploma in Library Science of a recognized institution and having experience of working in a Govt. Library for a period of 3 years.</p>

Details of posts, pay scale	No. of Posts	Mode of induction	Eligibility criteria
Stenographer Grade "D" 5200-20,200/- + GP 2400/-	03 (Reserved for Ex-service men, ST and VH candidate respectively)	Direct Rectt.	<u>Essential qualification:-</u> (i) 12 <sup>th</sup> Pass or equivalent from a recognized Board or University (ii) A speed of 80 words per minutes in Shorthand (English/Hindi) (i) A typing speed of 30 words per minute in English and 25 words per minute in Hindi <u>Desirable Qualification:-</u> Degree from a recognized university Maximum age limit:- Not exceeding 27 Years. <u>Vacancy for Ex-servicemen:-</u> An Ex-servicemen shall be allowed to deduct the period of actual Military Service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, he shall be deemed to satisfy the condition regarding age limit.

These vacancies are tentative and their numbers may increase or decrease.

  
 (Shoba George)  
 Under Secretary (Estt)

# APPLICATION FORM FOR APPOINTMENT ON DEPUTATION POST

Photo

Advt. No. 01/2016/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 mention 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 <b>Note:</b> 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 <b>Note:</b> 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 along with 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:</p> <p>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>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<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>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<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>16.8 Achievements:</b>          The candidates are requested to indicate information with regard to;          (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 vi) 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># (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 \_\_\_\_\_

7

**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 DIRECT RECRUITMENT BASIS**

Paste here firmly  
recent photograph

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

**Advt. No. 01/2016/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 :

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12. Address for Communication along with Pin No. :

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13. Mobile No. (if any) :

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

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15. Any other information : \_\_\_\_\_  
\_\_\_\_\_

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}