

F.No.21/01/2022-CS.I(Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

2nd Floor, A-Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003,
Dated the ~~12~~ Oct, 2022.

OFFICE MEMORANDUM

Subject:- Filling up of various vacant posts in National Human Rights Commission on deputation basis –regarding.

Reference is invited to National Human Rights Commission's Advt. No. 07.2022 and letter No A-12011/7/2021-Estt –Estt-8462-8465 dated 03.10.2022 for filling up of various vacant posts in National Human Rights Commission on deputation basis. The last date of submission of the application is 24.10.2022.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department/Organisation who has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

Sunil Kumar
12/10/2022
(Sunil Kumar)

Under Secretary to the Govt. of India
Tel. No. 011-24629414

To:

All Ministries/ Departments (through DoP&T' website).



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: nhrcestt@nic.in

Website: www.nhrc.nic.in

File No. A-12011/7/2021-Estt- 8462-8465

Dated the 3rd October, 2022.

To

All Ministries/Department/Organizations (As per standard List)

Sub: **Filling up of various vacant posts in National Human Rights Commission on deputation basis.**

The undersigned is directed to forward herewith a copy of a vacancy notice 07/2022 with regard to inviting application from willing and eligible officer/officials for filling up of various vacant posts in National Human Right Commission on deputation basis for wide publicity.

2. The detailed eligibility/terms & Conditions and Application Form are also available in the website of the NHRC [www.nhrc.nic.in (What's New)]

3. It is also intimated that the National Human Rights Commission (NHRC) is an eligible office for allotment of General Pool Residential Accommodation at Delhi/NCR and the employees of the Commission are also covered under CGHS.

4. It is therefore requested that the vacancy notice may kindly be circulated among the eligible officers under your administrative control for wider dissemination and the application(s) of candidate(s) who are desirous and eligible of being considered for appointment to these posts and who can be spared immediately after selection, may please be forwarded to the **Under Secretary, National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi – 110023 by 24.10.2022** in the prescribed format as at Annexure-I alongwith all requisite documents.

Yours faithfully,

Encl: as above

(Arun Kumar Tewari)
Under Secretary (Estt.)

Copy to :-

1. Director (CS Division), DoP&T—with the request that the vacancy notice may kindly be uploaded on the website of the DoP&T and also circulated amongst difference organizations for wider dissemination.
2. The Senior System Analyst alongwith copy of subject advertisement (vacancy notification) alongwith Proforma of application with the request to upload the same in what's new section on NHRC website.

(Arun Kumar Tewari)
Under Secretary (Estt.)



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: nhreestn@nic.in

Website: www.nhrc.nic.in

Advt. No. 07/2022

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

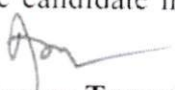
S.No.	Name of posts & Pay Scale notified/ adopted by the Commission	Number of posts	Who can apply
1	Assistant Registrar Pay Matrix Level-11 (67700-208700)	07	Officers of the Central Government, the State Government, Union Territories, autonomous or statutory organization, Public Sector Undertakings, University or Recognized Research Institution ; (a) (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) With seven years' service rendered after appointment to the post on a regular basis in the level-7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department : and (b) Possessing a degree in Law from recognized University
2	Section Officer Pay Matrix Level-8* (Rs.47600-151100)	05	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.
3	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.

Continue.....2/-

4	Assistant Pay Matrix Level-7* (Rs.44900-142400)	04	Officers under the Central Government; (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in the Level-4 of pay matrix.
5	Personal Assistant Pay Matrix Level-7* (Rs.44900-142400)	08	Officers under the Central Government; (i) Holding analogous posts on regular basis; or (ii) With 8 years regular service in the post of Stenographer in the Level-4 of pay matrix.

Note:

- (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 updating of information in this regard.
(iv)* **There is pay discrepancies to the posts of Private Secretary, Section Officer, Assistant and Personal Assistant 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.**
- Proforma of application is attached at Annexure - 'A'.
- These vacancies are meant for deputation (including short term contract) 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 who fulfill the requisite eligibility criteria and experience for these posts, as mentioned against each, will be considered. Applications of fresh candidates, retired officers or candidates serving in the private sector/organizations/institutions will be summarily rejected.
- 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.
- The maximum age-limit for appointment by deputation shall be not exceeding **'fifty-six years'** as on the closing date of receipt of application.
- The applications of eligible candidates who have can be spared immediately on selection, may please be forwarded to the **Under Secretary (Estt.), National Human Rights Commission, Manav Adhikar Bhawan, Block-C, GPO Complex, INA, New Delhi-110023 latest by 24.10.2022 alongwith attested photocopies of APARs for the last 05 years, Integrity Certificate and vigilance/disciplinary clearance.**
- Any application received directly or after due date will not be entertained will be summarily rejected
- The forwarding authority may also certify the information furnished by the candidate in application form.


(Arun Kumar Tewari)
Under Secretary (Estt.)

Advt. No. 07/2022
APPLICATION FORM FOR APPOINTMENT
IN NATIONAL HUMAN RIGHTS COMMISSION ON DEPUTATION BASIS.

Annexure - I

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;	(b) Qualification;			
	(c) Experience;	(d) Experience;			
	Desirable	Desirable			
	(a) Qualification;	(b) Qualification;			
	(c) 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 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
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(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	<p>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 Organization e) Universities f) Others</p>		
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	<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	The candidates are requested to including information with regard to: (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. Note: enclose a separate sheet if the space is insufficient)	
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:

- 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)