

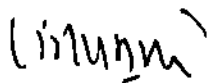
F.No.A-12014/2/2018-Estt. 5082
National Human Rights Commission
Manav Adhikar Bhawan, Block-C,
CGO Complex, INA, New Delhi – 110 023

Dated, the 25 April, 2018

Applications are invited from candidates fulfilling the eligibility condition for appointment to the post mentioned below in the National Human Rights Commission, a Statutory Autonomous Body, on deputation basis.

Name of the post, Pay Band and Grade Pay	No. of post	Eligibility Criteria
Staff Car Driver (Ordinary Grade) Pay Matrix Level- 02 Corresponding to PB-I Rs. 1900/-	01	<u>Deputation on foreign service basis</u> (1) (a) Persons holding analogous post of staff car drivers in Ministries/ Departments of the Central Govt./ State Govt./ Supreme Court/ High Courts and District Courts on regular basis; OR (b) Regular Despatch Riders (Group 'C'); OR (c) Regular Group 'D'(now designated as Group C) employees of the Central Govt./ State Govt./ Supreme Court/ High Court and District Courts. (2) All the categories of persons must possess the following qualification: <ul style="list-style-type: none">• <u>Essential</u> Possession of a valid driving licence for motor cars, knowledge of motor mechanism and experience of driving a motor car for at least 05 years• <u>Desirable</u> A pass in the 8th standard of any recognized school.

- Employees on deputation shall 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 Commission is an eligible office for allotment of Govt. accommodation from General pool.
- The maximum age limit for appointment on deputation on foreign service basis shall be 56 years as on the last date of receipt of application.
- The applications of the eligible candidates who can be spared immediately, may be furnished in the prescribed form as at Annexure-I duly certified by the forwarding authority alongwith attested photocopies of APARs for the last 05 years and vigilance/disciplinary clearance. Applications not forwarded through proper channel will not be entertained.
- The crucial date for determining the age limit shall be the closing date for receipt of applications.
- The last date for receipt of application is 31st May 2018 till 5:30 pm.


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

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION POST

Photo

Adv. No. 11/2017/Estt

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 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
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.	
5.2 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.	
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.	

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

Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
If 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
S.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.			
S.2 Note: Information under Column S(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past 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 Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are 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 took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn

Basic Pay in the PB	Grade Pay	Total Emoluments

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.

Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments

15A. 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>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>26.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/Innovative measure involving official recognition or any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. 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-Governmental 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>18. 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/wishheld.

(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 Spt/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)