

F.No.Z-16016/2/2017-Estt.
NATIONAL HUMAN RIGHTS COMMISSION
Manav Adhikar Bhawan, GPO Complex, 'C' Block, INA,
New Delhi - 110023

Dated: 4 January, 2018

**WALK-IN-INTERVIEW FOR ENGAGEMENT OF CONSULTANT
(PERSONAL ASSISTANT) ON CONTRACT BASIS IN THE
NATIONAL HUMAN RIGHTS COMMISSION**

The National Human Rights Commission proposes to draw a panel of retired persons suitable for engagement as Consultant (Personal Assistant) on contract basis. The engagement is not on regular basis, but shall be for short durations on need basis on consolidated lump-sum contractual payment. The candidates will have no right to claim for continuation or for regular employment in the Commission. Terms and conditions of the engagement including eligibility criteria, remunerations etc. are given hereunder:-

Eligibility criteria	Retired PS/PA from Ministries/Departments of the Central Government/State Government/Supreme Court/High Courts/District Courts /Public Sector Undertakings/ Autonomous bodies, Army, Navy, Air Force, CAPF (Central Armed Police Force) in the Grade Pay Rs.4600/4200.
Age	Not more than 62 years of age
Remuneration	Rs.36,000/- per month (Rupees Thirty six thousand only) per month.
Essential	The candidates should be able to take dictation in English at a speed of 80/100 words per minutes.
Tenure	This contractual appointment is on need based and for a limited period. The initial engagement would be for a period of 6 months which can be extended/curtailed subject to satisfactory performance of the individual and requirement of the Commission.
General conditions	The assignment is on full time basis and candidates appointed will be required to attend the office on all the working days or on holidays, if required, on account of exigencies of work, for which no additional remuneration will be paid. Office working hours are 9.30 a.m to 6.00 p.m. (Lunch 1.30 to 2.00 p.m)
Selection	The appointment will be made on the recommendations of a Selection Committee constituted for this purpose. The short listed candidates will be called for an interview/ stenography test by a Selection Committee.

2. Interested candidates fulfilling the above eligibility criteria may send their Bio-Data in the enclosed proforma at **Annexure-I** by post or by hand to the **Under Secretary (Estt.), National Human Rights Commission, Manavadhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi – 110023** on or before **25th January, 2018**. Details of short listed candidates and date of interview shall be displayed in the website of the Commission nhrc.nic.in within one week from the last date of receipt of applications. In case number of candidates is higher, the Commission reserves the right to short list the candidates on the basis of experience/suitability of the candidates.

Signature

3. The short listed candidates should bring attested copies of (i) Identity Card (Pan Card/Adhar Card/Election ID Card/DL/Pension Card etc.), (ii) Educational qualifications etc. while attending the interview.
4. Application not in the prescribed performa shall be summarily rejected. Attending interview shall not confer the candidates any right for empanelment.
5. No TA/DA shall be paid for attending the Walk-in-interview.

(Sanjay Kumar)

(Sanjay Kumar)

Under Secretary (Estt)

011-24663279

nhrcestt@nic.in

Encl: Annexure-I

**APPLICATION FOR THE ENGAGEMENT AS CONSULTANT (PERSONAL ASSISTANT)
ON CONTRACT BASIS IN THE NATIONAL HUMAN RIGHTS COMMISSION**

POST APPLIED FOR

Name -

Date of Birth -

Present Address -

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Telephone No. -

Mobile No. -

email ID -

Educational Qualifications-

Date of entry into Govt. Service
end brief service/experience

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Date of retirement with name
of organization, details of last
pay drawn etc.

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Working experience -

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Date

(Signature with name)