

देवेन्द्र कुमार निम

संयुक्त सचिव

**Devendra Kumar Nim**

Joint Secretary



राष्ट्रीय मानव अधिकार आयोग

मानव अधिकार भवन, सी-ब्लॉक,

जीपीओ कम्प्लेक्स आईएनए, नई दिल्ली-110 023 भारत

**NATIONAL HUMAN RIGHTS COMMISSION**

Manav Adhikar Bhawan, C-Block,  
GPO Complex, INA, New Delhi-110023 India

Dated the 24<sup>th</sup> January, 2024

File No. A-34015/3/2021-Estt 11165-11175

Dear Sir/ Madam,

The National Human Rights Commission is in the process of filling up one post of Presenting Officer (Level-i4 Rs 1,44,200- 2,18,200) on deputation basis.

2. As per existing Recruitment Rules, Judicial Officer who is holding or who has held the post of District or Additional District and Sessions Judge or Special Judge is eligible for appointment as Presenting Officer in NHRC on deputation basis.

3. A copy of the vacancy notification alongwith prescribed application form are enclosed herewith with the request that the same may be circulated among the eligible officers under your administrative control and also uploaded on your website for wider publicity and response.

4. The last date of receipt of application is 29.02.2024.

5. It is also informed that the National Human Rights Commission (NHRC) is an eligible office for allotment of General Pool Residential Accommodation at Delhi/NCR as per entitlement of the officer concerned and the employees of the Commission including deputationists are also covered under Central Government Health Scheme (CGHS).

6. You are, therefore, requested to forward application(s) of willing candidate(s) who are desirous / eligible and who can be spared immediately after selection to Under Secretary (Estt), National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi-110023 by 29.02.2024 alongwith all requisite documents i.e. attested photocopies of last 05 years APARs, Integrity Certificate, DE/ Vigilance Clearance & details of major & minor punishments, if any.

With warm regards,

Yours' Sincerely

Encl: as above

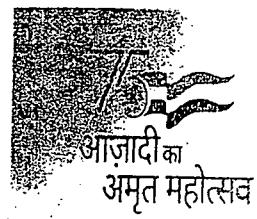
(Devendra Kumar Nim)

Registrar General

All High Courts (By Name)



राष्ट्रीय मानव अधिकार आयोग  
National Human Rights Commission  
मानव अधिकार भवन, ब्लॉक-सी, जी.पी.ओ. कम्प्लेक्स, आई.एन.ए, नई दिल्ली-110023  
Manav Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-110023  
Fax: 91-011-2465 1329  
E-Mail: nhrcsti@nic.in  
Website: www.nhrc.nic.in



Advt. No. 01/2024

Applications are invited for filling up the following post in the National Human Rights Commission on deputation basis:-

S.N.	Name of posts & Pay Scale	Pay Scale	Number of post	Eligibility Conditions
1	Presenting Officer	Level-14 (₹ 1,44,200 – 2,18,200)	01	Judicial Officer who is holding or who has held the post of District or Additional District and Sessions Judge or Special Judge.

Note :-

1. The Commission reserves the right to cancel/ withdraw the vacancy notice.
2. Proforma of Application Form are also available on the website of the NHRC [[www.nhrc.nic.in](http://www.nhrc.nic.in)]
3. 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.
4. The maximum age-limit for appointment to the post of Presenting Officer by deputation shall be not exceeding 'fifty-eight years' as on the closing date of receipt of application.
5. Any application received directly or after the due date will not be considered and will be summarily rejected.
6. The forwarding authority may also certify the information furnished by the candidate in application form.
7. The applications of eligible candidates who can be spared immediately on selection, may please be forwarded to the Under Secretary (Establishment), National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi - 110023 latest by 29.02.2024 in the prescribed format as per Annexure - I alongwith all requisite documents i.e. attested photocopies of last 05 years APARs, Integrity Certificate, DE/Vigilance clearance & details of major & minor punishments, if any etc.

23/01/2024  
(Barjesh Kumania)  
Under Secretary(Estt)

APPLICATION FORM FOR APPOINTMENT  
IN NATIONAL HUMAN RIGHTS COMMISSION ON DEPUTATION BASIS.

Paste a recent  
passport size  
photo of the  
candidate

**Name of Posts applied for PRESENTING OFFICER**

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 possessed by the officer				
	Qualification /Experience required as mention in the advertisement/vacancy circular						
	Essential;		Essential;				
	(a) Qualification;		(a) Qualification;				
	(b) Experience;		(b) Experience;				
	Desirable		Desirable				
	(a) Qualification;		(a) Qualification;				
	(b) Experience;		(b) 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	
<p><b>Important:-</b> Pay Matrix Level granted under any financial upgradation i.e. ACP/MACP etc 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.</p>							
Office/Institution		Pay Matrix Level/ Pay Band and Grade Pay drawn under any financial upgradation scheme ( ACP/ MACP etc.)			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	<p>Total emoluments per month now drawn</p> <table border="1"> <tr> <td>Basic pay in Pay Band/ Pay Matrix</td> <td>Pay Matrix Level / Grade Pay</td> <td>Total Emoluments</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay	Total Emoluments			
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									
	<table border="1"> <tr> <td>Basic pay in Pay Band/ Pay Matrix</td> <td>Pay Matrix Level / Grade Pay &amp; applicable rate of DA</td> <td>Total Emoluments</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay & applicable rate of DA	Total Emoluments					
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	<p>The candidates are requested to including information with regard to:</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarship/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research innovative measure involving official regularization</li> <li>(vi) Any other information.</li> </ul> <p>Note: enclose a separate sheet if the space is insufficient)</p>	
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:-	<p>Postal Address</p> <p>Telephone &amp; Fax No.:-</p> <p>e.mail address:</p>

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 bearing 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 possess 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)