APPROVED POSITIONS OF THE NATIONAL HUMAN RIGHTS COMMISSION, NEPAL

2063 Jestha 09

Chairperson

- 1. Assistant to the Chairperson, Officer (Equivalent to Gazetted 3rd Class)
- 2. Assistant for Residential Office – Equivalent to Non-Gazetted 1st class
- 3. Residential Peon

Commissioner
- 1. Assistant to the Commissioner Equivalent to Non-Gazetted 1st class
- 2. Residential Peon

Commissioner
- 1. Assistant to the Commissioner Equivalent to Non-Gazetted 1st class
- 2. Residential Peon

Commissioner
- 1. Assistant to the Commissioner Equivalent to Non-Gazetted 1st class
- 2. Residential Peon

Commissioner
- 1. Assistant to the Commissioner Equivalent to Non-Gazetted 1st class
- 2. Residential Peon

Secretary
Equivalent to Gazetted Special class

- Assistant to the Secretary Equivalent to Non-Gazetted 1st class

Office of the National Rapporteur on Trafficking on Women and Children

National Rapporteur
Equivalent to Gazetted Special class

- Program Officer Database and Data Collection Equivalent to Gazetted 3rdClass
- Program Officer Legal Support and Complaints Handling Equivalent to Gazetted 3rdClass
- Program Officer Legal Support and Complaints Handling Equivalent to Gazetted 3rdClass
- Database Assistant Equivalent to Non-Gazetted 1st class
- Program Assistant Office Secretary Equivalent to Non-Gazetted 1st class
- Support Staff Equivalent to Office Helper
- Driver

Board Coordination Unit
- 1. Deputy Director (Equivalent to Gazeeted 2nd Class)

Director
(Equivalent to Gazetted 1st Class)

International Relation Desk
- 1. Deputy Director (Int'l Relation) (Equivalent to Gazeeted 2nd Class)
- 2. Int'l Relation Officer – (Equivalent to Gazeeted 3rd Class)

Operation Division

Deputy Director (Head of Division) Equivalent to Gazetted 2nd Class

General Administration Unit
1. Security Officer – Equivalent to Gazetted 2nd Class –
2. IT Officer – Equivalent to Gazetted 3rd Class –
3. Administrative Officer - Equivalent to Gazetted 3rdClass –
4. Personnel Officer - Equivalent to Gazetted 3rd Class –
5. Training Officer - Equivalent to Gazetted 3rd Class –
6. Assistant First Equivalent to Non-Gazetted 1st Class –
7. Computer Operator - Equivalent to Non-Gazetted 1st Class – **(Temporarly deployed in Promotion Division)**
8. Computer Operator - Equivalent to Non-Gazetted 1st Class –
9. Procurement (Store) Assistant – Equivalent to Non-Gazetted 1st Class –
10. Receptionist - Equivalent to Non-Gazetted 1st Class –
11. Driver –
12. Driver –
13. Driver –
14. Driver –
15. Driver –
16. Driver –
17. Driver –
18. Driver –
19. Office Helper –
20. Office Helper –
21. Office Helper –
22. Office Helper –
23. Office Helper –
24. Office Helper –
25. Office Helper –
26. Gardener –
27. Cleaner –

Project
1. Personnel Assistant - Equivalent to Non-Gazetted 1st Class – **(CD)**
2. Administrative Assistant - Equivalent to Non-Gazetted 1st Class – **(CD)**
3. Front Desk Assistant - Equivalent to Non-Gazetted 1st Class – **(CD)**
4. Security Gurard **(CD)**
5. Security Gurard **(CD)**
6. Security Gurard **(CD)**
7. Security Gurard **(CD)**
8. Security Gurard **(CD)**
9. Security Gurard **(CD)**

Financial Administration Unit
1. Chief Account Controller – (Equivalent to Gazetted 2nd Class
2. Account Officer – (Equivalent to Gazetted 3rd Class
3. Accountant – (Equivalent to Non-Gazetted 1st Class (On Deputation)
4. Accountant – Equivalent to Non-Gazetted 1st Class

Project
1. Accountant **(CD)** (Equivalent to Non-Gazetted 1stClass)

Legistative Assistance Division

Deputy Director (Head of Division) (Equivalent to Gazetted 2nd Class)

1. Legal Officer
2. Legal Officer
3. Legal Officer (Above staff are equivalent to Gazetted 3rd Class)
4. Assistant First - (Equivalent to Non-Gazetted 1st Class – (on Contract)

Promotion Division

Deputy Director (Head of Division) (Equivalent to Gazetted 2nd Class)

1. Promotion Officer
2. Promotion Officer
3. Promotion Officer
4. Promotion Officer
5. Library/Documentation Officer
6. Education and Training Officer (Above staff are equivalent to Gazetted 3rd Class)
7. Resource Center/ Documentation Assistant –
8. Assistant First –

Communication Unit
1. Communication Officer (Equivalent to Gazetted 3rd Class)
2. Communication Assistant (Equivalent to Non-Gazetted 1st Class)
3. Audio Visual Assistant (Equivalent to Non-Gazetted 1st Class)

Protection & Monitoring Division

Deputy Director (Head of Division) (Equivalent to Gazetted 2nd Class)

1. Protection Officer
2. Protection Officer
3. Protection Officer
4. Protection Officer
5. Protection Officer
6. Protection Officer
7. Report Analysis Officer (Above staff are equivalent to Gazetted 3rd Class)
8. Assistant First (equivalent to Non-Gazetted 1st Class)
9. Assistant First (equivalent to Non-Gazetted 1st Class)

Project
1. Protection Officer – **(CD)**
2. Protection Officer – **(CD)**
3. Protection Officer – **(CD)**
4. Protection Officer – **(CD)**
5. Protection Officer – **(CD)**
6. Protection Officer – **(CD)**
7. Protection Officer – **(CD)**
8. Protection Officer – **(CD)**
9. Protection Officer – **(CD)**
10. Protection Officer – **(CD)**
11. Protection Officer – **(CD)**
12. Protection Officer – **(CD)**
13. Protection Officer – **(CD)**
14. Protection Officer – **(CD)**
15. Protection Officer – **(CD)**
16. Protection Officer – **(CD)**
17. Protection Officer – **(CD)**
18. Protection Officer – **(CD)**
19. Compt. Handling & Invst. Officer – **(CD)**
20. Complaint Receiving Officer – **(CD)**

Child Rights Protection Desk
1. Desk Head - (Equivalent to Gazetted 2nd Class) **(SCF Norway)**
2. Child Rights Protection Officer – **(SCF Norway)**
3. Assistant First – (equivalent to Non- Gazetted 1st Class) **(SCF Norway)**

Planning, Internal Monitoring and Evaluation Unit
1. Head of Unit - (Equivalent to Gazetted 2nd Class)
2. Planning, Monitoring and Evaluation Officer (Equivalent to Gazetted 3rd Class)
3. Planning, Monitoring and Evaluation Officer (Equivalent to Gazetted 3rd Class)
4. Gender Officer - (Equivalent to Gazetted 3rd Class)
5. Assistant First - (Equivalent to Non-Gazetted 1st Class)

Director
(Equivalent to Gazetted 1st Class)
In-charge of NHRC ROs

Report Unit
1. Report Writing Officer –
2. Report Writing Officer –
(Above staff are Equivalent to Gazeeted 3rd Class)

Administrative Officer (Equivalent to Gazeeted 3rd Class)

Administrative Assistant (Equivalent to Non-Gazeeted 1st Class)

1. Program Officer – (Equivalent to Gazeeted 3rd Class)
2. Program Assistant – (Equivalent to Non-Gazeeted 1st Class)

Regional Office Biratnagar

1. Regional Director
2. Deputy Director
3. Protection Officer
4. Protection Officer
5. Protection Officer –
6. Promotion Officer –
7. Admin. Asst. –
8. Accountant –
9. Receptionist -
10. Driver -
11. Office helper –
12. Office helper –

Project
1. Protection Officer – **(CD)**
2. Protection Officer – **(CD)**
3. Protection Officer – **(CD)**
4. Protection Officer – **(CD)**
5.Protection Officer – **(CD)**
6.Protection Officer – **(CD)**
7.Protection Officer – **(CD)**
8.Protection Officer – **(CD)**
9.Protection Officer – **(CD)**
10.Protection Officer – **(CD)**
11.Protection Officer – **(CD)**
12.Protection Officer – **(CD)**
13.Protection Officer – **(CD)**
14.Protection Officer – **(CD)**
15.Protection Officer – **(CD)**

Contact Office Khotang
1. HR Officer –
2. HR Asst. –
3. Office Helper –

Regional Office Pokhara

1. Regional Director
2. Deputy Director -
3. Protection Officer –
4. Protection Officer –
5. Protection Officer –
6. Promotion Officer –
7. Admin. Asst. –
8. Accountant –
9. Receptionist -
10. Driver -
11. Office helper –
12. Office helper –

Project
1. Protection Officer – **(CD)**
2. Protection Officer – **(CD)**
3. Protection Officer – **(CD)**
4. Protection Officer – **(CD)**
5. Protection Officer – **(CD)**
6. Protection Officer – **(CD)**
7.Protection Officer – **(CD)**
8.Protection Officer – **(CD)**
9.Protection Officer – **(CD)**
10.Protection Officer – **(CD)**
11.Protection Officer – **(CD)**
12. Protection Officer – **(CD)**
13.Protection Officer – **(CD)**
14.Protection Officer – **(CD)**
15.Protection Officer – **(CD)**

Contact Office Butwal
1. HR Officer –
2. HR Asst. –
3. Office Helper –

Regional Office Nepalgunj

1. Regional Director
2. Deputy Director -
3. Protection Officer –
4. Protection Officer –
5. Protection Officer –
6. Promotion Officer –
7. Admin. Asst. –
8. Accountant –
9. Receptionist -
10. Driver -
11. Office helper –
12. Office helper –

Project
6. Protection Officer – **(CD)**
7. Protection Officer – **(CD)**
8. Protection Officer – **(CD)**
9. Protection Officer – **(CD)**
10.Protection Officer – **(CD)**
11.Protection Officer – **(CD)**
12.Protection Officer – **(CD)**
13.Protection Officer – **(CD)**
14.Protection Officer – **(CD)**
15.Protection Officer – **(CD)**
16.Protection Officer – **(CD)**
17.Protection Officer – **(CD)**
18.Protection Officer – **(CD)**
19.Protection Officer – **(CD)**
20.Protection Officer – **(CD)**

Contact Office Rolpa
1. HR Officer –
2. HR Asst. –
3. Office Helper –

Regional Office Dhangadhi

1. Regional Director
2. Deputy Director -
3. Protection Officer–
4. Protection Officer –
5. Protection Officer –
6. Promotion Officer –
7. Admin. Asst. –
8. Accountant –
9. Receptionist -
10. Driver -
11. Office helper –
12. Office helper –

Project
1. Protection Officer – **(CD)**
2. Protection Officer – **(CD)**
3.Protection Officer – **(CD)**
4.Protection Officer – **(CD)**
5.Protection Officer – **(CD)**
6.Protection Officer – **(CD)**
7.Protection Officer – **(CD)**
8.Protection Officer – **(CD)**
9.Protection Officer – **(CD)**
10.Protection Officer – **(CD)**
11.Protection Officer – **(CD)**
12.Protection Officer – **(CD)**
13.Protection Officer – **(CD)**
14.Protection Officer – **(CD)**
15.Protection Officer – **(CD)**

Contact Office Jumla
1. HR Officer –
2. HR Asst. –
3. Office Helper –

Contact Office Janakpur
1. Human Rights Officer
2. Human Rights Assistant
3. Office Helper