



CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory Body of the Ministry of Women & Child Development, Govt. of India),
West Block-8, Wing-II,
2nd Floor, R.K. Puram, New Delhi- 110066

Central Adoption Resource Authority (CARA) which deals with all matters concerning Child Adoption in India/Abroad, urgently requires the following posts on deputation basis on 'foreign service terms', initially for three years extendable upto five years / direct recruitment basis:

- (A) Director - 01 post (Deputation)
- (B) Deputy Director (Programme) - 02 post (Deputation)
- (C) Deputy Director (Administration) - 02 post (Deputation)
- (D) Assistant Director (Programme) - 05 post (Deputation/Direct)
- (E) Assistant Director (Administration) - 04 post (Deputation/Direct)
- (F) Sr. System Analyst - 01 post (Deputation)
- (G) Content Manager - 01 post (Deputation)
- (H) Data Analyst - 01 post (Deputation)
- (I) Integrated Finance Officer - 01 post (Deputation)
- (J) PS/PA- 01 post (Deputation)
- (K) Hindi Translator - 01 post (Deputation)
- (L) Hindi Typist - 01 post (Deputation)

The eligibility criteria are available on the CARA's website i.e. (www.cara.nic.in)

The eligible candidates must apply through proper channel along with (i) Copies of CR dossiers for last 05 years, duly attested (ii) Integrity certificate and (iii) Vigilance clearance, in the proforma available on the website of CARA & send it to the CEO (CARA) at the address mentioned above, **within 30 days of the publication of this advertisement in Employment News**. Application received incomplete through email or after due date will not be entertained. CARA reserves the right to reject any or all applications/post without assigning any reason. Number of vacancies as mentioned above is tentative, may increase or decrease as per requirement. Though the posts are for Head Quarter of CARA in Delhi, the officer may be transferred to any of its Regional Offices as per the organizational requirement.

Member Secretary & CEO (CARA)

CENTRAL ADOPTION RESOURCE AUTHORITY

Ministry of Women & Child Development, Govt. of India
West Block – 8, Wing-2, 2nd Floor, R. K. Puram, New Delhi – 110066

Central Adoption Resource Authority (CARA), a statutory body under the Ministry of Women and Child Development deals with all matters concerning child adoption in India/Abroad, urgently requires the following:

1.	Name of the Post	Director (Programme)
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Pay in the Pay Matrix	Level-13 in the Pay Matrix of Rs.1,23,100-2,15,900
4.	Eligibility	<p>A) Deputation [including Short Term Contract]. Officers under the Central/ State Governments, PSUs/ UTs/ Autonomous Bodies, Universities, Govt. Institutions/ Armed Forces Personnel.</p> <p>(i) holding analogous post in their parent cadre/ Department; or with five years regular service Level-12 or 10 years regular service in Level- 11 in the Pay Matrix level of 7th CPC.</p> <p>(ii) Possessing following educational qualifications and experience :</p> <p>(a) Graduate Degree from a recognised university in any of these Social science/ social work/child development /psychology.</p> <p>(b) Fifteen years of experience of administration & establishment/ Accounts work in central government/any other government organization/ government universities/research and educational institutions under the central/state governments/ UTs/Autonomous/ Statutory bodies.</p> <p>(iii) Desirable qualification and experience for deputation/short term contract and contract appointees:</p> <p>Experience in social sector in field of child protection measures/ women and child labour/ welfare and development of children/ empowerment of socially disadvantaged and family welfare.</p>

1.	Name of the Post	Deputy Director (Programme)
2.	Number of vacancy	02 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Pay in the Pay Matrix	Level -11 (Rs.67,700-2,08,700/-)
4.	Eligibility	<p>Deputation: Officers under the Central/State Governments/UTs, Universities, Public Sector Undertaking, semi-Government/ Statutory/ Autonomous organizations/ Recognized Research Institutes :</p> <p>(i) holding analogous post on regular basis;</p>

		<p>or with 5 years regular service in the Pay band of Rs. 15,600-39,100 with Grade Pay Rs.5,400/- (pre-revised), Level 10 in the Pay Matrix of 7th CPC or six years in the Grade pay of Rs. 4800/- (Pre-revised), Level 8 in the Pay Matrix of 7th CPC or seven years in the Grade Pay of Rs. 4,600/- (pre-revised), Level 7 and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organizations ;</p> <p>(ii) Having educational qualifications and experience as under:</p> <p>Essential</p> <p>a) Post Graduate Degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology.</p> <p>(b) 10 years' service in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.</p> <p>Desirable Experience in Child Welfare, Training and Research Activities in Government Social sector on an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organizations.</p>
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1.	Name of the Post	Deputy Director (Administration)
2.	Number of vacancy	02 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Pay in the Pay Matrix	Level- 11(Rs. 67,700-2,08,700/-)
4.	Eligibility	<p>Deputation: Officers under the Central/State Governments/UTs, Universities, Public Sector Undertaking, semi-Government/ Statutory/ Autonomous organizations/ Recognized Research Institutes :</p> <p>(i) holding analogous post on regular basis; or with 5 years regular service in the Pay band of Rs. 15,600-39,100 with Grade Pay Rs.5,400/- (pre-revised), Level 10 in the Pay Matrix of 7th CPC or six years in the Grade pay of Rs. 4800/- (Pre-revised), Level 8 in the Pay Matrix of 7th CPC or seven years in the Grade Pay of Rs. 4,600/- (pre-revised), Level 7 in the Pay Matrix of 7th CPC and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organizations ;</p> <p>(ii) Having educational qualifications and experience prescribed as under:</p> <p>Essential</p> <p>(a) Graduate Degree from a Recognized University.</p> <p>(b) 10 years' experience in Administration/ Accounts/ Legal in</p>

	Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.
	<p>Desirable</p> <p>(a) L.L.B. or Post Graduate Degree in Management/ Law / Social Sciences.</p> <p>(b) Experience in Government Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organizations.</p>

1.	Name of the Post	Assistant Director (Programme)
2.	Number of vacancy	05 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
4.	Eligibility	<p>A) Deputation: Officers under the Central/ State Govt./UTs/, PSUs, Statutory/ Semi-Government/ Autonomous Organizations/ Universities/ Recognized Research Institutions :</p> <p>(i) holding analogous post on regular basis; or With two years regular service in the Pay band of Rs. 9300-34800/- with grade pay of Rs. 4800/- (pre-revised), Level 8 in the Pay Matrix of 7th CPC or three years regular service in the pay band of Rs. 9300-34800/- with GP 4600/- (pre-revised), Level 7 in the Pay Matrix of 7th CPC or eight years regular service in the pay band of Rs. 9300-34800/- with GP Rs. 4200/- (pre-revised), Level 6 in the Pay Matrix of 7th CPC and having experience in child welfare/ Social Sector.</p> <p>(ii) Possessing the educational qualifications and experience as under:</p> <p>Essential</p> <p>a) Post Graduate Degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology.</p> <p>(b) 08 years' service in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.</p> <p>Desirable</p> <p>Experience in Child Welfare, Training and Research Activities in Government Social sector on an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organizations.</p> <p>B. For Direct Recruitment:</p> <p>Age: Not exceeding 35 years (Relaxable for Govt. servant upto 5 years in accordance with the instructions or orders issued by the Central Govt.)</p>

		<p><u>Educational and other Qualification:</u></p> <p><u>Essential</u></p> <p>b) Post Graduate Degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology.</p> <p>(b) 08 years' service in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.</p> <p><u>Desirable:</u></p> <p>Experience in Child Welfare, Training and Research Activities in Government Social sector on an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organizations.</p>
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1.	Name of the Post	Assistant Director (Administration)
2.	Number of vacancy	04 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
4.	Eligibility	<p>A) <u>Deputation:</u> Officers under the Central/ State Govt./UTs/, PSUs, Statutory/ Semi-Government/ Autonomous Organizations/ Universities/ Recognized Research Institutions :</p> <p>(i) holding analogous post on regular basis; or With two years regular service in the Pay band of Rs. 9300-34800/- with grade pay of Rs. 4800/- (pre- revised), Level 8 in the Pay Matrix of 7th CPC or three years regular service in the pay band of Rs. 9300-34800/- with GP 4600/- (pre- revised), Level 7 in the Pay Matrix of 7th CPC or eight years regular service in the pay band of Rs. 9300-34800/- with GP Rs. 4200/- (pre-revised), Level 6 in the Pay Matrix of 7th CPC and having experience in child welfare/ Social Sector.</p> <p>(ii) Possessing the educational qualifications and experience prescribed as under:</p> <p><u>Essential</u></p> <p>(a) Graduate Degree from any of the recognised university.</p> <p>(b) 08 years' experience in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.</p> <p>(c) For Assistant Director (Legal): LLB or equivalent degree from recognized university.</p> <p><u>Desirable</u></p> <p>Experience in Government Social sector in an executive capacity with a clear understanding of NGO scenario and ability</p>

		<p>to interact and deal with different organizations.</p> <p>B. For Direct Recruitment: Age: Not exceeding 35 years (Relaxable for Govt. servant upto 5 years in accordance with the instructions or orders issued by the Central Govt.)</p> <p><u>Educational and other Qualification:</u></p> <p><u>Essential</u></p> <p>a) Graduate Degree from any of the recognised university. (b) 08 years' experience in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc. (c) For Assistant Director (Legal): LLB or equivalent degree from recognized university.</p> <p><u>Desirable</u> Experience in Government Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organizations.</p>
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1.	Name of the Post	Sr. System Analyst (IT)
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years). Preference will be given to the employee of NIC.
3.	Pay in the Pay Matrix	Level-11; Rs. 67,700-2,08,700/-
4.	Eligibility	<p>Deputation (including short term contract):</p> <p>1) Officer of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre or department (ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay level – 10 (Rs.56100-177500) in the Pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience: (i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or computer Technology or computer science & Engineering or Information Technology) from a recognized University or Institute. (ii) Five years post qualification experience of Programming or Information System (in design, development and organizing computerized information storage and retrieval system) in a Government Office/Public Sector Undertakings or</p>

	Autonomous Body or Statutory Body or in any recognized institution.
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1.	Name of the Post	Content Manager (IT)
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years). Preference will be given to the employee of NIC.
3.	Pay in the Pay Matrix	Level 10 (Rs. 56,100-1,77,500/-)
4.	Eligibility	<p><u>Deputation (including short term contract):</u></p> <p>a) Officer of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:</p> <p>Holding analogous posts on regular basis in the parent cadre or department or With five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay level – 8 (Rs.56100-177500) or 06 years, in Level-7 in the 7th CPC Pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or computer Technology or computer science & Engineering or Information Technology) from a recognized University or Institute.</p> <p>(ii) Two years' experience as Content Manger/ Developer in a Government Office/PSU/ Autonomous Body/Statutory Body or in any recognized institution. in a Government Office/Public Sector Undertakings or Autonomous Body or Statutory Body or in any recognized institution.</p>

1.	Name of the Post	Data Analyst (IT)
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years). Preference will be given to the employee of NIC.
3.	Pay in the Pay Matrix	Level 10,(Rs.56,100-1,77,500/-)
4.	Eligibility	<p><u>Deputation (including short term contract):</u></p> <p>a) Officer of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:</p>

		<p>(i) Holding analogous posts on regular basis in the parent cadre or department or</p> <p>(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay level – 8 (Rs.56100-177500) or 06 years, in Level-7 in the 7th CPC Pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or computer Technology or computer science & Engineering or Information Technology) from a recognized University or Institute.</p> <p>(ii) Two years' experience of Programming /Information System/ Data Management in a Government Office/PSU/ Autonomous Body/Statutory Body or in any recognized institution.</p>
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1.	Name of the Post	Integrated Finance Officer
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Age	Not exceeding 50 years
4.	Pay in the Pay Matrix	Level-11 in the Pay Matrix of Rs.67,700-2,08,700
5.	Eligibility	<p>Deputation: Officers under the Central/State Governments/UTs, Universities, Public Sector Undertaking, semi-Government/ Statutory/ Autonomous organizations/ Recognized Research Institutes :</p> <p>(j) holding analogous post on regular basis; or with 5 years regular service in the Pay band of Rs. 15,600-39,100 with Grade Pay Rs.5,400/- (pre-revised), Level 10 in the Pay Matrix of 7th CPC or six years in the Grade pay of Rs. 4800/- (Pre-revised), Level 8 in the Pay Matrix of 7th CPC or seven years in the Grade Pay of Rs. 4,600/- (pre-revised), Level 7 in the Pay Matrix of 7th CPC and having experience in Accounts/ Administration.</p> <p>(ii) Having educational qualifications and experience:</p> <p>Essential</p> <p>(a) B.Com from any of the recognized University</p> <p>(b) 10 years' experience in accounting and financial matters of Central/ State Government/PSU/Statutory Body/ Autonomous Body</p>

		<p>Desirable:</p> <p>(a) CA/CS/ICWA/ MBA (Finance)</p> <p>(b) Knowledge of Computer and Administration/ Accounts.</p>
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1.	Name of the Post	Hindi Translator
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years) Preference will be given to the employee of Department of Official Language.
3.	Pay in the Pay Matrix	Level 06 Pay Rs 35,400-112400/- in the Pay Matrix of CCS (Revised Pay Rules, 2016)
4.	Eligibility	<p><u>Deputation [including short-term contract]</u></p> <p>(a) Officers under the Central/State Government/ Universities/Recognized Research Institutes/Public Sector Undertakings/Semi-Government Statutory or Autonomous Organizations.</p> <p>(i) holding analogous posts on regular basis in the parent cadre or Department. or</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix level 5/4 at min. of pay Rs. 29,200/ 25,500 respectively or equivalent in the parent cadre/department; and</p> <p>(c) Possessing the educational qualifications and experience:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of</p>

		<p>compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND Recognized diploma or certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in central or state government office, including government of India Undertaking.</p>
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1.	Name of the Post	Hindi Typist
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years). Preference will be given to the employees of Department of Official Language.
3.	Pay in the Pay Matrix	Level 02 Pay Rs 19,900-63200/- of the Pay Matrix of CCS (Revised Pay Rules, 2016)
4.	Eligibility	<p><u>Deputation [including short-term contract]</u> Officers under the Central/State Government/ Universities/Recognized Research Institutes/Public Sector Undertakings/Semi-Government Statutory or Autonomous Organizations. (a)(i) holding analogous posts on regular basis in the parent cadre or Department. (ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix level- 1 at min. of pay Rs. 18,000/- respectively or equivalent in the parent cadre/department; and (b) Possessing the educational qualifications and experience:</p> <p><u>Essential</u> (a) 12th Pass from Recognized Board/University or equivalent. (b) Having a Speed of 10500 KDPH in English or 9000 Key Depressions Per Hour in Hindi on an average of 5 key Depressions for each word on computer.</p> <p><u>Desirable</u> (a) Knowledge of noting and Drafting (b) Knowledge of Computers</p>

1	Name of the Post	PS/ PA
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Pay in the Pay Matrix	Level 06 Pay Rs 35,400-1,12,400/- of the Pay Matrix of CCS (Revised

		Pay Rules, 2016)
4.	Eligibility	<p>Deputation. Officials under the Central/State Govt., PSUs, Statutory/Autonomous bodies.</p> <p>(i) holding analogous post on regular basis; or With six years' regular service in the pay band of Rs. 5200-20200/- with grade pay Rs.2800/- (pre-revised), Level 5 in the Pay Matrix of 7th CPC or with ten years' regular service in pay band Rs. 5200-20200 with Grade pay of Rs. 2400/- (pre-revised), Level -4 in the Pay Matrix of 7th CPC and having experience in English Stenography and Office procedure.</p> <p>ii) Possessing the education qualifications and experience prescribed for direct recruits in col. 7.</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate from Recognized University or equivalent. 2. 5 years' experience in Central/ State Govts./PSUs / Autonomous bodies/ Private Organisation as Stenographer with possessing speed of 100WPM in English. 3. Must be familiar with Computer Software like MS Office. <p>Desirable: Knowledge of EPBAX, FAX.</p> <p>Note: Preference will be given to candidates who can discharge bilingual stenographic work (in English and Hindi).</p>

Note: Period of deputation/ contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the GOI shall ordinarily not exceed five years. The maximum age limit for deputation, short-term contract and contract shall be 56 years as on the closing date of receipt of application prescribed.

The eligible candidates must apply through proper channel along with (i) Copies of CR dossiers for last 05 years, duly attested (ii) Integrity Certificate and (iii) Vigilance clearance, in the proforma available on the web-site of CARA, (www.cara.nic.in) & send it to the CEO (CARA) at the address mentioned above, within 30 days of the Publication of this advertisement in the Employment News. Application received incomplete, send through e-mail or after due date will not be entertained. CARA reserves the right to reject any or all applications/ post without assigning any reason. Number of vacancies as mentioned above is tentative and may increase or decrease as per requirement. Though the Posts are for Head Quarter of CARA in Delhi, the officer may be transfer to any of its Regional Offices as per the organizational requirement.

Member Secretary & CEO (CARA)

PROFORMA FOR APPLICATION

Application for the post of _____ in CARA
(by transfer on deputation on foreign service terms)

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of birth and Age (as on 31/12/2018)	
4.	Sex	
5.	Postal Address with telephone & e-mail	
	(i) Office	
	(ii) Residence	
6.	Date of entry in Govt. Service	
7.	Date of superannuation as per existing applicable rules	
8.	Substantive post held in the Parent Department on regular basis:	
	(a) Name of the post	
	(b) Name of the Organisation	
	(c) Status of the Organisation (Attached/Subordinate Office of a Central Govt. Ministry; or Central Autonomous Organisation /Central Public Undertaking of a State Govt./UT	
	(d)Administrative Ministry/Deptt.	
	(e)Pay-Band Or Level as per 7 th CPC Pay Matrix on regular basis.	
	(f) Present Pay	
	(g)Present Grade Pay or Level 7 th CPC on regular basis since	
	(h) Basic Pay at present(f +g)	
	(i) Nature of duties (Actual in details)	
9.	Present Post held (if on deputation)	
	(a)Name of the post	
	(b)Name of the Organisation	
	(c)Status of the Organisation	
	(d)Pay Band Or Level in Pay Matrix of 7 th CPC	
	(e)Present Pay	
	(f)Grade Pay or Level as per 7 th CPC	
	(g)Basic Pay	
	(h)Period during which the post held (from ___ to ___)	
	(i)Nature of duties performed (Actual in details)	

10. Details of past service(s)						
S.N.	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From to	Duties/responsibilities (Actual in details)

11. Essential and relevant qualifications			
S.N.	Examination name of degree	passed/ Year of passing	Board/University
(i)			
(ii)			
(iii)			
(iv)			

12. Any technical /professional qualifications and relevant experience (including computer related , secretarial and or administrative)with supporting documents.			
S.N.	Type of experience (Actual in details)	Year(s)/ period of experience	Institution(s) from which such experience obtained
(i)			
(ii)			

13.	Additional information, if any, which you would like to mention in support of your suitability for the post.	
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Declaration:

I declare that all the information in my application is true. I fulfill the criteria (essential qualifications, experience and required number of years of qualifying service in the substantive post/grade pay on regular/continuous basis in the feeder grade)for the post as advertised.

Signature of the candidate _____

Name _____

Place: _____ Date: _____

TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office							
Category of Office Place	Central Ministry	Department	Attached Office	Subordinate Office	Central Autonomous Body	State Govt.	Other
Tick(√)							
Present Post							
Date of continuous appointment to the present grade pay	Present Pay Band		Present Grade Pay		Pay in the pay band at present		
	-						

Verification/certification of service particular by the Authorised Officer of the Cadre Controlling Authority.

Certified that all the information mentioned by the applicant in his application as mentioned above have been verified, including work experience, from the records and found to be correct.

It is also certified that Sh./Ms. _____ has been working as _____ in his/her substantive post/grade pay on regular/continuous basis w.e.f. _____.

He/she fulfils the eligibility criteria (essential qualifications, experience and required no. of years of qualifying service in the substantive post/grade pay on regular/continuous basis in the feeder grade) for the post as advertised.

Signature with date
(Authorised Signatory)
Designation:
Office Seal
Phone/Mobile:
Fax:
E-mail