



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' (including short term contract), initially for three years extendable upto five years.

- (A) Deputy Director (Programme) – 02 post (Deputation/Short Term Contract)
- (B) Deputy Director (Administration) – 02 post (Deputation/Short Term Contract)
- (C) Assistant Director (Programme) – 04 post (Direct /Deputation/Short Term Contract)
- (D) Assistant Director (Admin.-Legal)- 01 post (Direct/Deputation/Short Term Contract)
- (E) Integrated Finance Officer – 01 post (Deputation/Short Term Contract)
- (F) Sr. System Analyst - 01 post (Deputation/Short Term Contract)
- (G) Content Manager – 01 post (Deputation/Short Term Contract)
- (H) Data Analyst – 01 post (Deputation/Short Term Contract)
- (I) Hindi Translator – 01 post (Deputation)
- (J) Hindi Typist – 01 post (Deputation)
- (K) Account Officer - 01 post (Deputation/ Short Term Contract)
- (L) Private Secretary - 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 APAR dossiers for last 05 years, duly attested by the authorised signatory. If there is any gap in the APAR for the period during last 05 years, then APARs should be given for preceding year(s), to provide 05 years' APARs. (ii) Integrity Certificate & (iii) Vigilance clearance, in the proforma available on the website of CARA and MWCD. The application shall be sent to the CEO (CARA) at the address mentioned above, **within 30 days of the publication of this advertisement in Employment News.** Applications received incomplete or 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 may increase or decrease as per requirement.

Member Secretary & CEO (CARA)


सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी ब्लॉक-8, विंग-2, द्वितीय तल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

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 on deputation basis:

1.	Name of the Post	Deputy Director (Programme)
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level -11 (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>(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 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) 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</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>


सुनील कुमार मुखर्जी (Sunil Kumar Mukherjee)
सहायक निदेशक (Deputy Director)
महिला एवं बाल विकास विभाग
Ministry of Women & Child Development
सर्वभारतीय सरकार (Government of India)
पश्चिमी ब्लॉक-8, विंग-2, 2nd फ्लोर, र.क. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली/ New Delhi-110066

PROFORMA FOR APPLICATION

Application for the post of Deputy Director (Programme) in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ of degree	name	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.	

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 Authorized 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 fulfills 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
 (Authorized Signatory)
 Designation:
 Office Seal
 Phone/Mobile:
 Fax:
 E-mail

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 on Short Term Contract basis:

1.	Name of the Post	Deputy Director (Programme)
2.	Number of vacancy	02 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level -11 (Rs.67,700-2,08,700/-)
5.	Eligibility	<p><u>Essential qualification for Short Term Contract :</u></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><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>

Singh

सुरीत कुमार गुप्ता / *Surjit Kumar Gupta*
 सहायक निदेशक / Asst. Dir. Director
 महिला एवं बाल विकास विभाग
 Ministry of Women & Child Development
 भारत सरकार / Government of India
 पश्चिमी बंगला-8, विंग-2, 2nd फ्लोर, र.क. पुरम
 West Block-8, Wing-2, 2nd Floor, R.K. Puram
 नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8, Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Deputy Director (Programme) in CARA, on Short Term Contract basis.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on deputation basis:

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.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level- 11(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>(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 Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.</p> <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>



Digitally signed by _____
DN: cn=_____, o=_____
Ministry of Women & Child Development,
West Block - 8, Wing-2, 2nd Floor, R. K. Puram,
New Delhi - 110066

PROFORMA FOR APPLICATION

Application for the post of Deputy Director (Administration) in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(ii) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ of degree	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 Authorized 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 fulfills 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

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 on Short Term Contract basis:

1.	Name of the Post	Deputy Director (Administration)
2.	Number of vacancy	02 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level- 11(Rs.67,700-2,08,700/-)
5.	Eligibility	Essential qualification for Short Term Contract : (a) Graduate Degree from a Recognized University. (b) 10 years' experience in Administration/ Accounts/ Legal in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc. Desirable (a) L.L.B. or Post Graduate Degree in Management/ Law / Social Sciences. (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.

शुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी ब्लॉक-8, विंग-2 द्वितीय तल, अरके पुरम
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नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8,Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Deputy Director (Administration) in CARA, on Short Term Contract basis.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on Direct basis:

1.	Name of the Post	Assistant Director (Programme)
2.	Number of vacancy	04 (Direct Recruitment)
3.	Age	Not exceeding 35 years for Direct recruitment (Relaxable for Govt. servant upto 05 years in accordance with the instructions or orders issued by the Central Government)
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	<u>Essential qualification for Direct Recruitment :</u> Possessing the educational qualifications and experience prescribed as under : (a) Post Graduate Degree from a Recognised University in any of the Social Science / Social Work / Child Welfare / Child Development / Psychology. (b) 08 years' service in Central Government/State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc. <u>Desirable :</u> 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.


शुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी ब्लॉक-8, विंग-2, द्वितीय मंज, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8, Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR DIRECT RECRUITMENT)

Application for the post of Assistant Director (Programme) in CARA, through Direct Recruitment

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note :

(a) The detailed CV with relevant supporting documents is attached.

(b) Applicant who are already working in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies./ Institutions/ PSU shall forward the application through proper channel along with (i) Copies of APAR dossiers for last five years, duly attested by the Authorised Signatory. If there is any gap in the APAR for the period during last five years, then APAR should given for preceding year(s) to provide 05 years APARs (ii) Integrity Certificate and (iii) Vigilance Certificate.

(Signature of applicant)

Place :

Date :

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 on deputation basis:

1.	Name of the Post	Assistant Director (Programme)
2.	Number of vacancy	04 (on deputation basis on foreign service terms initially for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	<p>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;</p> <p style="text-align: center;">or</p> <p>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>(a) Post Graduate Degree from a Recognised University in any of the Social Science / 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>(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 three years. The maximum age limit for deputation, short- term contract shall be 56 years as on the closing date of receipt of application prescribed)</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>



PROFORMA FOR APPLICATION**Application for the post of Assistant Director (Programme) in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(iii) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ name of degree	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 fulfills 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

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 on Short Term Contract/Direct Recruitment:

1.	Name of the Post	Assistant Director (Programme)
2.	Number of vacancy	04 (Short Term Contract if not filled through Direct Recruitment or Deputation basis)
3.	Age	Not exceeding 56 years (as per DOPT guidelines) for short term contract.
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	<p>Essential qualification for Short Term Contract :</p> <p>Possessing the educational qualifications and experience prescribed as under :</p> <p>(a) Post Graduate Degree from a Recognised University in any of the Social Science / 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>



सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पत्तिकाई इमारत, 2nd फ्लोर, र.क. पुरम, नई दिल्ली
West Block - 8, Wing-2, 2nd Floor, R.K. Puram, New Delhi
पिन कोड - 110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8,Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Assistant Director (Programme) in CARA, on Short Term Contract.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on Direct Recruitment :

1.	Name of the Post	Assistant Director (Administration - Legal)
2.	Number of vacancy	01 (Direct)
3.	Age	Not exceeding 35 years for Direct recruitment (Relaxable for Govt. servant upto 05 years in accordance with the instructions or orders issued by the Central Government)
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	<p>Essential qualification for Direct :</p> <p>Possessing the educational qualifications and experience prescribed as under :</p> <p>(a) Graduate degree from any of the recognised University.</p> <p>(b) 08 years' service in Central Government/State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.</p> <p>(c) For Assistant Director Legal : LLB or equivalent degree from recognised University.</p> <p>Desirable :</p> <p>Experience in Govt. Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organisations.</p>



सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
बाल संस्थान / Bureau of Child Welfare
पश्चिमी बंगाल - दिल्ली - 110066
West Block - 8, Wing-2, 2nd Floor, R. K. Puram, New Delhi - 110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8, Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR DIRECT RECRUITMENT)

Application for the post of Assistant Director (Administration- Legal) in CARA, through Direct Recruitment.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note :

(a) The detailed CV with relevant supporting documents is attached.

(b) Applicant who are already working in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies./ Institutions/ PSU shall forward the application through proper channel along with (i) Copies of APAR dossiers for last five years, duly attested by the Authorised Signatory. If there is any gap in the APAR for the period during last five years, then APAR should given for preceding year(s) to provide 05 years APARs (ii) Integrity Certificate and (iii) Vigilance Certificate.

(Signature of applicant)

Place :

Date :

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 on deputation basis :

1.	Name of the Post	Assistant Director (Administration - Legal)
2.	Number of vacancy	01 (on deputation basis on foreign service terms' initially for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	<p>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;</p> <p style="text-align: center;">or</p> <p>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>(a) Graduate degree from any of the recognised University. (b) 08 years' service in Central Government/State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc. (c) For Assistant Director Legal : LLB or equivalent degree from recognised University.</p> <p>Desirable : Experience in Govt. Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organisations.</p> <p>(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 three years. The maximum age limit for deputation, short- term contract shall be 56 years as on the closing date of receipt of application prescribed)</p>

सुरील कुमार गुप्ता / Suril Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
परिवर्तनी ब्लॉक-8, विंग-2, द्वितीय तल, र.क. पुरम
West Block-8, Wing-2, 2nd Floor, R. K. Puram
नई दिल्ली / New Delhi-110066

PROFORMA FOR APPLICATION**Application for the post of Assistant Director (Administration - Legal) in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(iv) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ of degree	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 fulfills 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
(Authorized Signatory)
Designation:
Office Seal
Phone/Mobile:
Fax:
E-mail

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 on Short Term Contract basis:

1.	Name of the Post	Assistant Director (Administration - Legal)
2.	Number of vacancy	01 (Short Term Contract basis if not filled through direct recruitment or deputation basis)
3.	Age	Not exceeding 56 years (as per DOPT guidelines) for short term contract.
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	Essential qualification for Short Term Contract : Possessing the educational qualifications and experience prescribed as under : (a) Graduate degree from any of the recognised University. (c) 08 years' service in Central Government/State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc. (b) For Assistant Director Legal : LLB or equivalent degree from recognised University. Desirable : Experience in Govt. Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organisations.



सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-2, 2nd फ्लोर, र.क. पुरम
West Block-8, Wing 2, 2nd Floor, R. K. Puram
नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8,Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRCT)

Application for the post of Assistant Director (Administration - Legal) in CARA, on Short Terms Contract basis.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on deputation basis:

1.	Name of the Post	Integrated Finance Officer
2.	Number of vacancy	01 (on deputation basis on foreign service terms' including Short term Contract initially for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
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>(i) holding analogous post on regular basis;</p> <p style="text-align: center;">or</p> <p>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 prescribed as under :</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>


सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-2, द्वितीय तल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

PROFORMA FOR APPLICATION**Application for the post of Integrated Finance Officer in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(v)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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ of degree	name	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.	

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 fulfills 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.

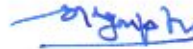
Signature with date
(Authorised Signatory)
Designation:
Office Seal
Phone/Mobile:
Fax:
E-mail

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 on Short Term Contract basis :

1.	Name of the Post	Integrated Finance Officer
2.	Number of vacancy	01 (Short Term Contract basis if not filled through Deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-11 in the Pay Matrix of Rs.67,700-2,08,700
5.	Eligibility	Essential qualification for Short Term Contract : (a) B.Com from any of the recognized University (b) 10 years' experience in accounting and financial matters of Central/ State Government/PSU/Statutory Body/ Autonomous Body Desirable : (a) CA/CS/ICWA/ MBA (Finance) (b) Knowledge of Computer and Administration/ Accounts.



सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिम ब्लॉक - 8, विंग-2, 2nd फ्लोर, आर.के. पुरम
West Block - 8, Wing-2, 2nd Floor, R. K. Puram
नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8,Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Integrated Finance Officer in CARA, on Short Term Contract basis.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on deputation basis:

1.	Name of the Post	Senior System Analyst (IT)
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-11; Rs. 67,700-2,08,700/-
5.	Eligibility	<p>Deputation : 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</p> <p>(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:</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) 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 Autonomous Body or Statutory Body or in any recognized institution.</p>


 सुशील कुमार गुप्ता / Sushil Kumar Gupta
 सहायक निदेशक / Assistant Director
 महिला एवं बाल विकास मंत्रालय
 Ministry of Women & Child Development
 भारत सरकार / Government of India
 पश्चिम बंगला-8, विंग-2, द्वितीय तल, आर.के. पुरम
 West Block-8, Wing-2, 2nd Floor, R.K. Puram
 नई दिल्ली-110066

PROFORMA FOR APPLICATION

**Application for the post of Senior System Analyst (IT) in CARA on deputation basis
(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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(vi) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ name of degree	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 fulfills 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

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 on Short Term Contract basis:

1.	Name of the Post	Senior System Analyst (IT)
2.	Number of vacancy	01 (Short Term Contract if not filled through Deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-11; Rs. 67,700-2,08,700/-
5.	Eligibility	<p>Essential qualification for Short Term Contract :</p> <p>(a) 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) 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 Autonomous Body or Statutory Body or in any recognized institution.</p>



सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director

महिला एवं बाल विकास मंत्रालय
Ministry of Woman & Child Development

भारत सरकार / Government of India

पश्चिमी बंगल-8, विंग-2, 2nd फ्लोर, र.क. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram

नई दिल्ली-110066 New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8, Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Senior System Analyst (IT) in CARA, on Short Terms Contract basis.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on deputation basis:

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)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level 10 (R.56,100-1,77,500/-)
5.	Eligibility	<p>Deputation :</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</p> <p style="text-align: center;">or</p> <p>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>



शुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी ब्लॉक-8, विंग-2, द्वितीय मंज, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

PROFORMA FOR APPLICATION**Application for the post of Content Manager (IT) in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(vii) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ of degree	name	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.c.f._____.

He/She fulfills 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
(Authorized Signatory)
Designation:
Office Seal
Phone/Mobile:
Fax:
E-mail

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 on Short Term Contract basis :

1.	Name of the Post	Content Manager (IT)
2.	Number of vacancy	01 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level 10 (R.56,100-1,77,500/-)
5.	Eligibility	<p>Essential qualification for Short Term Contract : 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>



सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी बंगाल विभाग, एच.के.पुरम, नई दिल्ली
West Block - 8, Wing-2, 2nd Floor, R.K. Puram, New Delhi - 110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8,Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Content Manager (IT) in CARA, on Short Term Contract basis.

A		Personal Particulars			
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B		Educational Qualifications			
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C		Experience			
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
----------	--	--

Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :


Date :

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 on deputation basis:

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)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level 10,(Rs.56,100-1,77,500/-)
5.	Eligibility	<p>Deputation :</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</p> <p style="text-align: center;">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>


सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी बंगल-8, विंग-2, 2nd फ्लोर, र.क. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

PROFORMA FOR APPLICATION**Application for the post of Data Analyst (IT) in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(viii) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ name of degree	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 fulfills 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

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 on Short Term Contract basis :

1.	Name of the Post	Data Analyst (IT)
2.	Number of vacancy	01 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level 10,(Rs.56,100-1,77,500/-)
5.	Eligibility	Essential qualification for Short Term Contract : 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) Two years' experience of Programming /Information System/ Data Management in a Government Office/PSU/ Autonomous Body/Statutory Body or in any recognized institution.



सुरील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-2, 2nd फ्लोर, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8,Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Data Analyst (IT) in CARA, on Short Term Contract basis

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on deputation basis:

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)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-06 in the Pay Matrix of Rs.35,400-1,12,400 Min. Pay Rs 35,400/- of the CCS (Revised Pay Rules, 2016)
5.	Eligibility	<p>Deputation :</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.</p> <p style="text-align: center;">or</p> <p>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>(b) Possessing the educational qualifications and experience prescribed as under :</p> <p><u>Essential</u></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</p> <p style="text-align: center;">or</p> <p>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</p> <p style="text-align: center;">or</p> <p>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;</p> <p style="text-align: center;">or</p> <p>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;</p> <p style="text-align: center;">or</p> <p>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;</p>


 नया दिल्ली-110066

		<p style="text-align: center;">and</p> <p>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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Anshu Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी ब्लाक-8, विंग-2, द्वितीय तल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

PROFORMA FOR APPLICATION**Application for the post of Hindi Translator in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(ix) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ of degree	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 fulfills 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.

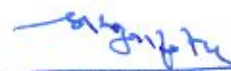
Signature with date
(Authorised Signatory)
Designation:
Office Seal
Phone/Mobile:
Fax:
E-mail

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 on deputation basis:

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)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-02 in the Pay Matrix of Rs.19,900-63200 Min. Pay Rs.19,900/- of the CCS (Revised Pay Rules, 2016)
5.	Eligibility	<p>Deputation :</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.</p> <p>(ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix Level-01 at min. of pay Rs.18,000/- respectively or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience prescribed as under :</p> <p>(a) 12th Pass from Recognized Board/University or equivalent.</p> <p>(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>Desirable :</p> <p>(a) Knowledge of noting and Drafting</p> <p>(b) Knowledge of Computers</p>



सुशील कुमार गुप्ता / Sushil Kumar Gupta

सहायक निदेशक / Assistant Director

महिला एवं बाल विकास मंत्रालय

Ministry of Women & Child Development

भारत सरकार / Government of India

पश्चिमी ब्लॉक-8, विंग-2, 2nd फ्लोर, आर.के. पुरम

West Block 8, Wing-2, 2nd Floor, R.K. Puram

नई दिल्ली / New Delhi-110066

PROFORMA FOR APPLICATION**Application for the post of Hindi Typist in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(x) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ name of degree	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 Authorized 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 fulfills 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

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 on deputation basis :

1.	Name of the Post	Accounts 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 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-07, (Rs.44,900-1,42,400/-)
5.	Eligibility	<p>Deputation :</p> <p>(A) Officials under the Central/ State Govt./UTs/, PSUs, Statutory/ Autonomous bodies/ Government Institutions :</p> <p>(i) holding analogous post on regular basis;</p> <p style="text-align: center;">or</p> <p>with five years' service in the Pay band-02 : Rs.9,300-34,800/- with grade pay of Rs.4,200/- (pre- revised), Level-06 of in the Pay Matrix of 7th CPC and having experience in Finance, Cash & Accounts.</p> <p>(ii) Possessing the educational qualifications and experience prescribed as under :</p> <p>(a) B.Com from a Recognised University or equivalent. (b) Five years' experience of Finance, Cash & Accounts in Central/State Govts./ UTs / PSUs / Autonomous Bodies/ Private Organisations.</p> <p>Desirable : Knowledge of computer Accounting.</p> <p>(B) Deputation/ re-employment. The Armed forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment.</p> <p>(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 three years. The maximum age limit for deputation, short- term contract shall be 56 years as on the closing date of receipt of application prescribed)</p>

संयोजित संस्था
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
परिवर्तनी ब्लॉक-8, विंग-2, 2nd फ्लोर, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

PROFORMA FOR APPLICATION**Application for the post of Accounts Officer in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(xi) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ of degree	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 fulfills 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.

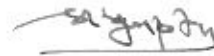
Signature with date
(Authorised Signatory)
Designation:
Office Seal
Phone/Mobile:
Fax:
E-mail

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 on Short Term Contract basis:

1.	Name of the Post	Accounts Officer
2.	Number of vacancy	01 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-07, (Rs.44,900-1,42,400/-)
5.	Eligibility	Essential qualification for Short Term Contract : Possessing the educational qualifications and experience prescribed as under : (a) B.Com from a Recognised University or equivalent. (b) Five years' experience of Finance, Cash & Accounts in Central/State Govts./ UTs / PSUs / Autonomous Bodies/ Private Organisations. Desirable : Knowledge of computer Accounting.



CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8, Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Account Officer in CARA, on Short Term Contract basis.

A Personal Particulars					
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B Educational Qualifications					
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C Experience					
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :

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 on deputation basis :

1.	Name of the Post	Private Secretary
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-06 in the Pay Matrix of Rs.35,400-1,12,400 Min. Pay Rs.35,400/- of the CCS (Revised Pay Rules, 2016)
5.	Eligibility	<p>(A) Deputation/ re-employment. The Armed forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment.</p> <p>(B) Deputation : Officers under the Central/State Govt., PSUs /UTs, Statutory / Autonomous bodies.</p> <p>(ii) holding analogous posts on regular basis in the parent cadre or Department.</p> <p style="text-align: center;">or</p> <p>with 5 years' service in pay band RS.9300-34800 and grade pay or Rs.4200/- (pre-revised), Level-06 in the Pay Matrix of 7th CPC, Having experience in English Stenography and Office procedure.</p> <p>(ii) Possessing the essential educational qualifications and experience prescribed as under :</p> <p>(a) Degree from Recognized University or equivalent.</p> <p>(c) Five years experience in Central/ State Govts./PSUs /Autonomous bodies/Private Organization as Stenographer and possessing speed of 120WPM in English.</p> <p>(d) Must be familiar with Computer Software like Word'97/2000/ Window XP.</p> <p>Desirable :</p> <p>(i) Diploma in Secretarial Practice from Recognized Institute/College.</p> <p>(ii) Knowledge of Hindi typewriting on computer.</p>

सुनील कुमार गुप्ता / Sunil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास विभाग
Ministry of Women & Child Development
West Block - 8, Wing-2, 2nd Floor, R.K. Puram
New Delhi - 110066

PROFORMA FOR APPLICATION

Application for the post of Private Secretary in CARA on deputation basis (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 01/08/2019)	
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 on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(xii) 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	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(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 passed/ name of degree	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.	
---	--

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 Authorized 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 fulfills 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

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 on Short Term Contract basis:

1.	Name of the Post	Private Secretary
2.	Number of vacancy	01 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-06 in the Pay Matrix of Rs.35,400-1,12,400 Min. Pay Rs.35,400/- of the CCS (Revised Pay Rules, 2016)
5.	Eligibility	<p><u>Essential educational qualifications for Short Term Contract:</u></p> <p>(a) Degree from Recognized University or equivalent. (b) Five years' experience in Central/ State Govts./PSUs /Autonomous bodies/Private Organization as Stenographer and possessing speed of 120WPM in English. (c) Must be familiar with Computer Software like Word'97/2000/ Window XP.</p> <p><u>Desirable :</u></p> <p>(i) Diploma in Secretarial Practice from Recognized Institute/College. (ii) Knowledge of Hindi typewriting on computer.</p>


 सुनील कुमार गुप्ता / Sunita Kumari
 सहायक निदेशक / Assistant Director
 महिला एवं बाल विभाग नवदेहली
 Ministry of Women & Child Development
 भारत सरकार / Government of India
 पश्चिमी ब्लॉक-8, विंग-2, द्वितीय तल, अरकं, पुरम
 West Block-8, Wing-2, 2nd Floor, R.K. Puram
 नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY
West Block-8, Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Private Secretary in CARA, on Short Term Contract basis.

A		Personal Particulars			
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B		Educational Qualifications			
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C		Experience			
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
(v)					
			Total =		

D	Any additional information relevant to the job	
----------	--	--

Note : The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place :

Date :