



CARA

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 :

(A) Deputy Director -(on deputation basis) on 'foreign service terms', initially for one year extendable upto three years, in the Pre-revised Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.6,600/- (pre-revised) as per 6th CPC (to be revised in Level 11 of 7th CPC) from the Officers under the Central/ State Govt., PSUs/ Statutory/ Semi Govt./ Autonomous Bodies/ Universities/ Recognised Research Institutions:

Eligibility :

1. Holding analogous post on regular basis; **or**
With 05 years regular service in PB-3 of Rs.15,600-39,100/- with grade pay Rs.5,400/- (pre-revised) as per the 6th CPC **or** 06 years in the Grade pay of Rs.4,800/- (pre-revised) as per 6th CPC **or** 07 years in the Grade Pay Rs.4,600/- (pre-revised) as per 6th CPC **or** 10 years in the Grade Pay of Rs.4,200/-(pre-revised) as per 6th CPC and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organisations; and
2. Having Post Graduate Degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology.
3. 05 Years experience in Social sector in implementing specific programmes and schemes at Regional and National Levels.

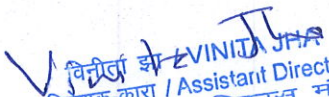
(B) Administrative Officer - 01 post (on deputation basis) on 'foreign service terms', initially for three years extendable upto five years, in the Pay Band (PB-3) of [Rs.15600-39100+G.Pay of Rs.5400/-] (to be revised in level 10 as per 7 CPC), from the Officials under the Central/ State Govt., PSUs/ Statutory/Semi Govt. /Autonomous Bodies /Universities/ Recognised research institutions:

Eligibility :

1. Holding analogous post on regular basis;
2. With 02 years regular service in Pay band (PB-2) of Rs.9300-34800 with Grade Pay of Rs.4800/- (pre-revised) as per 6th CPC **or** 03 years regular service in Pay Band (PB-2) of Rs.9300-34800 with Grade Pay of Rs.4600/- (pre-revised) as per 6th CPC.

The eligible candidates must apply through proper channel along with (i) Copies of CR dossiers for last 05 years, duly attested (ii) Integrity certificate and (iii) Vigilance clearance, in the proforma available on the web-site of CARA, (www.cara.nic.in) & send it to the CEO (CARA) at the address mentioned above, **within 30 days of the publication of this advertisement in Employment News.** Application received incomplete or after due date will not be entertained. CARA reserves the right to reject any or all applications/post without assigning any reason.

Administrative Officer (CARA)


सहायक निदेशक-कारा / Assistant Director-CARA
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड - 3, 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

(Statutory Body of the Ministry of Women & Child Development)

NEW DELHI

A. Deputy Director - 02 posts (on deputation basis)

Pay Band /Grade Pay : PB(3) : Pre-revised Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.6,600/- (to be revised in level 11 of 7th CPC)

Mode : By transfer on deputation on "foreign service terms"

Eligibility Criteria:

Officers under the Central/ State Govt., PSUs/ Statutory/ Semi Govt./ Autonomous Bodies/ Universities/ Recognised Research Institutions:

1. Holding analogous post on regular basis; **OR** with 05 years regular service in PB-3 of Rs.15,600-39,100/- with grade pay Rs.5,400/- (pre-revised) as per the sixth pay commission **OR** 06 years in the Grade pay of Rs.4,800/- (pre-revised) **OR** 07 years in the Grade Pay Rs.4,600/- (pre-revised) **OR** 10 years in the Grade Pay or Rs.4,200/-(pre-revised) and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organisations; and
2. Having Post Graduate degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology.
3. 05 Years experiences in Social sector in implementing specific programmes and schemes at Regional and National Level.

B. Administrative Officer - 01 post (on deputation basis)

Pay Band /Grade Pay : PB(3) : Pre-revised Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.5400/- (to be revised in level 10 of 7th CPC)

Mode : By transfer on deputation on "foreign service terms"

Eligibility Criteria:

Officers under the Central/ State Govt., PSUs/ Statutory/ Semi Govt./ Autonomous Bodies/ Universities/ Recognised Research Institutions :

1. Holding analogous post on regular basis;
2. With 02 years regular service in Pay band (PB-2) of Rs.9300-34800 with Grade Pay of Rs.4800/- (pre-revised) as per 6th CPC **OR** 03 years regular service in Pay Band (PB-2) of Rs.9300-34800 with Grade Pay of Rs.4600/- (pre-revised) as per 6th CPC.

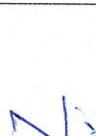
Note for both case : Period of deputation / Contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department in the Central Government shall ordinarily not exceed three years.

विनीता जेठवाण VINITA JHA
सहायक निदेशिका / Assistant Director-CARA
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड - 3, विंग - 2, द्वितीय तल, आर.के. फुलम
West Block-3, Wing-2, 2nd Floor, R.K. Fulam
नई दिल्ली / New Delhi-110065

PROFORMA FOR APPLICATION

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

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of birth and Age (as on 31/08/2018)	
4.	Sex	
5.	Postal Address with telephone & e-mail	
	(i) Office	
	(ii) Residence	
6.	Date of entry in Govt. Service	
7.	Date of superannuation as per existing applicable rules	
8.	Substantive post held in the Parent Department on regular basis:	
	(a) Name of the post	
	(b) Name of the Organisation	
	(c) Status of the Organisation (Attached/Subordinate Office of a Central Govt. Ministry; or Central Autonomous Organisation /Central Public Undertaking of a State Govt./UT	
	(d)Administrative Ministry/Deptt.	
	(e)Pay-Band 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)	



 Vinita Jha / Assistant Director, CARA
 सहायक निदेशक-कारा / सहायक निदेशक-कारा
 महिला एवं बाल विकास मंत्रालय
 Ministry of Women & Child Development
 भारत सरकार / Government of India
 परिसर - 8, विंग - 2, द्वितीय तल, आर.के. पुरम
 West Block-8, Wing-2, 2nd Floor, R.K. Puram
 नई दिल्ली / New Delhi-110065

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

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

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

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

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

(Signature)
 विनीता झा / VINITA JHA
 सहायक निदेशक-कारा / Assistant Director-CARDA
 महिला एवं बाल विकास मंत्रालय
 Ministry of Women & Child Development
 भारत सरकार / Government of India
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 नई दिल्ली / New Delhi-110065

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		

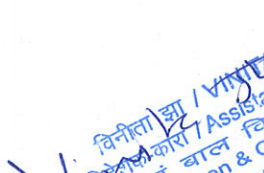
Verification/certification of service particular by the Authorised Officer of the Cadre Controlling Authority.

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


 Vinita Jha / Assistant Director, CARA
 महिला एवं बाल विकास मंत्रालय
 Ministry of Women & Child Development
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