



CENTRAL ADOPTION RESOURCE AUTHORITY

(Statutory body of Ministry of Women & Child Development, Govt. of India)

West Block-8, Wing-II, 2nd Floor, R. K. Puram, New Delhi- 110066

Ph. : 26760300, Website : www.cara.nic.in, e-mail : carahdesk.wcd@nic.in

WALK-IN-SKILL TEST & INTERVIEW


Walk-in- Skill Test & Interview on 04/08/2018 between 11.00 a.m to 2.00 p.m.

CARA, urgently requires to fill the following posts on contract basis as mentioned in TsOR ;

- (i) **Private Secretary(PS) - one post**
- (ii) **Data Entry Operator (DEO) - (for empanelment)**

The eligible candidates who fulfil the requirements, may appear in Skill test and Walk-in-Interview for the purpose on **Saturday, 04th August' 2018 between 11.00 A.M to 02.00 P.M** in the address mentioned above, with their typed latest resume and original certificates. Details of TsOR, eligibility & application format etc. are available on **Annexure-I**.

The applicant can apply only for one post only. CARA reserves the right to reject any or all applications/post without assigning any reason.


(Richa Ojha)
Admn. Officer-CARA
Ministry of Women & Child Development
Government of India
West Block-8, Wing-2, 2nd Floor, R.K. Puram,
New Delhi-110066

Terms of Reference

1. Private Secretary (PS) – (one post)

(a) Eligibility Criteria :

- (i) Must possess Graduate degree from a recognised University
- (ii) Should possess shorthand speed of 120WPM in English.
- (iii) Must be familiar with computer software like MS office, Excel PPT etc.
- (iv) Minimum 05 years' experience in English stenography and office procedures in Central /State Govt. / Autonomous Bodies/ PSUs / Private organisation.

(b) Period of engagement :

- (i) The engagement would be on contractual basis initially for a period of six months, which may be extended or curtailed on requirement & performance basis.
- (ii) Selected candidates on engagement shall enter into a contract with CARA.

- (c) Remuneration :** Rs.40,000/- p.m.
: Rs.50,000/- p.m. for retired Govt. Official with 10 years of experience.

- (d) Age Limit :** 55 yrs. For non-retired applicants.
65 years (for retired Govt. officials)

2. Data Entry Operator (DEO) – (for empanelment)

- (a) Nature of Work :** As assigned by the organisation.

(b) Eligibility Criteria :

- (i) Graduate degree from a recognised University in any Subject
- (ii) One year Diploma in Computer Applications.
- (iii) Minimum 02 years' experience as Computer Operator in Central /State Govt. / Autonomous Bodies/ PSUs / Private organisation.
- (iv) Minimum speed of 8000 Key Depression Per Hr.

(c) Period of engagement :

- (i) The engagement would be on contractual basis initially for a period of six months, which may be extended or curtailed on requirement & performance basis.
- (ii) Selected candidates on engagement shall enter into a contract with CARA.

- (d) Remuneration :** Rs.30,000/- p.m.

- (e) Age Limit :** upto 35 years as on 01/08/2018.

Richa G/S

CENTRAL ADOPTION RESOURCE AUTHORITY

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

(PROFORMA FOR APPLICATION)

Application for the post of _____ in CARA, on contract basis.

A Personal Particulars				
1	Name in Block letters			
(a)	Father's/Husbands Name			
(b)	Address			
(c)	Date of birth & (age as on 01/08/2018)			
(d)	Mobile No			
(e)	E-mail ID			
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-)	Nature of work done
(i)				
(ii)				
(iii)				
(iv)				
(v)				
			Total =	

Signature

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

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

(Signature of applicant)

Place :

Date :

