

F.No.4/1/2023-EO(SM-I)
Government of India
Secretariat of the
Appointment Committee of the Cabinet
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi, the 25.04.2024

To

1. The Chief Secretaries, All State Governments.
2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up the post of Chief Executive Officer (CEO) (JS level), Central Adoption Resource Authority (CARA) under the Ministry of Women & Child Development.

Sir/Madam,

It is proposed to fill up the post of **Chief Executive Officer (CEO) (JS level), Central Adoption Resource Authority (CARA) under the Ministry of Women & Child Development**, with pay at Level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix, on deputation basis for an overall period of five years (initial tenure for two years, extendable for an overall tenure of five years on year-to-year basis).

2. (a) Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years and details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

(b) The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years in CSS post and he/she needs to retain Government accommodation for his/her tenure on non-CSS post.

3. The last date for submission of application for the above referred circular is **24.05.2024**. Nominations as well as all correspondence on the subject may be routed through email id: dirsm@nic.in and useosm1@nic.in only. Nominations are to be routed through DoPT online interface (DoPT website>>EO Division>>Apply for posts of CSS, CVO and Others- Non-CSS category) for those officers who have not yet applied for any other posts online this year; this office is not accepting any physical communication.

Yours faithfully,



(Debasweta Banik)

Deputy Secretary to the Government of India

Tel. No. 011-23092187

Copy to:-

1. Ministry of Women & Child Development (**Shri Anil Malik**, Secretary), New Delhi.
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.
3. PA to DS(SM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers