



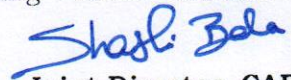
CENTRAL ADOPTION RESOURCE AUTHORITY
(A Statutory Body of the Ministry of Women & Child Development, Govt. of India),
West Block-8, Wing-II, 2nd Floor, R.K. Puram, New Delhi- 110066

VACANCY CIRCULAR

Central Adoption Resource Authority (CARA), which deals with matters concerning Child Adoption in India/Abroad, urgently requires the following posts on **Deputation basis** on 'foreign service terms', initially for a period upto 03 years.

Sl.No.	Name of Post	Group	Pay Level	No. of Post
(i)	Deputy Director (Prg.)	A	11	01
(ii)	Assistant Director (Prg.)	A	10	03
(iii)	Accounts Officer	B	07	01
(iv)	Personal Assistant	B	06	01
(v)	Junior Translation Officer	B	06	01
(vi)	Data Entry Operator	C	04	03
(vii)	Hindi Typist	C	02	01

2. The eligibility criteria is available on the CARA's website **cara.wcd.gov.in**
3. The eligible candidates must apply through proper channel along with the following documents:-
 - 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.
4. The period of deputation would be initially for 03 years further extendable upto 02 years subject to performance evaluation in the Authority.
5. Candidates should move well in prior that copy **through proper channel** of his/her application must reach along with all requisite documents before the closing date of advertisement to avoid rejection of application form.
6. **Since these vacancies are to be filled up on deputation basis, non-government officials / private candidates are not eligible to apply.**
7. The complete application (hard copy) in all respect shall be sent to the **Member Secretary & CEO**, Central Adoption Resource Authority (CARA), West Block-8, Wing-II, 2nd Floor, R. K. Puram, New Delhi-110066 **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 /all applications and cancel recruitment of any post without assigning reason. Number of vacancies advertised may be increased or decreased.


Joint Director, CARA

डा. शशि बाला / Dr. Shashi Bala
संयुक्त निदेशक / Joint Director, CARA
केन्द्रीय दत्तक-ग्रहण संसाधन प्राधिकरण
Central Adoption Resource Authority
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

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Ministry of Women & Child Development, Govt. of India
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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 (One)
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	(A) Deputation (including short term contract): Officers under the Central/State Governments/UTs, Universities, Public Sector Undertaking, semi-Government/ Statutory/ Autonomous organizations/ Recognized Research Institutes : (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.4,800/- (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 : (ii) Having educational qualifications and experience prescribed as under : Essential a) Post Graduate Degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology. (b) 10 years' service in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc. 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.

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1.	Name of the Post	Assistant Director (Programme)
2.	Number of vacancy	03 (Three) [i.e. 01 for Programme and 02 for Legal*]
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	Deputation : Officers under the Central/ State Govt./UTs/, PSUs, Statutory/ Semi-Government/ Autonomous Organizations/ Universities/ Recognized Research Institutions : (i) holding analogous post on regular basis; or With two years regular service in the Pay band of Rs.9,300-34,800/- with grade pay of Rs.4,800/- (pre-revised) Level-08 in the Pay Matrix of 7th CPC or three years regular service in the pay band of Rs.9,300-34,800/- with GP Rs.4,600/- (pre-revised) Level-07 in the Pay Matrix of 7th CPC or eight years regular service in the pay band of Rs.9,300-34,800/- with GP Rs.4,200/- (pre-revised) Level-06 in the Pay Matrix of 7th CPC and having experience in child welfare/ Social Sector. (ii) Essential 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. 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. Note : Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. * Preference : Having LLB or equivalent degree from recognised University along with the above mentioned essential educational qualifications and experiences. (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)

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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 (One)
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	Deputation : A) Deputation. Officials under the Central/ State Govt./ UTs/ PSUs, Statutory/ Autonomous bodies/ Government Institution. (i) holding analogous post on regular basis; or with five years' service in pay band-02 : Rs.9,300-34,800/- with grade pay of Rs.4,200/- (pre-revised) Level 6 in the Pay Matrix of 7th CPC and having experience in Finance, Cash & Accounts. (ii) Possessing the educational qualifications and experience prescribed as under : (a) B.Com. from a Recognized University or equivalent. (b) Five years experience of Finance, Cash & Accounts in Central/ State Govts./UTs/ PSUs / Autonomous bodies/ Private organizations. Note : Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. Desirable : Knowledge of Computer Accounting. 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. (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)

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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	Personal Assistant
2.	Number of vacancy	01 (One)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-06, (Rs.35,400-1,12,400/-)
5.	Eligibility	Deputation : Officers under the Central/State Govt., PSUs / PSUs, Statutory / Autonomous bodies. (i) holding analogous posts on regular basis in the parent cadre or Department. or with six years' regular service in pay band Rs.5200-20200/- with grade pay Rs.2,800/- (pre-revised), Level-05 in the Pay Matrix of 7th CPC or with ten years' regular service in pay band Rs.5,200-20,200/- with grade pay of Rs.2,400/- (pre-revised), Level-04 in the pay Matrix of 7th CPC and having experience in English Stenography and Office procedure. (ii) Possessing the essential educational qualifications and experience prescribed as under : (a) Graduate from Recognized University or equivalent. (a) Five years' experience in Central/ State Govts./PSUs /Autonomous bodies/Private Organization as Stenographer with possessing speed of 100WPM in English. (b) Must be familiar with Computer Software like MS-Office Note : Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Desirable : (i) Knowledge of EPABX, FAX. Note : Preference will be given to candidates who can discharge bilingual stenographic work (in English and Hindi). (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)

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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	Junior Translation Officer
2.	Number of vacancy	01 (One)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-06, (Rs.35,400-1,12,400/-)
5.	Eligibility	Deputation : (a) Officers under the Central/State Government/ Universities/Recognized Research Institutes/Public Sector Undertakings/Semi Government Statutory or Autonomous Organizations. (i) holding analogous posts on regular basis in the parent cadre or Department. or 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 (b) Possessing the educational qualifications and experience prescribed as under : Essential Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level or Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; or Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and Recognized diploma or certificate course in translation

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	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. Note 1 : Qualifications are relaxable at the discretion of competent authority in the case of candidates otherwise well qualified Note 2 : The qualification (s) regarding experience is relaxable at the discretion of Competent Authority in the case of candidates belonging to scheduled castes or scheduled Tribes if at any stage of selection, Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. (The Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).
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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 Entry Operator
2.	Number of vacancy	03 (Three)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-04 in the Pay Matrix of Rs.25,500-81,100/-
5.	Eligibility	Deputation : Officials under the Central/State Governments/Public Sector Undertaking, / Statutory bodies : (i) holding analogous post on regular basis; or with eight years' service in the Pay band of Rs.52,00-20200 with Grade Pay Rs.1900/- (pre-revised), Level-02 in the Pay Matrix of 7 th CPC (ii) Possessing the educational qualifications as under : Essential (a) Graduate degree from recognized University or equivalent. (b) At least one year Diploma in Computer Applications. (c) 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.

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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 (One)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-02 (Rs.19,900-63,200/-)
5.	Eligibility	Deputation : (a) Officers under the Central/State Government/ Universities /Recognized Research Institutes/Public Sector Undertakings/Semi-Government Statutory or Autonomous Organizations. (i) holding analogous posts on regular basis in the parent cadre or Department. (ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Matrix Level-01 at min. of pay Rs.18,000/- respectively or equivalent in the parent cadre/department; and (b) Possessing the educational qualifications and experience prescribed as under : (a) 12th Pass from Recognized Board/University or equivalent. (b) Having a Speed of 10500 KDPH in English or 9000 Key Depressions Per Hour in Hindi on an average of 5 key Depressions for each word on computer. Desirable : (a) Knowledge of Noting and Drafting (b) Knowledge of Computers

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PROFORMA FOR APPLICATION

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

Photo of
Applicant to
be pasted
here

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of birth and Age (as on closing date of Advertisement)	
4.	Gender	
5.	Postal Address with Contact No. & e-mail	
	(i) Office	
	(ii) Present Residence	
	(iii) Home Town	
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	
	(c) 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 Ad'hoc /regular) (Plz. Mention – Regular or after getting MACP)	

	(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/ 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.			
iii.			

-3-

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:_____

Note : If the existing Pay Scale of the applicant is other than 7th CPC, a clear match with Pay Matrix of 7th CPC may be indicated with proof.

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