



CENTRAL ADOPTION RESOURCE AUTHORITY

(Statutory Body of the Ministry of Women & Child Development,
Government of India) West Block-8, Wing-II,
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:

ADMINISTRATIVE OFFICER - 01 post by deputation 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/-] (being revised to level 10 as per 7 CPC), from the Officials under the Central/ State Govt., PSUs/ Statutory/Semi Govt. /Autonomous Bodies /Universities/ Recognised research institutions:

1. Holding analogous post on regular basis; **Or**
2. With **2** years regular service in Pay band (PB-2) of Rs.9300-34800 G. Pay of Rs.4800/- **Or 3** years regular service in Pay Band (PB-2) of Rs.9300-34800+ G. Pay of Rs 4600/-.(pre-revised)
3. Post Graduate degree from recognized University or equivalent.
4. 7 Years regular service having experience in administration, accounts & establishment work, in Supervisory capacity in Central/State Govt./ PSUs/ Autonomous Bodies etc. The eligible candidates must apply through proper channel alongwith (i) copies of CR dossiers for last 5 years, duly attested (ii) integrity certificate and (iii) Vigilance clearance, in the proforma available on the web-site of CARA, **www.cara.nic.in** 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.

Chief Executive Officer (CARA)

CENTRAL ADOPTION RESOURCE AUTHORITY

(An Autonomous Body of the Ministry of Women & Child Development)
NEW DELHI

POST: Administrative Officer

PB/GP: PB(3) Rs.15600-39100+ Gr.Pay Rs.5400/- (being revised to level 10 as per 7 CPC).

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

Eligibility Criteria:

1. Holding analogous post on regular basis; **Or**
2. With **2** years of regular service in the Pay Band(PB-2) of Rs.9300-34800 with Gr. Pay of Rs.4800/- **or**
3 years of regular service in the Pay Band (PB-2) of Rs.9300-34800 with Gr.Pay of Rs.4600/-;
3. Post Graduate degree from a recognized University or equivalent;
4. 07 Years of regular service having experience in administration, accounts & establishment work, in **Supervisory capacity** in Central/State Govt./PSUs/ Autonomous Bodies etc .

PROFORMA FOR APPLICATION

Application for the post of Administrative Officer 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	
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/ name of degree	Year of passing	Board/University
(i)			
(ii)			
(iii)			

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