



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 all matters concerning Child Adoption in India/Abroad, urgently required to fill-up three posts of **Data Entry Operator (DEO)** on deputation basis on 'foreign service terms', initially for three years, in the **Level-04 of Pay Matrix of Rs.25,500-81,100/- as per 7th CPC**.

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.
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 the vacancy is 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 / vacancy Circular without assigning reason.

Assistant Director (Admn.)

Shashi Bala
19/9/25

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

CENTRAL ADOPTION RESOURCE AUTHORITY

Ministry of Women & Child Development, Govt. of India
West Block – 8, Wing-2, 2nd Floor, R. K. Puram, New Delhi – 110066

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 (on deputation basis on foreign service terms', initially for three years.)
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	<p>Deputation : Officials under the Central/State Governments/Public Sector Undertaking, / Statutory bodies :</p> <p>(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 7th CPC</p> <p>(ii) Possessing the educational qualifications as under :</p> <p>Essential</p> <p>(a) Graduate degree from recognized University or equivalent.</p> <p>(b) At least one year Diploma in Computer Applications.</p> <p>(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.</p>

CENTRAL ADOPTION RESOURCE AUTHORITY

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	
	(a) 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.			

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:_____

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.