



केंद्रीय दत्तक-ग्रहण संसाधन प्राधिकरण

CENTRAL ADOPTION RESOURCE AUTHORITY

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

CARA-EA012/2/2020-Administration(e-85375) / 587

27/09/2023

VACANCY CIRCULAR

Subject : Filling up of the post of Joint Director (Level-12) in Central Adoption Resource Authority, Ministry of Women & Child Development, New Delhi on deputation on 'foreign service terms' basis.

Central Adoption Resource Authority (CARA), which deals with all matters concerning Child Adoption in India/Abroad, urgently require fill-up one post of **JOINT DIRECTOR** on deputation on 'foreign service terms', initially for three years extendable upto five years, in the **Level-12 of Pay Matrix of Rs.78,800-2,09,200/- as per 7th CPC**. The officers under the Central/ State Government / UTs/Universities, PSUs/ Semi-Government / Statutory/ Autonomous organisations / Govt. Institutions may apply. The eligibility criteria and qualifications etc. for the said post given below :-

Eligibility :

- (i) holding analogous post on regular basis; **or** with 05 years' service in Pay Band Rs.15,600-39,100/- with grade pay Rs.6,600/- (Pre-revised), Level-11 in the Pay Matrix of 7th CPC, rendered after appointment thereto having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organizations ; **and**
- (ii) Possessing the qualifications and experience :
 - (a) Graduate Degree from a Recognized University.
 - (b) 12 years' experience in the Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.

Desirable :

Experience in Government Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organizations.

2. In addition to point (i) of eligibility criteria the same has been expanded by the Competent Authority for this drive as given below :

- (a) Officers / Officials working in **GP : 5,400/- (Pay Level-10 : 56,100-1,77,500 as per 7th CPC)** on **regular basis for 10 years** are also eligible for applying to the **post**.

3. If such candidate is found suitable and recommended by the Selection Committee, **his pay will be fixed by downgrading the scale in Pay Level-11** as per relevant FR. In case the candidate attains the regular qualifying service criteria for Joint Director, during his tenure in CARA, his pay will be fixed at par with that of **Joint Director** accordingly.

Contd..2

4. Duly filled application along with all requisite documents should reach **Shri Vinit Kumar Upadhyay, Assistant Director (Admn.), Central Adoption Resource Authority (CARA), West Block-8 Wing,-2, 2nd Floor, R.K. Puram, New Delhi-110066** through proper channel within 45 days from the date of issuance of this Circular.

5. **Period and other terms and conditions of deputation** : The period of deputation will be upto 3 years (annual extension of 1 year). The initial period of deputation shall be extendable by a further period as per DOP&T O.M. No.6/8/2009-Estt.(Pay-II) dated 17/06/2010. The terms and conditions of deputation will be governed by the DOP&T's aforementioned O.M. dated 17/06/2010 and Government's instructions issued from time to time on the subject.

6. **Age Limit** :- The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of application.

7. Eligible and willing officers, working in Ministries / Deptt. Central/ State Government / UTs/Universities, PSUs/ Semi-Government / Statutory/ Autonomous organisations / Govt. Institutions, may apply through proper channel in the attached prescribed format. Cadre Controlling Authorities / Head of Department are requested to forward applications of eligible and willing officer whose service can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by the following documents :

- (i) Application in prescribed proforma (attached)
- (ii) Cadre Clearance Certificate from the Cadre Controlling Authority.
- (iii) Photocopies of the APAR for the last five(5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.
- (iv) Statement giving details of Major / Minor penalties, imposed upon the officer, if any during the last ten (10) years.
- (v) Vigilance Clearance / Integrity Certificate.

8. While forwarding the application it may also be certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct.

9. The applications of willing and eligible officers complete in all respect, in the attached prescribed format, along with documents listed in **Para 7** above may be forwarded to **Shri Vinit Kumar Upadhyay, Assistant Director (Admn.), Central Adoption Resource Authority (CARA), West Block-8 Wing,-2, 2nd Floor, R.K. Puram, New Delhi-110066** within 30 days from the date of issuance of this Circular.

10. Applications received incomplete or through email or after due date shall not be entertained. CARA reserves the right to reject any or all applications as well as cancellation of this Vacancy Circular without assigning any reason.

11. The officer once selected has to join the Authority immediately.

(Jagannath Pati)

डॉ. जगन्नाथ पति / Dr. Jagannath Pati
निदेशक (कार्यक्रम), CARA / Director (Programme)
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

CENTRAL ADOPTION RESOURCE AUTHORITY

PROFORMA FOR APPLICATION

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

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of birth and Age (as on closing date of Advertisement)	
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)			
(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)			

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 Authorized Officer of the Cadre Controlling Authority.

(i) 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.

(ii) 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. _____.

(iii) 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.

(iv) Certified that no disciplinary proceedings are pending / completed against the officer.

(v) The Integrity of the Officer is also certified.

(vi) No major / minor penalty has been imposed during the last 10 years.

(vii) Copies of APAR/ ACRs for _____ years are enclosed.

Signature of the Cadre Controlling Authority /
Head of the Department with Seal.

Designation:
Office Telephone No.:
Fax :
E-mail :