

(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

Central Adoption Resource Authority (CARA), which deals with all matters concerning Child Adoption in India/Abroad, urgently requires the following posts on deputation basis on 'foreign service terms' (including short term contract), initially for three years extendable upto five years.

- (A) Deputy Director (Programme) 02 post (Deputation/Short Term Contract)
- (B) Deputy Director (Administration) 02 post (Deputation/Short Term Contract)
- (C) Assistant Director (Programme) 04 post (Direct /Deputation/Short Term Contract)
- (D) Assistant Director (Admin.-Legal)- 01 post (Direct/Deputation/Short Term Contract)
- (E) Integrated Finance Officer 01 post (Deputation/Short Term Contract)
- (F) Sr. System Analyst 01 post (Deputation/Short Term Contract)
- (G) Content Manager O1 post (Deputation/Short Term Contract)
- (H) Data Analyst 01 post (Deputation/Short Term Contract)
- (I) Hindi Translator 01 post (Deputation)
- (J) Hindi Typist 01 post (Deputation)
- (K) Account Officer 01 post (Deputation/ Short Term Contract)
- (L) Private Secretary 01 post (Deputation)

The eligibility criteria are available on the CARA's website i.e. www.cara.nic.in

The eligible candidates must apply through proper channel along with (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. The application shall be sent to the CEO (CARA) at the address mentioned above, 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 or all applications/post without assigning any reason. Number of vacancies may increase or decrease as per requirement.

Member Secretary & CEO (CARA)

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पुरील सुमार गुरा। / Sushil Kumar Gupitt सहायक गिरोशक / Assistant Director माडिका एवं गान्त विकास संभारत में Ministry of Women & Child Development सारत पास्काम / Government of India पश्चिमी खण्ड-ड, दिग-ट, द्वितीय स्ट, आर.के, पुरा • West Block-8, Wing-2, 2nd Ploot, R.K. Person मई दिल्ली / New Delhi-110068

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	Deputy Director (Programme)
2.	Number of	1
2	vacancy	three years extendable upto five years)
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	<b>Deputation</b> : 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;
		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. 4800/- (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
		<ul> <li>a) Post Graduate Degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology.</li> </ul>
		(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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### PROFORMA FOR APPLICATION

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

	NO. 1 No. 200 Control of the control
1.	Name (in Block Letters)
2.	Father's/Husband's Name
3.	Date of birth and Age (as on 01/08/2019)
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)
	present in details)

	Details of pas	t service(					
S.N.	Organisation	Post	Pay Ban Pay		Grade Pay	Period From_to_	Duties/responsibilit ies(Actual in details)
11.	Essential and						D. JATES
	Examination of degree	passed/ 1	name	Y	ear of pa	issing	Board/University
(i)							
ii)							
iii)							
iv)							
12.		omputer	relate			ions and l and or	l relevant experience r administrative) with
S.N.	supporting do			ar(s)/	period o	f Institut	ion(s) from which such
	(Actual in deta		ex	perien	ce	experie	nce obtained
(i)							
(ii) (ii)							
	Additional i	nformatio	n, if				
(ii)	Additional is any, which you mention in suitability for	ou would l support of	ike to				
(ii)	any, which yo mention in s	ou would l support of	ike to				
(ii) 13.	any, which yo mention in s	ou would l support of	ike to				
Dec I de (ess in t)	any, which you mention in some suitability for laration: eclare that all ential qualification.	the infortions, expe	ike to your matior	in r	equired	number of	true. I fulfill the crite f years of qualifying serv pasis in the feeder grade)
Dec I de (ess in t)	any, which you mention in some suitability for laration: eclare that all ential qualification substantive	the infortions, expe	ike to your matior	in r	equired ular/con	number of tinuous b	f years of qualifying serv pasis in the feeder grade)
Dec I de (ess in t)	any, which you mention in some suitability for laration: eclare that all ential qualification substantive	the infortions, expe	ike to your matior	in r	equired ular/con	number of tinuous b	f years of qualifying serv

### TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office							
Category of Office Place	Central Ministry	Department	Attached Office	200000000000000000000000000000000000000	Central Autonomous Body	State Govt.	Other
$\mathrm{Tick}(\sqrt{})$							
Present Post							
Date of appointm present g	nent to		Pay	Present Grade Pay	Pay in the p present	ay ban	d at
-							

## Verification/certification of service particular by the Authorized Officer of the Cadre Controlling Authority.

Ce	rtified	l that	all the	inform	nation	mention	ed by the	applic	ant in his a	applica	tion
as	ment	ioned	above	have	been	verified,	including	work	experience	, from	the
rec	cords	and fe	ound to	be co	rrect.						

It	is	also	certifie	d tha	it Sh./Ms			has	been	working	as
			in h	is/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis	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

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 Short Term Contract basis:

1.	Name of the Post	Deputy Director (Programme)
2.	Number of vacancy	02 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	
5.	Eligibility	Essential qualification for Short Term Contract:
		<ul> <li>a) Post Graduate Degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology.</li> <li>(b) 10 years' service in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/</li> </ul>
		Institutions/ PSU etc.  Desirable:
		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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सुनील ब्रांग्स पूर्वा / Storich Kurner Guptal स्वायत जिल्ला / तक्का int Discour साराज्या पूर्व चारत दिवस्ता पूर्व प्रश्नामाना Ministry of Women & Child Discoupling of मार्ट्स स्वायत / Government of India प्रश्नाम कार्य - विवन्द प्रार्थन कर्म अस्ति पूर्व West file asia, Wing 2, 2nd Floor, 6.16, Furnal मार्ट्स विकरोग्न Now Daths 110053

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

# Application for the post of Deputy Director (Programme) in CARA, on Short Term Contract basis.

A	Personal Particulars						
1	Name in Block letters						
(a)	Father's/Husbands Na	me					
(b)	Address						
(c)	Date of birth & (age as on 01/08/2019	)					
(d)	Mobile No						
(e)	E-mail ID						
(f)	Category (General/SC/ST/PH)						
В	Educational Qualifica	tions					
	Examination Passed/name of degr	ree	Name Univer	sity/	ear of ssing	1	Division
(i)							
(ii)							
(iii)							
(iv)							
С	Experience						
	Name of organisation	Desig	gnation	Peri (From -	Remuner	ation	Nature of work done
(i)							
(ii)							
(iii)							
(iv)							
(v)							
				Total =			

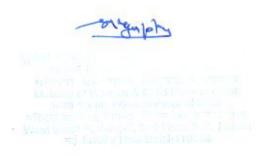
D	Any additional information relevant to the job	
Note	: The detailed CV with relevant supporting documents is	attached.

Date:

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	Deputy Director (Administration)
2.	Number of	02 (on deputation basis on foreign service terms initially for
	vacancy	three years extendable upto five years)
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	<b>Deputation :</b> Officers under the Central / State Governments / UTs, Universities, Public Sector Undertaking, semi-Government/ Statutory/ Autonomous organizations/ Recognized Research Institutes :
		<ul> <li>(i) holding analogous post on regular basis;</li> <li>or</li> </ul>
		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. 4800/- (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 in the Pay Matrix of 7th CPC 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 :
		T4'-1
		Essential  (a) Graduate Degree from a Recognized University.
		(b) 10 years' experience in Administration/ Accounts/ Legal in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.
		Desirable (a) L.L.B. or Post Graduate Degree in Management/ Law / Social Sciences.
		(b) 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.



### PROFORMA FOR APPLICATION

Application for the post of Deputy Director (Administration) 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 01/08/2019)	
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 Pare	nt 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	
1	State Govt./UT	
+	(d)Administrative Ministry/Deptt.	
	(e)Pay-Band on regular basis since (f)Pay-in-pay band at present	
ř	(g)Present Grade Pay on regular	
	basis since	
i	(h) Basic Pay at present(f +g)	
	(ii) 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	
8 1	(d)Pay Band	
	(e)Pay-in-pay band	
-	(f)Grade Pay	
-	(g)Basic Pay	
	(h)Period during which the post held (fromto)	
	(i)Nature of duties performed	
	(Actual in details)	

5.IV.	<b>Details of pas</b> Organisation	Post	Pay	Grade	Period	Duties/responsibilit
			Band/ Pay Scale	Pay	From_to_	ies(Actual in details
11.	Essential and	relevant o	ualificatio	ns		
	Examination of degree			ear of pa	ssing	Board/University
(i)						
(ii)						
iii)						
(iv)						
12.		omputer i				relevant experienc or administrative)wit
	Type of experie		Venr(c) /	period o	f Institution	on(s) from which suc
S.N.			200 C			(1) 사람이 얼마나 하는 사람이 하는 사람들이 되었다. 그 전에 사용하는 사람들이 되었다면 되었다.
	(Actual in deta		experier			ce obtained
(i)			200 C			(1) 문자가 되었다면 그 전하다 "라이어 가게 되었다" 그 전하다 내가 하는 아이라지 않는 것 같다. (1) 전략
(i) (ii)	(Actual in deta	ails)	experier			(1) 문자가 되었다면 그 전하다 "라이어 가게 되었다" 그 전하다 하다 하나 하다 하다 하나 있다면 없다.
S.N. (i) (ii) 13.	(Actual in deta	nformation ou would li upport of	experier , if ke to			(1) 사람이 얼마나 하는 사람이 하는 사람들이 되었다. 그 전에 사용하는 사람들이 되었다면 되었다.
(i) (ii)	Additional is any, which yo mention in s	nformation ou would li upport of	experier , if ke to			(1) 사람이 얼마나 하는 사람이 하는 사람들이 되었다. 그 전에 사용하는 사람들이 되었다면 되었다.
(ii) (iii) 13.	Additional is any, which yo mention in s	nformation ou would li upport of	experier , if ke to			(1) 문자가 되었다면 그 전하다 "라이어 가게 되었다" 그 전하다 하다 하나 하다 하다 하나 있다면 없다.
(ii) (iii)  13.  Dec I de (ess in th	Additional is any, which yo mention in s suitability for learning that all ential qualifications substantive	nformation ou would li upport of the post.	, if ke to your	ny appli	experien	(1) 문자가 되었다면 그 전하다 "라이어 가게 되었다" 그 전하다 하다 하나 하다 하다 하나 있다면 없다.
(ii) (iii)  13.  Dec I de (ess in th	Additional is any, which yo mention in s suitability for laration:	nformation ou would li upport of the post.	, if ke to your	ny appli required ular/con	experient ication is number of tinuous ba	true. I fulfill the crite years of qualifying serv asis in the feeder grade
(ii) (iii)  13.  Dec I de (ess in th	Additional is any, which yo mention in s suitability for learning that all ential qualifications substantive	nformation ou would li upport of the post.	, if ke to your	ny appli required ular/con	experien  ication is number of tinuous ba	true. I fulfill the crite

### TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office								
Category of Office Place	Central Ministry	Depa	artment	Attached Office	nate Office	Central Autonomous Body	State Govt.	Other
Tick(√)								
Present Post								
	 f continu nent to grade pay	the	Presen Band	t Pay	Present Grade Pay	Pay in the present	pay b	and at
-	-							

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	tha	t Sh./Ms			has	been	working	as
			in his,	/her	substantive	post/grade	pay	on :	regular/	continu	ous
ba	sis	w.e.f.									

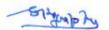
He/She fulfills the eligibility criteria(essential qualifications, experience and required no. of years of qualifying service in the substantive post/grade pay on regular/continuous basis in the feeder grade) for the post as advertised.

Signature with date (Authorised Signatory) Designation: Office Seal Phone/Mobile: Fax; E-mail

Ministry of Women & Child Development, Govt. of India West Block – 8, Wing-2, 2<sup>nd</sup> 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 Short Term Contract basis:

1.	Name of the Post	Deputy Director (Administration)			
2.	Number of vacancy	02 (Short Term Contract if not filled through deputation)			
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	Essential qualification for Short Term Contract :			
O.		<ul> <li>(a) Graduate Degree from a Recognized University.</li> <li>(b) 10 years' experience in Administration/ Accounts/ Legal in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.</li> </ul>			
		Desirable			
		(a) L.L.B. or Post Graduate Degree in Management/ Law / Social Sciences.			
		(b) 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.			



सुर्शील खुमार गुला/Sushii Kumar Gupta सहायक निवंशक/Assistant Director महिला एवं बाला विकास गंजालय Ministry of Women & Child Development, भारत सरकार/Government of India पश्चिमी खम्ब-८, शिंग-२ द्विश्व तक, अस्त्रे पुरम West Block-B, Wing-2, 2nd Floor, R.K. Puram नई दिल्ली/New Deini-110066

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

### (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

# Application for the post of Deputy Director (Administration) in CARA, on Short Term Contract basis.

Α	Personal Particulars							
1	Name in Block letters							
(a)	Father's/Husbands Na	ume						
(b)	Address							
(c)	Date of birth & (age as on 01/08/2019	9)						
(d)	Mobile No							
(e)	E-mail ID							
(f)	Category (General/SC/ST/PH)							
В	Educational Qualifica	tions	1					
	Examination Passed/name of deg	ree			ear of assing		Division	
(i)								
(ii)								
(iii)								
(iv)								
С	Experience							
	Name of organisation	Desig	nation	Per (From	iod -To- )	Remuner	ation	Nature of work done
(i)								
(ii)								
(iii)								
(iv)								
(v)								
				Total =				

D	Any additional information relevant to the job	
Note	: The detailed CV with relevant support	ing documents is attached.

(Signature of applicant)

Place:

Date:

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 Direct basis:

1.	Name of the Post	Assistant Director (Programme)
2.	Number of vacancy	04 (Direct Recruitment)
3.	Age	Not exceeding 35 years for Direct recruitment (Relaxable for Govt. servant upto 05 years in accordance with the instructions or orders issued by the Central Government)
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	Essential qualification for Direct Recruitment:
		Possessing the 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.
		<u>Desirable</u> : 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.

सुशील जुनार गुपा/Sushil Kumar Gupta सहायक निरंशक/Assistant Director महिला एवं बार्ल विकास मंत्रालय Ministry of Women & Child Development शास सरकार/Government of India पश्चिमी ए।ण्ड-8, विंग-2, दिलीन स.स. आर.चे. पुरस Wost Block-8, Wing-2, 2nd Floor, R.K. Puram नह विक्लो/New Delh.-110006

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR DIRECT RECRUITMENT)

### Application for the post of Assistant Director (Programme) in CARA, through Direct Recruitment

A	Personal Particulars							
1	Name in Block letters							
(a)	Father's/Husbands Na	ame						
(b)	Address							
(c)	Date of birth & (age as on 01/08/2019	9)					2-01-11-1-2	
(d)	Mobile No							
(e)	E-mail ID							
(f)	Category (General/SC/ST/PH)							
В	Educational Qualifica	tions			V			
	Examination Name Passed/name of degree University		Name Univer Boa	sity/			Division	
(i)			100,000					
(ii)								
(iii)								
(iv)								
С	Experience							
	Name of organisation	Desi	ignation	7522	riod -To-)	Remuner	ation	Nature of work done
(i)								
(ii)								
(iii)								
(iv)								
(v)								
				Total :	=			

D	Any additional information relevant to the job	
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#### Note:

(a) The detailed CV with relevant supporting documents is attached.

(b) Applicant who are already working in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies./ Institutions/ PSU shall forward the application through proper channel along with (i) Copies of APAR dossiers for last five years, duly attested by the Authorised Signatory. If there is any gap in the APAR for the period during last five years, then APAR should given for preceding year(s) to provide 05 years APARs (ii) Integrity Certificate and (iii) Vigilance Certificate.

169.	100			ı
(Signature	of	ann	icant	Ì
I CARLOTTE C	$\sim$	Cal Di	accure	,

Place:

Date:

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	Assistant Director (Programme)
2.	Number of	04 (on deputation basis on foreign service terms initially for
	vacancy	three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay	Level 10, (Rs.56,100-1,77,500/-)
	Matrix	
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;  OT  With two years regular service in the Pay band of Rs. 9300-34800 /- with grade pay of Rs. 4800 /- (pre- revised), Level 8 in the Pay Matrix of 7th CPC or three years regular service in the pay band of Rs. 9300-34800 /- with GP 4600 /- (pre- revised), Level 7 in the Pay Matrix of 7th CPC or eight years regular service in the pay band of Rs. 9300-34800 /- with GP Rs. 4200 /- (pre-revised), Level 6 in the Pay Matrix of 7th CPC and having experience in child welfare / Social Sector.  (ii) Possessing the 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.  (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 )  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.



### PROFORMA FOR APPLICATION

# Application for the post of Assistant Director (Programme) in CARA on deputation basis (by transfer on deputation on foreign service terms)

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
	Date of birth and Age (as on 01/08/2019)	
4.	Sex	
100000000000000000000000000000000000000	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 Pare	nt Department on regular basis:
	(a) Name of the post	
	(b) Name of the Organisation	
	(c) Status of the Organisation	
	(Attached/Subordinate Office of a	
1 1	Central Govt. Ministry; or Central	
	Autonomous Organisation	
	/Central Public Undertaking of a	
1	State Govt./UT	
-	(d)Administrative Ministry/Deptt.	
1	(e)Pay-Band on regular basis since	
-	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
1	(h) Basic Pay at present(f +g)	
	(iii) Nature of duties	
	(Actual in details)	
	(rictata iii detailo)	
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 (fromto)	
3	(i)Nature of duties performed	
1.5	(Actual in details)	
	proceed in decemby	

10.	Details of past service(s)								
S.N.	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From_to	Duties/responsibilit ies(Actual in details)			

11.	Essential and relevant	qualification	ons		
s.N.	Examination passed/ r of degree	name	Year of pass	sing	Board/University
(i)	10 to				
(ii)					
(iii)					
(iv)					
12.	Any technical /profe				
250000	(including computer supporting documents. Type of experience	related ,	secretaria / period of	<b>1 and</b> Institu	or administrative)with
S.N.	(including computer supporting documents.	related ,	secretaria / period of	<b>1 and</b> Institu	or administrative)with
250000	(including computer supporting documents. Type of experience	related ,	secretaria / period of	<b>1 and</b> Institu	or administrative)with
	(including computer supporting documents. Type of experience	related ,	secretaria / period of	<b>1 and</b> Institu	or administrative)with

### 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	Settatione-Make
Place:	Date:

#### TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office								
Category of Office Place	Central Ministry	Departm	2.5.0.2.0.2.8	Attached Office	nate Office	Central Autonomous Body	State Govt.	Other
Tick(√)								
Present Post			0					
	continu f continu nent to grade pay	the Ba	esent and	Pay	Present Grade Pay	Pay in the present	pay b	and at

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	tha	t Sh./Ms			has	been	working	as
			in his	/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis	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

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 Short Term Contract/Direct Recruitment:

1.	Name of the Post	Assistant Director (Programme)
2.	Number of vacancy	04 (Short Term Contract if not filled through Direct Recruitment or Deputation basis)
3.	Age	Not exceeding 56 years (as per DOPT guidelines) for short term contract.
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)
5.	Eligibility	Possessing the 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.
		<u>Desirable</u> : 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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सुशील कुनार गुप्ता/Sushii Kumar Gupta राज्यक निदेशक/Assistant Director मिक्का एवं बाल विकास गंजालय Ministry of Women & Child Development भारत सद्यार/Covernment of Iron प्रतिनिधार के प्रतिनिधित के स्वर्ध 'Went Dictional

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Assistant Director (Programme) in CARA, on Short Term Contract.

A	Personal Particulars							
1	Name in Block letters							
(a)	Father's/Husbands Na	ame						
(b)	Address							
(c)	Date of birth & (age as on 01/08/2019	9)						
(d)	Mobile No							
(e)	E-mail ID				5- MMH-0-0 M0-0			
(f)	Category (General/SC/ST/PH)					Was a		
В	Educational Qualifica	tions						
	Examination Passed/name of deg	ree	Name Univer Boa	sity/	2000	ear of ssing		Division
(i)								
(ii)								
(iii)								
(iv)								
С	Experience							
	Name of organisation	Desi	gnation		riod -To-)	Remuner	ation	Nature of work done
(i)								
(ii)								
(iii)								
(iv)				-				
(v)								
				Total :	=			

D	Any additional information relevant to the job	

Note: The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place:

Date :

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 Direct Recruitment:

1.	Name of the Post	Assistant Director (Administration - Legal)					
2.	Number of vacancy	01 (Direct)					
3.	Age	Not exceeding 35 years for Direct recruitment (Relaxable for Govt. servant upto 05 years in accordance with the instructions or orders issued by the Central Government)					
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)					
5.	Eligibility	Essential qualification for Direct :					
		Possessing the educational qualifications and experience prescribed as under:  (a) Graduate degree from any of the recognised University.  (b) 08 years' service in Central Government/State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.  (c) For Assistant Director Legal: LLB or equivalent degree from recognised University.					
		<u>Desirable</u> : Experience in Govt. Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organisations.					

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सुशील कुमार गुला / Sushill Kumar Gupta सहायक निर्मेशक / Assistant Director महिला एड शाल विकास सम्मानस Ministry of Women & Court University and भारत संस्थान / Gunaria के कि

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR DIRECT RECRUITMENT)

Application for the post of Assistant Director (Administration- Legal) in CARA, through Direct Recruitment.

Α	Personal Particulars							
1	Name in Block letters							
(a)	Father's/Husbands Na	ıme						
(p)	Address							
(c)	Date of birth & (age as on 01/08/2019	9)						
(d)	Mobile No							
(e)	E-mail ID							
(f)	Category (General/SC/ST/PH)							
В	Educational Qualifica	tions						
	Examination Passed/name of deg		Name Univer Boa	sity/		ear of ssing	]	Division
(i)								
(ii)								
(iii)								
(iv)								
С	Experience							
	Name of organisation	Desi	gnation	Per (From	iod -To-)	Remuner	ation	Nature of work done
(i)								
(ii)								
(iii)								
(iv)								
(v)								
				Total =				

D	Any additional information relevant to the job	

#### Note:

(a) The detailed CV with relevant supporting documents is attached.

(b) Applicant who are already working in Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies./ Institutions/ PSU shall forward the application through proper channel along with (i) Copies of APAR dossiers for last five years, duly attested by the Authorised Signatory. If there is any gap in the APAR for the period during last five years, then APAR should given for preceding year(s) to provide 05 years APARs (ii) Integrity Certificate and (iii) Vigilance Certificate.

(Signature of applicant)

Place:

Date:

Ministry of Women & Child Development, Govt. of India West Block – 8, Wing-2, 2<sup>nd</sup> 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	e Post	Assistant Director (Administration - Legal)
2.	Number	of	01 (on deputation basis on foreign service terms' initially for
	vacancy		three years extendable upto five years)
3.	Age		Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in th	e Pay	Level 10, (Rs.56,100-1,77,500/-)
	Matrix		
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. 9300-34800/- with grade pay of Rs. 4800/- (pre- revised), Level 8 in the Pay Matrix of 7th CPC or three years regular service in the pay band of Rs. 9300-34800/- with GP 4600/- (pre- revised), Level 7 in the Pay Matrix of 7th CPC or eight years regular service in the pay band of Rs. 9300-34800/- with GP Rs. 4200/- (pre-revised), Level 6 in the Pay Matrix of 7th CPC and having experience in child welfare/ Social Sector.  (ii) Possessing the educational qualifications and experience prescribed as under:  (a) Graduate degree from any of the recognised University. (b) 08 years' service in Central Government/State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc. (c) For Assistant Director Legal: LLB or equivalent degree from recognised University.  Desirable:  Experience in Govt. Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organisations.  (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 execed 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)

### PROFORMA FOR APPLICATION

## Application for the post of Assistant Director (Administration - Legal) 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 01/08/2019)
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)
	(iv) 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 (fromto)
	(i)Nature of duties performed (Actual in details)

10.	Details of pas	t service(	s)				
S.N.	Organisation	Post	Pay Band/ Pay Sca	Grade Pay	Per	iod n_to	Duties/responsibilit ies(Actual in details)
11.	Essential and	relevant	qualificat	ions			
	Examination of degree			Year of p	assing	В	oard/University
(i)							
(ii)							<u> </u>
(iii)							
(iv)							
12.	Any technic (including co supporting do	mputer	related	qualifica , secreta			relevant experience administrative)with
S.N.		ence					n(s) from which such e obtained
(i)							
(ii)							
13.	Additional in any, which yo mention in su suitability for	upport of	ike to				

### 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	Depa	artment	Attached Office	nate Office	Central Autonomous Body	State Govt.	Other
Tick(√)								
Present Post								
S	f continument to grade pay	the	Presen Band	t Pay	Present Grade Pay	Pay in the present	e pay b	and at
-	-							

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	tha	t Sh./Ms			has	been	working	as
			in his	/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis v	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

Ministry of Women & Child Development, Govt. of India West Block – 8, Wing-2, 2<sup>nd</sup> 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 Short Term Contract basis:

1.	Name of the Post	Assistant Director (Administration - Legal)						
2.	Number of vacancy							
3.	Age	Not exceeding 56 years (as per DOPT guidelines) for short term contract.						
4.	Pay in the Pay Matrix	Level 10, (Rs.56,100-1,77,500/-)						
5.	Eligibility	Essential qualification for Short Term Contract :						
		Possessing the educational qualifications and experience prescribed as under:  (a) Graduate degree from any of the recognised University.  (c) 08 years' service in Central Government/State Government/ Statutory Bodies/ Autonomous						
		Bodies/ Institutions/ PSU etc.  (b) For Assistant Director Legal: LLB or equivalent degree from recognised University.  Desirable: Experience in Govt. Social sector in an executive capacity with a clear understanding of NGO scenario and ability to interact and deal with different organisations.						

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सुशील कुमार गुजा/Sushil Kumar Gupta सहायक निवेशक/Assistant Director मिछला एवं बाल चिकास मंत्रालय Ministry of Women & Child Development भारत सरकार/Government of India परिचाम साथ्ड-८ जिंग-२ दिलेश कर अगर है पुरम West Block-R. Wing Z. 250 मिलक है - Purain मुझ दिक्ती/New Denn-150000

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRCT)

Application for the post of Assistant Director (Administration - Legal) in CARA, on Short Terms Contract basis.

A	Personal Particulars							
1	Name in Block letters							
(a)	Father's/Husbands Na	ıme						
(b)	Address							
(c)	Date of birth & (age as on 01/08/2019	9)						
(d)	Mobile No							
(e)	E-mail ID							
(f)	Category (General/SC/ST/PH)							
В	Educational Qualifica	tions						
	Examination Passed/name of deg	ree	Name Univer Boa	sity/		ear of ssing		Division
(i)				-				
(ii)						<u> </u>		
(iii)								
(iv)								
С	Experience		-					
	Name of organisation	Desi	gnation		riod -To-)	Remuner	ation	Nature of work done
(i)								
(ii)								
(iii)								
(iv)						0		
(v)								
		71100		Total	=			

D	Any additional information relevant to the job	

Note: The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place:

Date:

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	Integrated Finance Officer					
2.	Number of vacancy						
3.	Age	Not exceeding 56 years (as per DOPT guidelines)					
4.	Pay in the Pay Matrix	Level-11 in the Pay Matrix of Rs.67,700-2,08,700					
5.	Eligibility	<b>Deputation</b> : 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. 4800/- (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 in the Pay Matrix of 7th CPC and having experience in Accounts/ Administration.					
		(ii) Having educational qualifications and experience prescribed as under :					
		Essential (a) B.Com from any of the recognized University					
		(b) 10 years' experience in accounting and financial matters of Central/ State Government/PSU/Statutory Body/ Autonomous Body					
		Desirable:  (a) CA/CS/ICWA/ MBA (Finance)  (b) Knowledge of Computer and Administration/ Accounts.					

सुशील गुनार पुजा/ Sushill Kumar Gupta सहायक निदेशक / Assistant Director महिला एवं बाल दिकारा मंत्रालय Ministry of Women & Child Development भारत शरकार / Government of India पश्चिमी शाउ-व. जिंग-2. तितीय क्षेत्र, क्षर के, पुरम - West Block-5, Wing-2, 2nd Floor, R.K. Puram भई दिवला / New Delhi-110066

## PROFORMA FOR APPLICATION

# Application for the post of Integrated Finance Officer 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 01/08/2019)
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)
	(v)Nature of duties (Actual in details)
9.	Present Post held (if on
5-17000	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 (fromto)
	(i)Nature of duties performed
	(Actual in details)

	Details of pas	t service(	s)				
	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From_t		Duties/responsibilit ies(Actual in details)
11.	Essential and	relevant	qualificatio	ns			
S.N.	Examination of degree			ear of pas	ssing	Во	pard/University
(i)							
(ii)							
(iii)							
(iv)							
12.	Any technic (including co	omputer					
<b>12.</b> S.N.	(including co supporting do Type of experio	omputer ocuments.	related , Year(s)/	secretarian period of	al and Institu	<b>or</b> ution	administrative)with (s) from which such
	(including co	omputer ocuments.	related ,	secretarian period of	al and Institu	<b>or</b> ution	administrative)with
S.N.	(including co supporting do Type of experio	omputer ocuments.	related , Year(s)/	secretarian period of	al and Institu	<b>or</b> ution	relevant experience administrative)with (s) from which such obtained

## 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	00m (100 m) 00m (100 m)		artment Attached Office		Central Autonomous Body	State Govt.	Other
$Tick(\sqrt{)}$								
Present Post								
appointr	continument to grade pay	the	Presen Band	t Pay	Present Grade Pay	Pay in the present	pay b	and at
-	-							
	tion/cert re Contro				rticular by	the Authoris	sed Off	icer o
						applicant in h work experier		

records and found to be correct.

It	is	also	certified	l tha	t Sh./Ms			has	been	working	as
	3036		in his	s/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis	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

Ministry of Women & Child Development, Govt. of India West Block – 8, Wing-2, 2<sup>nd</sup> 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 Short Term Contract basis:

1.	Name of the Post	Integrated Finance Officer
2.	Number of vacancy	01 (Short Term Contract basis if not filled through Deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-11 in the Pay Matrix of Rs.67,700-2,08,700
5.	Eligibility	Essential qualification for Short Term Contract:  (a) B.Com from any of the recognized University  (b) 10 years' experience in accounting and financial matters of Central/ State Government/PSU/Statutory Body/ Autonomous Body  Desirable:  (a) CA/CS/ICWA/ MBA (Finance)  (b) Knowledge of Computer and Administration/ Accounts.



सुशील जुमार गुला/Sushij Kumar Gupta राहायक निदेशक/Assistant Director महिला रूपं बाल विकास मंत्रालय Ministry of Women & Child Development करन् स्टबार/Covernment of India गामिकी उत्तर के जिल्हा है जिल्हा है जिल्हा West होता के जिल्हा है जिल्हा है जिल्हा महास्टिमी/Esta Lube-110006

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Integrated Finance Officer in CARA, on Short Term Contract basis.

Division	Division	
ation Natu work	re of done	
	기계에 하면 하면 하면 내는 그렇게 하면 하지만 하다.	

Any additional information relevant to the job	

Note: The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place:

Date:

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	Senior System Analyst (IT)
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for three years extendable upto five years)
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.	Matrix Eligibility	Deputation: Officer of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:  (a) (i) Holding analogous posts on regular basis in the parent cadre or department  (ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay Level – 10 (Rs.56100-177500) in the Pay matrix or equivalent in the parent cadre or department; and  (b) Possessing the following educational qualifications and experience:  (i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./ B.Tech. (Computer Engineering or Computer Science or computer Technology or computer science & Engineering or Information Technology) from a recognized University or Institute.  (ii) Five years post qualification experience of Programming or Information System (in design, development and organizing computerized information storage and retrieval system) in a Government Office/Public Sector Undertakings or

पुरील जुनार पुरा। / Sushil Kumar Gupta सहायक निरंशक / Assistant Director महिला एवं बाल विकास मंत्रालय Ministry of Women & Child Development भारत सरकार / Government of India पर-8, विंग-2, द्वितीय तल, आर.के. पुरम

## PROFORMA FOR APPLICATION

## Application for the post of Senior System Analyst (IT) 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 01/08/2019)
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)
	(vi) Nature of duties
	(Actual in details)
9.	Present Post held (if on
	deputation)
3	(a)Name of the post (b)Name of the Organisation
	(c)Status of the Organisation
	(d)Pay Band
	(c)Pay-in-pay band
	(f)Grade Pay
1	(g)Basic Pay
	(h)Period during which the post
	held (fromto)
	(i)Nature of duties performed
	(Actual in details)
	38 312

10.	Details of pas	t service(	s)				
S.N.	Organisation	Post	Pay Band/ Pay Sca	Grade Pay ale	Period From_		Duties/responsibilit ies(Actual in details)
11.	Essential and	relevant	qualificat	ions			
S.N.	Examination p of degree			Year of pa	assing	Во	oard/University
(i)							
(ii)							
(iii)							
(iv)							
12.	Any technical (including consupporting do	mputer		* · · · · · · · · · · · · · · · · · · ·			relevant experience administrative)with
S.N.	AND A STATE OF THE PARTY OF THE	ence		s)/ period o ience			(s) from which such obtained
(i)							
(ii)							
13.	Additional ir any, which you mention in su suitability for t	apport of	ke to				

## 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	Depa	artment	Attached Office	nate Office	Central Autonomous Body	State Govt.	Other
Tick(√)								
Present Post								
appointm	continu nent to grade pay	the	Presen Band	t Pay	Present Grade Pay	Pay in the present	e pay b	and at
-								

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	tha	t Sh./Ms			has	been	working	as
	- 12		in his	/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis '	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

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 Short Term Contract basis:

1.	Name of the Post	Senior System Analyst (IT)					
2.	Number of vacancy	01 (Short Term Contract if not filled through Deputation)					
3.	Age	Not exceeding 56 years (as per DOPT guidelines)					
4.	Pay in the Pay Matrix						
5.	Eligibility	Essential qualification for Short Term Contract :					
		(a) Possessing the following educational qualifications and experience:					
		(i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./ B.Tech. (Computer Engineering or Computer Science or computer Technology or computer science & Engineering or Information Technology) from a recognized University or Institute.					
		(ii) Five years post qualification experience of Programming or Information System (in design, development and organizing computerized information storage and retrieval system) in a Government Office/Public Sector Undertakings or Autonomous Body or Statutory Body or in any recognized institution.					

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सुशील कुमार गुप्ता / Sushil Kumar Gupta सहायक निवेशक / Assistant Director महिला एवं बाल विकास मंत्रालय Ministry of Woman & Charle Condendant भारत सरकार / Grant Condendant पश्चिमी संग्रहन कि प्रमा

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

## Application for the post of Senior System Analyst (IT) in CARA, on Short Terms Contract basis.

A	Personal Particulars							
1	Name in Block letters							
(a)	Father's/Husbands Na	ame						
(b)	Address							
(c)	Date of birth & (age as on 01/08/2019	9)						
(d)	Mobile No							
(e)	E-mail ID							
(f)	Category (General/SC/ST/PH)							
В	Educational Qualifica	tions						0.000
	Examination Passed/name of degree		Name Univer Boa	sity/	Year of passing			Division
(i)			200	Douru				
(ii)								
(iii)								
(iv)								
С	Experience							100-100-100
	Name of organisation	Desi	gnation	Per (From	iod -To-)	Remuner	ation	Nature of work done
(i)				,				
(ii)								
(iii)								
(iv)								
(v)							## W.E	1.00
				Total =				

D	Any additional information relevant to the job	

Note: The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place:

Date:

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	Content Manager (IT)
2.	Number of	
	vacancy	for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level 10 (R.56,100-1,77,500/-)
5.	Matrix Eligibility	Deputation:  a) Officer of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:  Holding analogous posts on regular basis in the parent cadre or department  or  With five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay level – 8 (Rs.56100-177500) or 06 years, in Level-7 in the 7th CPC Pay matrix or equivalent in the parent cadre or department; and  (b) Possessing the following educational qualifications and experience:  (i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or computer Technology or computer Science & Engineering or Information Technology) from a recognized University or Institute.  (ii) Two years' experience as Content Manger/Developer in a Government Office/PSU / Autonomous Body/ Statutory Body or in any recognized institution. in a Government Office/Public Sector Undertakings or Autonomous Body or Statutory Body or in any recognized institution.



सुशील जुनार गुप्ता/Sushil Kumar Gupta सहायक निरंशक/Assistant Director महिला एवं बाल विकास गंजालय Ministry of Women & Chilit Development पश्चिम सुरक्षार/Government of India पश्चिम सार्थन के जिल्ला West Bio via 18 कि के प्रमुख्य निरंशित है जिल्ला है कि कि प्रमुख्य

## PROFORMA FOR APPLICATION

## Application for the post of Content Manager (IT) 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 01/08/2019)	
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 Paren	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.	
1	(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)	
	(vii) 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 (fromto)	
	(i)Nature of duties performed (Actual in details)	
	(Accuai in uctails)	

10.	Details of past	service(s	s)					
COLUMN TO SERVICE STATE	Organisation	Post	Pay Band Pay S		Grade Pay	Perio From		Duties/responsibilit ies(Actual in details)
11.	Essential and	relevant	qualific	eatio	ns			
S.N.	Examination p of degree	oassed/ r	name	Y	ear of pa	ssing	В	pard/University
(i)								
(ii)								
(iii)								
(iv)								
12.	Any technical (including consupporting do	mputer	related					relevant experience administrative)with
S.N.	Type of experie	ence	Yea	ır(s)/ erien	period o			(s) from which such obtained
(i)								
(ii)				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
	Additional ir	nformation	n, if			•		

## 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	Depa	artment	Attached Office		Central Autonomous Body	State Govt.	Other
$\mathrm{Tick}(\vee)$								
Present Post		I						
* *	continument to grade pay	the	Presen Band	t Pay	Present Grade Pay	Pay in the present	pay b	and at
-								
	tion/cert re Contro				rticular by	the Authoris	sed Off	icer of
Certified	that all t	he in	formatio	n mentior	ned by the a	applicant in h	is appl	ication

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	tha	t Sh./Ms			has	been	working	as
		20.000.000.00	in his	/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis	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

Ministry of Women & Child Development, Govt. of India West Block – 8, Wing-2, 2<sup>nd</sup> 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 Short Term Contract basis:

1.	Name of the Post   Content Manager (IT)							
2.	Number of vacancy							
3.	Age	Not exceeding 56 years (as per DOPT guidelines)						
4.	Pay in the Pay Matrix							
5.	Eligibility	Essential qualification for Short Term Contract :						
		Possessing the following educational qualifications and experience:						
		<ul> <li>(i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or computer Technology or computer science &amp; Engineering or Information Technology) from a recognized University or Institute.</li> <li>(ii) Two years' experience as Content Manger/Developer in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution. in a Government Office/Public Sector Undertakings or Autonomous Body or Statutory Body or in any recognized institution.</li> </ul>						



सुशील कुमार गुप्ता/Sushil Kumar Gupta सहायक निर्धाक/Assistant Director महिला एवं चाल दिकारा मंत्रालय Ministry of Women & Child Development भारत प्रकार/Government of Incia दिनकी प्रकार/Government of Incia

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Content Manager (IT) in CARA, on Short Term Contract basis.

Year of Division passing
Period Remuneration Nature of work done
al =

D	Any additional information relevant to the job	

Note: The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place:

Date:

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 Analyst (IT)
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for three years extendable upto five years)
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:  (a) Officer of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:  (i) Holding analogous posts on regular basis in the parent cadre or department  or  (ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay level – 8 (Rs.56100-177500) or 06 years, in Level-7 in the 7th CPC Pay matrix or equivalent in the parent cadre or department; and  (b) Possessing the following educational qualifications and experience:  (i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or computer Technology or computer Science & Engineering or Information Technology) from a recognized University or Institute.  (ii) Two years' experience of Programming /Information System/ Data Management in a Government Office/PSU/ Autonomous Body/Statutory Body or in any recognized institution.

सुशील कुमार गुप्ता/Sushil Kumar Gupta सहायक निरंशक/Assistant Director महिला एवं याल विकास संज्ञालय Ministry of Women & Child Development भारत सरकार/Covernment of India, पश्चिमी संगठ-8, कि.स.-2, कि.स.च व इन्द्रको, पुरम West Block-8, Wing-2, 2nd Filter , F.K., Puram नई कि.सी./New Defu-110068

## PROFORMA FOR APPLICATION

## Application for the post of Data Analyst (IT) 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 01/08/2019)
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)
	(viii) 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 (fromto)
	(i)Nature of duties performed (Actual in details)

10.	Details of pas	st service(s	)			
	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From_to	Duties/responsibilit ies(Actual in details)
11.	Essential and	1 relevant o	walificatio	ne		
	Examination of degree			ear of pas	ssing E	Board/University
(i)						
ii)						
iii)						
iv)						
S.N.	Type of experi (Actual in deta		Year(s)/ experien			n(s) from which such se obtained
ii)						
13.	Additional is any, which you mention in suitability for	support of	ke to			
Dec	laration:					

Signature of the candidate\_\_\_\_\_

Place: \_\_\_\_\_ Date:\_\_\_

Name\_\_\_\_

#### TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office							
Category of Office Place	Central Ministry	Department	Attached Office	nate Office	Central Autonomous Body	State Govt.	Other
Tick(√)							
Present Post							
	 f contint nent to grade pay	the Band		Present Grade Pay	Pay in the present	e pay b	and at
-	-						

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	tha	t Sh./Ms			has	been	working	as
			in his	/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis	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

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 Short Term Contract basis:

1.	Name of the Post	Data Analyst (IT)
2.	Number of vacancy	01 (Short Term Contract if not filled through deputation)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	
5.	Eligibility	Essential qualification for Short Term Contract:
		Possessing the following educational qualifications and experience:  (i) Master's Degree in Computer Application or M.Sc (Computer Science or Information Technology) from a recognized University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or computer Technology or computer science & Engineering or Information Technology) from a recognized University or Institute.  (ii) Two years' experience of Programming /Information System/ Data Management in a Government Office/PSU/ Autonomous

andupte

सुशील सुमार गुप्ता/Sushil Kumar Gupta सहादक निर्देशक/Assistant Director मिडिला एवं बाल विमार मंत्रालय Ministry of Women & Child Development भारत शरकार/Government of India परिसमी खाला-८, शिंग-२, दिलीय हम आर.के, पुरम West Block-8, Wing-2, 2nd From 3 E. Puram मई दिल्ला/New Deini-110068

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

## Application for the post of Data Analyst (IT) in CARA, on Short Term Contract basis

Α	Personal Particulars							
1	Name in Block letters						307 10	
(a)	Father's/Husbands Na							
(b)	Address							
(c)	Date of birth & (age as on 01/08/2019	9)						
(d)	Mobile No							
(e)	E-mail ID							
(f)	Category (General/SC/ST/PH)							
В	Educational Qualifica	tions						
	Examination Passed/name of degree		Name Univer Boa	sity/	Year of passing		Division	
(i)								
(ii)			5121					
(iii)								
(iv)								
С	Experience							
	Name of organisation	Desi	gnation	Per (From	iod -To-)	Remunerati	on	Nature of work done
(i)								
(ii)								
(iii)								
(iv)								
(v)								
				Total =				

D	Any additional information relevant to the job	

Note: The detailed CV with relevant supporting documents is attached.

(Signature of applicant)

Place:

Date:

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	Hindi Translator
2.	Number of	01 (on deputation basis on foreign service terms initially for
	vacancy	three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay	Level-06 in the Pay Matrix of Rs.35,400-1,12,400
	Matrix	Min. Pay Rs 35,400/- of the CCS (Revised Pay Rules, 2016)
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.
		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 Market desired
		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;

an phy

#### and

Recognized diploma **or** certificate course in translation 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.

सुशील बुनार गुला har Kumar Gupta Director सलपक निर्देशक / रूप का प्रकास मंत्रालय महिला एवं बाल विकास मंत्रालय Ministry of Women & Child Development आता परकार / Government of India भारत परकार / Government of India परकार परकार / Realt Viva - 2, 2nd Floor, R.K., Puram West Block-6, Wing-2, 2nd Floor, R.K., Puram नई विकार / New Deini-110066

## PROFORMA FOR APPLICATION

## Application for the post of Hindi Translator 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 01/08/2019)
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)
	(ix) Nature of duties
	(Actual in details)
9.	Present Post held (if on
٠.	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 (fromto)
- 3	(i)Nature of duties performed
	(Actual in details)
	(cottain in details)

10.	Details of pas	t service:	S)				
	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From_		Duties/responsibilit ies(Actual in details)
11.	Essential and	relevant	qualificatio	ns			
3.N.	Examination of degree		the state of the s	ear of pa	ssing	В	pard/University
(i)							
(ii)							
(iii)							
iv)							
		mputer	related ,				relevant experience administrative)with
12.	(including co supporting do Type of experie	omputer ocuments. ence	related , Year(s)/	secretar period o	i <b>al and</b> f Instit	d or	administrative)with
(iv) 12. S.N.	(including co	omputer ocuments. ence	related ,	secretar period o	i <b>al and</b> f Instit	d or	administrative)with
<b>12.</b> S.N.	(including co supporting do Type of experie	omputer ocuments. ence	related , Year(s)/	secretar period o	i <b>al and</b> f Instit	d or	administrative)with

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	Departn	office	hed Suboro nate O	Section 11 (20)	l State mous Govt.	Other
Tick(√)							
Present Post							
appointr	⊥ f contint nent to grade pay	the Ba	esent Pay and	Presen Grade	5.450	in the pay b sent	and at
-	-						

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	tha	t Sh./Ms			has	been	working	as
			in his,	/her	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis v	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

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	Hindi Typist						
2.	Number of	01 (on deputation basis on foreign service terms' initially						
	vacancy	for three years extendable upto five years)						
3.	Age	Not exceeding 56 years (as per DOPT guidelines)						
4.	Pay in the Pay Matrix	Level-02 in the Pay Matrix of Rs.19,900-63200 Min. Pay Rs.19,900/- of the CCS (Revised Pay Rules, 2016)						
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						

सुशील बुमार पुन्ता/Susmi Rumar Gupta सहायक निर्देशक/Assistant Director मिछेला एवं साल विकास मंत्रालय Ministry of Women & Child Development भारत सरगार/Government of India पश्चिमी राज्य-३, जिल-२, जिल्ला के प्रश्न West Block 8, Wing-2, जिल्ला के प्रश्न मह रिक्ता/New Book-1 (0006

## PROFORMA FOR APPLICATION

## Application for the post of Hindi Typist 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 01/08/2019)	
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 Paren	t 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	
3	(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)	
	(x) 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 (fromto)	
	(i)Nature of duties performed	
	(Actual in details)	
	<u></u>	

S.N.	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From_t		Duties/responsibilit ies(Actual in details)
11.	Essential and		-				
	Examination of degree	passed/ 1	name '	Year of pa	ssing	В	oard/University
(i)							
(ii)							
(iii)							
(i.e.)						500	
(IV)							
		omputer	related,	ualificat secretari			
(iv) 12. S.N.	(including c supporting do Type of experi	omputer ocuments ence	related, Year(s)	secretaria period o	al and  f Institu	<b>or</b> ution	administrative)with
12.	(including c supporting do	omputer ocuments ence	related,	secretaria period o	al and  f Institu	<b>or</b> ution	administrative)with
<b>12.</b> S.N.	(including c supporting do Type of experi	omputer ocuments ence	related, Year(s)	secretaria period o	al and  f Institu	<b>or</b> ution	administrative)with

#### 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	nate Office	Central Autonomous Body	State Govt.	Other
Tick(√)							
Present Post							
	continu f continu nent to grade pay	the Band	t Pay	Present Grade Pay	Pay in the present	e pay b	and at

## 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	t Sh./Ms		200	has	been	working	as
			in his,	/her	substantive	post/grade	pay	on	regular/	continue	ous
ba	sis	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

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	Accounts Officer
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for three years extendable upto five years)
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) Officials under the Central/ State Govt./UTs/, PSUs, Statutory/ Autonomous bodies/ Government Institutions:  (i) holding analogous post on regular basis;
		with five years' service in the Pay band-02: Rs.9,300-34,800/- with grade pay of Rs.4,200/- (pre-revised), Level-06 of in the Pay Matrix of 7th CPC and having experience in Finance, Cash & Accounts.
		(ii) Possessing the educational qualifications and experience prescribed as under :
		<ul> <li>(a) B.Com from a Recognised University or equivalent.</li> <li>(b) Five years' experience of Finance, Cash &amp; Accounts in Central/State Govts./ UTs / PSUs / Autonomous Bodies/ Private Organisations.</li> </ul>
		<u>Desirable</u> : Knowledge of computer Accounting.
		(B) <b>Deputation/ re-employment.</b> 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)

Ministry of Women Covernment of India भारत शरकार Covernment of India पश्चिमी सम्बन्ध- है, स्थापन करा साथ में - West Block-3, Wington, R. K. Purem महे दिस्ती / New Dolbi-110066

# PROFORMA FOR APPLICATION

# Application for the post of Accounts Officer 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 01/08/2019)	
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 Paren	t Department on regular basis:
	(a) Name of the post	
8	(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	
8	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular	
	basis since	
	(h) Basic Pay at present(f +g)	
	(xi) 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 (fromto)	
	(i)Nature of duties performed (Actual in details)	

S.N.	Organisation	Post	Pay Band Pay S		Grade Pay	Period From_to	1 - C - C - C - C - C - C - C - C - C -	/responsibilit ual in details)
11.	Essential and	relevant	gualifi	catio	ns	***************************************		
Constitution of the last	Examination p		-		ear of pa	ssing	Board/Un	iversity
(i)								
ii)								
iii)								
(iv)								
(i)								
	Type of experie (Actual in deta		0.000	erier	period o		ence obtaine	which sucled
(ii)								
13.	Additional ir any, which you mention in su suitability for t	apport of	ike to					
I de	laration:	the infor	mation	in r	ny appli	cation is	true. I fu	Ifill the crite
in th	ential qualificat ne substantive p post as advertis	ost/grade	rience : pay or	and r n regi	equired i ular/cont	number o	ot years of q basis in the	ualifying serv feeder grade)
					S		of the cand	idate
						Place:		Date:

#### TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office							
Category of Office Place	Central Ministry	Department	Attached Office		Central Autonomous Body	State Govt.	Other
Tick(√)							
Present Post					1	J	
	 f continu nent to grade pay	the Band		Present Grade Pay	Pay in the present	e pay b	and at

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	tha	t Sh./Ms			has	been	working	as
			in his	/her	substantive	post/grade	pay	on	regular/	continu continu	ous
ba	sis	w.e.f.	¥								

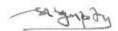
He/She fulfills the eligibility criteria(essential qualifications, experience and required no. of years of qualifying service in the substantive post/grade pay on regular/continuous basis in the feeder grade) for the post as advertised.

Signature with date (Authorised Signatory) Designation: Office Seal Phone/Mobile: Fax: E-mail

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 Short Term Contract basis:

1.	Name of the Post	Accounts Officer
2.	Number of vacancy	01 (Short Term Contract if not filled through deputation)
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	Essential qualification for Short Term Contract:  Possessing the educational qualifications and experience prescribed as under:  (a) B.Com from a Recognised University or equivalent. (b) Five years' experience of Finance, Cash & Accounts in Central/State Govts./ UTs / PSUs / Autonomous Bodies/ Private Organisations.  Desirable:  Knowledge of computer Accounting.



West Block-8, Wing-II, R.K. Puram, New Delhi-110066

## (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Account Officer in CARA, on Short Term Contract basis.

Α	Personal Particulars							
1	Name in Block letters							
(a)	Father's/Husbands Na	ime						
(b)	Address							
(c)	Date of birth &	))						
(d)	(age as on 01/08/2019 Mobile No	2)						
(e)	E-mail ID							
(f)	Category (General/SC/ST/PH)							
В	Educational Qualifica	tions						
	Examination Passed/name of degree		Name of University/ Board		Year of passing		Division	
(i)								
(ii)								
(iii)								
(iv)								
С	Experience							
	Name of organisation	Desig	nation	Per (From		Remuneration		Nature of work done
(i)								
(ii)								
(iii)								
(iv)								
(v)								
				Total =				

D	Any additional information relevant to the job	
Note :	The detailed CV with relevant supporting	g documents is attached.
		(Signature of applicant)
Place		

Date:

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	Private Secretary
2.	Number of	01 (on deputation basis on foreign service terms initially
	vacancy	for three years extendable upto five years)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level-06 in the Pay Matrix of Rs.35,400-1,12,400 Min. Pay Rs.35,400/- of the CCS (Revised Pay Rules, 2016)
5.	Eligibility	(A) 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.
		(B) <b>Deputation :</b> Officers under the Central/State Govt., PSUs /UTs, Statutory / Autonomous bodies.
		(ii) holding analogous posts on regular basis in the parent cadre or Department. or
	*	with 5 years' service in pay band RS.9300-34800 and grade pay or Rs.4200/- (pre-revised), Level-06 in the Pay Matrix of 7th CPC, Having experience in English Stenography and Office procedure.
		(ii) Possessing the essential educational qualifications and experience prescribed as under :
		(a) Degree from Recognized University or equivalent.
		(c) Five years experience in Central/ State Govts./PSUs /Autonomous bodies/Private Organization as Stenographer and possessing speed of 120WPM in English.
		(d)Must be familiar with Computer Software like Word'97/2000/ Window XP.
		Desirable:
		<ul> <li>(i) Diploma in Secretarial Practice from Recognized Institute/College.</li> <li>(ii) Knowledge of Hindi typewriting on computer.</li> </ul>
		सुरास्क सुनार जुना) उसमा (Kumidesupid) सहायक निवसक / Absistant Director

# PROFORMA FOR APPLICATION

Application for the post of <u>Private Secretary</u> 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 01/08/2019)
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
	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)
	(xii) 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 (fromto)
	(i)Nature of duties performed
	(Actual in details)
-	

S.N.	Organisation	Post	Pay Band/ Pay So		Period From_to_	Duties/responsibilit ies(Actual in details)
11.	Essential and	relevant	qualifica	ations		
S.N.	Examination of degree	passed/	name	Year of p	assing	Board/University
(i)	8					
(ii)						
(iii)						
(iv)						
12.	Any technic	al /prof	essional	qualifica	tions and	relevant experience
		omputer	related,			or administrative)wit
S.N.	Type of experie	ence	Year	Year(s)/ period of Institution(s) from whitexperience experience obtained		
(i)	(Actual III deta	113)	CAPC	perience exper		ice obtained
(ii)						
13.	Additional in any, which yo mention in su suitability for t	upport of	ike to			
 Decl	laration:					
I de (esse in th	clare that all ential qualificat	ions, expe oost/grade	erience ar	nd required	number of	true. I fulfill the crite years of qualifying serv asis in the feeder grade)

#### TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office								
Category of Office Place	Central Ministry	Depa	artment	Attached Office		Central Autonomous Body	State Govt.	Other
Tick(√)								
Present Post		1				1		
	 f contint nent to grade pay	the	Presen Band	t Pay	Present Grade Pay	Pay in the present	e pay b	and at
-								

# 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
000	1000	NAME OF THE PARTY	in his	her:	substantive	post/grade	pay	on	regular/	continu	ous
ba	sis	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

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 Short Term Contract basis:

1.	Name of the Post	Private Secretary			
2.	Number of vacancy	01 (Short Term Contract if not filled through deputation)			
3.	Age	Not exceeding 56 years (as per DOPT guidelines)			
4.	Pay in the Pay Matrix	Level-06 in the Pay Matrix of Rs.35,400-1,12,400 Min. Pay Rs.35,400/- of the CCS (Revised Pay Rules, 2016)			
5.	Eligibility	Essential educational qualifications for Short Term Contract:			
		<ul> <li>(a) Degree from Recognized University or equivalent.</li> <li>(b) Five years' experience in Central/ State Govts./PSUs/Autonomous bodies/Private Organization as Stenographer and possessing speed of 120WPM in English.</li> <li>(c) Must be familiar with Computer Software like Word'97/2000/ Window XP.</li> </ul>			
		Desirable:			
		(i) Diploma in Secretarial Practice from Recognized Institute/College.			
		(ii) Knowledge of Hindi typewriting on computer.			

- shipy

सुशील कुमार पुराग out:

पाडायक निर्देशक / Assistant Creator

मिछिला एवं बाला विकास संज्ञानय

Ministry of Women & Chila Development
भारत सरकार / Government of India

परिवामी खण्ड-१, विग-२, दिशीच तल, अन्तमं, पुरम

West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई बिरली / New Delhi-110068

West Block-8, Wing-II, R.K. Puram, New Delhi-110066

# (PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Private Secretary in CARA, on Short Term Contract basis.

1 Name in Block letters  (a) Father's/Husbands Name  (b) Address  (c) Date of birth & (age as on 01/08/2019)  (d) Mobile No  (e) E-mail ID  (f) Category (General/SC/ST/PH)  B Educational Qualifications  Examination Name of University/ Passing  (i) (ii) (iii) (iv)  C Experience  Name of organisation Designation Period (From -To-) Remuneration (ii) (iii) (iiii) (iiiii) (iiii) (iiii) (iiiii) (iiiii) (iiiii) (iiiii) (iiiii) (iiiii) (iiiii) (iiiii) (iiiii) (iiiiii) (iiiiii) (iiiiiii) (iiiiiiii		
(b) Address  (c) Date of birth & (age as on 01/08/2019) (d) Mobile No  (e) E-mail ID  (f) Category (General/SC/ST/PH)  B Educational Qualifications  Examination Passed/name of degree University/Board  (i) (ii) (iv)  C Experience  Name of organisation Designation Period (From -To-)  (i) (ii) Remuneration		
(c) Date of birth & (age as on 01/08/2019)  (d) Mobile No  (e) E-mail ID  (f) Category (General/SC/ST/PH)  B Educational Qualifications  Examination Passed/name of degree University/Board  (i) (ii) (iii)  (iv) C Experience  Name of organisation Designation Period (From -To-)  Remuneration (ii) Remuneration (From -To-)		
(age as on 01/08/2019)         (d) Mobile No           (e) E-mail ID         (I) Category (General/SC/ST/PH)           B Educational Qualifications         Examination Passed/name of degree         Name of University/Board         Year of passing           (i)         (ii)         (iii)           (iii)         (iv)         Period (From -To-)           (i)         (ii)         Remuneration           (ii)         (iii)		
(d)         Mobile No           (e)         E-mail ID           (f)         Category (General/SC/ST/PH)           Examination Passed/name of degree         Name of University/Board         Year of passing           (i)         Image: Colspan="3">Image: Cols		
(f) Category (General/SC/ST/PH)    B		
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(ii)         (iii)           (iv)         (iv)           C Experience         Name of organisation         Designation (From -To-)         Remuneration (From -To-)           (i)         (ii)	Division	
(iii)   C   Experience   Period   Remuneration   (ii)   (iii)   (iii)   (iii)   (iii)   (iii)   (iiiiiiiiii		
(iv) Experience  Name of organisation Designation (From -To-)  (i) (ii)		
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Name of organisation Designation Period (From -To-)  (i)  (ii)		
(ii)	Nature of work done	
(iii)		
(iv)		
(v)		
Total =		

D	Any additional information relevant to the job	
Note	: The detailed CV with relevant supporting docume	ents is attached.
Dlago		(Signature of applicant)
Place	:	
Date	1	