



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

Central Adoption Resource Authority (CARA) which deals with all matters concerning Child Adoption in India/Abroad, urgently requires the following :

(A) Joint Director - 01 post (on deputation basis) on 'foreign service terms', initially for one year extendable upto three years, in the Pre-revised Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.7,600/- (pre-revised) as per 6th CPC (Level 12 of 7th CPC) from the Officers under the Central/ State Govt., PSUs/ Statutory/ Semi Govt./ Autonomous Bodies/ Universities/ Recognised Research Institutions:

Eligibility :

1. Holding analogous post on regular basis; **or**
With 05 years regular service in PB-3 of Rs.15,600-39,100/- with grade pay Rs.6,600/- (pre-revised) as per 6th CPC (Level 11 of 7th CPC) and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organisations; and
2. Having post graduate degree in Social Science / Social Welfare.

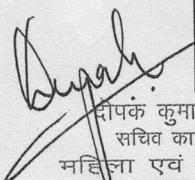
(B) Deputy Director - 01 post (on deputation basis) on 'foreign service terms', initially for one year extendable upto three years, in the Pre-revised Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.6,600/- (pre-revised) as per 6th CPC (Level 11 of 7th CPC) from the Officers under the Central/ State Govt., PSUs/ Statutory/ Semi Govt./ Autonomous Bodies/ Universities/ Recognised Research Institutions:

Eligibility :

1. Holding analogous post on regular basis; **or**
With 05 years regular service in PB-3 of Rs.15,600-39,100/- with grade pay Rs.5,400/- (pre-revised) as per the 6th CPC (Level 10 of 7th CPC) **or** 06 years in the Grade pay of Rs.4,800/- (pre-revised) as per 6th CPC (Level 8 of 7th CPC) **or** 07 years in the Grade Pay Rs.4,600/- (pre-revised) as per 6th CPC (Level 7 of 7th CPC) **or** 10 years in the Grade Pay **or** Rs.4,200/- (pre-revised) as per 6th CPC (Level 6 of 7th CPC) and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organisations; and
2. Having educational qualification and experience prescribed as - Post Graduate degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology/ Child Development or equivalent.
3. 05 Years experiences in social sector in implementing specific programmes and schemes at Regional and National Level.

The eligible candidates must apply through proper channel along with (i) Copies of CR dossiers for last 05 years, duly attested (ii) Integrity certificate and (iii) Vigilance clearance, in the proforma available on the web-site of CARA, (www.cara.nic.in) & send it to the CEO (CARA) at the address mentioned above, **within 30 days of the publication of this advertisement in Employment News.** Application received incomplete or after due date will not be entertained. CARA reserves the right to reject any or all applications/post without assigning any reason.

Administrative Officer (CARA)


दीपक कुमार / Deepak Kumar
सचिव कारा / Secretary CARA
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-4, प्रथम तल, आर. के. पुरम
West Block-8, Wing-4, 1st Floor, R. K. Puram
नई दिल्ली / New Delhi-110066

CENTRAL ADOPTION RESOURCE AUTHORITY

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

A. POST: Joint Director – 01 post (on deputation basis)

PB/GP: PB(3) : Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.7,600/- (level 12 of 7th CPC).

Mode : By transfer on deputation on “foreign service terms’

Eligibility Criteria:

Officers under the Central/ State Govt., PSUs/ Statutory/ Semi Govt./ Autonomous Bodies/ Universities/ Recognised Research Institutions:

1. Holding analogous post on regular basis; **OR** with 05 years regular service in PB-3 of Rs.15,600-39,100/- with grade pay Rs.6,600/- (pre-revised) as per the sixth pay commission or level 11 of 7th CPC and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organisations; and
2. Having post graduate degree in Social Science / Social Welfare.

B. Deputy Director - 01 post (on deputation basis)

PB/GP: PB(3) : Pre-revised Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.6,600/- (level 11 of 7th CPC)

Mode : By transfer on deputation on “foreign service terms’

Eligibility Criteria:

Officers under the Central/ State Govt., PSUs/ Statutory/ Semi Govt./ Autonomous Bodies/ Universities/ Recognised Research Institutions:

1. Holding analogous post on regular basis; **OR** with 05 years regular service in PB-3 of Rs.15,600-39,100/- with grade pay Rs.5,400/- (pre-revised) as per the sixth pay commission **OR** level 10 of 7th CPC or 06 years in the Grade pay of Rs.4,800/- (pre-revised) **OR** 07 years in the Grade Pay Rs.4,600/- (pre-revised) **OR** 10 years in the Grade Pay or Rs.4,200/-(pre-revised) and having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organisations; and
3. Having educational qualification and experience prescribed as - Post Graduate degree from a Recognized University in any of the Social Sciences/ Social Work/ Child Welfare/ Child Development/ Psychology/ Child Development or equivalent.
4. 05 Years experiences in social sector in implementing specific programmes and schemes at Regional and National Level.

Note for both case : 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 in the Central Government shall ordinarily not exceed three years.

PROFORMA FOR APPLICATION

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

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of birth	
4.	Sex	
5.	Postal Address with telephone & e-mail	
	(i) Office	
	(ii) Residence	
6.	Date of entry in Govt. Service	
7.	Date of superannuation as per existing applicable rules	
8.	Substantive post held in the Parent Department on regular basis:	
	(a) Name of the post	
	(b) Name of the Organisation	
	(c) Status of the Organisation (Attached/Subordinate Office of a Central Govt. Ministry; or Central Autonomous Organisation /Central Public Undertaking of a State Govt./UT	
	(d)Administrative Ministry/Deptt.	
	(e)Pay-Band on regular basis since	
	(f)Pay-in-pay band at present	
	(g)Present Grade Pay on regular basis since	
	(h) Basic Pay at present(f +g)	
	(i) Nature of duties (Actual in details)	
9.	Present Post held (if on deputation)	
	(a)Name of the post	
	(b)Name of the Organisation	
	(c)Status of the Organisation	
	(d)Pay Band	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(g)Basic Pay	
	(h)Period during which the post held (from ____ to ____)	
	(i)Nature of duties performed (Actual in details)	

10. Details of past service(s)						
S.N.	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From to	Duties/responsibilities (Actual in details)

11. Essential and relevant qualifications			
S.N.	Examination name of degree	passed/ Year of passing	Board/University
(i)			
(ii)			
(iii)			
(iv)			

12. Any technical /professional qualifications and relevant experience (including computer related , secretarial and or administrative)with supporting documents.			
S.N.	Type of experience (Actual in details)	Year(s)/ period of experience	Institution(s) from which such experience obtained
(i)			
(ii)			

13.	Additional information, if any, which you would like to mention in support of your suitability for the post.	
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Declaration:

I declare that all the information in my application is true. I fulfill the criteria (essential qualifications, experience and required number of years of qualifying service in the substantive post/grade pay on regular/continuous basis in the feeder grade)for the post as advertised.

Signature of the candidate _____
 Name _____
 Place: _____ Date: _____

TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office							
Category of Office Place	Central Ministry	Department	Attached Office	Subordinate Office	Central Autonomous Body	State Govt.	Other
Tick(√)							
Present Post							
Date of continuous appointment to the present grade pay	Present Pay Band		Present Grade Pay		Pay in the pay band at present		

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

Certified that all the information mentioned by the applicant in his application as mentioned above have been verified, including work experience, from the records and found to be correct.

It is also certified that Sh./Ms. _____ has been working as _____ in his/her substantive post/grade pay on regular/continuous basis w.e.f. _____.

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

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