



CENTRAL ADOPTION RESOURCE AUTHORITY

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

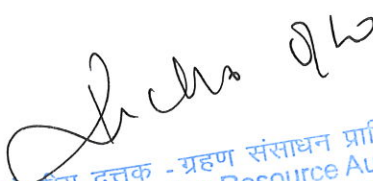
WALK-IN-INTERVIEW

CARA, urgently requires the following post on contract basis as mentioned in TsOR : -

- (1) Data Entry Operator – one post
- (2) Lower Division Clerk – one post

The eligible candidates who fulfil the requirements, may appear the Walk-in-Interview for the purpose on **14/10/2017 during 11.00 AM to 02.00 P.M** in the address mentioned above, with their typed latest resume and original certificate. Details of TsOR, eligibility & application format etc. are available on the CARA's website **www.cara.nic.in**. The applicant can apply only for one post only. CEO (CARA) reserves the right to reject any or all applications/post without assigning any reason.

Admn. Officer (CARA)


केन्द्रीय दत्तक - ग्रहण संसाधन प्राधिकरण
Central Adoption Resource Authority
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड - 8, विंग - 2, द्वितीय तल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

Terms of Reference


1. Data Entry Operator – (01 post)

- (a) Nature of Work : As assigned by the organisation.
- (b) Qualification & Experience :
- (i) Graduate degree from recognised University in any Subject
 - (ii) One year Diploma in Computer Applications.
 - (iii) Minimum 02 years' experience as Computer Operator
 - (iv) Minimum speed of 8000 Key Depression per Hr.
 - (v) Retired Govt. official may also apply.
- (c) Period of engagement :
- (i) The engagement would be on contractual basis initially for a period of six months, which may be extended or curtailed on requirement & performance basis.
 - (ii) Selected candidates on engagement shall enter into a contract with CARA.
- (d) Remuneration : Rs.30,000/- p.m.
- (e) Age Limit : 55 yrs. For non-retired applicants.
65 years (for retired Govt. officials)


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2. Lower Division Clerk (LDC) – (01 post)

- (a) Nature of Work : As assigned by the organisation.
- (b) Qualification & Experience :
- (i) Graduate degree from recognised University in any Subject
 - (ii) Minimum 02 years experience as Computer Operator
 - (iii) Minimum speed of 8000 Key Depression per Hr.
- (c) Period of engagement
- (i) The engagement would be on contractual basis initially for a period of six months, which may be extended or curtailed on requirement & performance basis.
 - (ii) Selected candidates on engagement shall enter into a contract with CARA.
- (d) Remuneration : Rs.22,000/- p.m.
- (e) Age Limit : 55 yrs. For non-retired applicants.
65 years for Retired Govt. officials.


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(PROFORMA FOR APPLICATION)

Application for the post of _____ in CARA, on contract basis.

A	Personal Particulars			
1	Name in Block letters			
(a)	Father's/Husbands Name			
(b)	Address			
(c)	Date of birth /age as on 01/10/2017			
(d)	Mobile No			
(e)	E-mail ID			
B	Educational Qualifications			
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division
(i)				
(ii)				
(iii)				
(iv)				
C	Experience			
	Name of organisation	Designation	Period (From -To-)	Nature of work done
(i)				
(ii)				
(iii)				
(iv)				
(v)				
			Total =	

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

Place :

(Signature)

Date :