CENTRAL ADOPTION RESOURCE AUTHORITY
(A Statutory Body of the Ministry of Women & Child Development, Government 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, urgently requires **(i) one Accounts Officer** in the pay Scale **of** Rs.9300-34800/-+Grade Pay Rs.4600/- and **(ii) One Stenographer** in the pay scale of Rs.5200-20200 + Grade Pay of Rs.2400/,**both on deputation** (including short term contract) basis,
Details of qualifications, Experience ,application format are available on the CARA's website – **www.cara.nic.in . Applications complete in all respect should be forwarded through proper channel within 30 days of publication of the advt. in the Employment News.** - Secretary(CARA)

Size : 6 cmsX 8 Cms cols.

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

VACANCY NOTIFICATION

POST: Accounts Officer (1)

Pay Scale: PB(2) Rs.9300-34800+ Gr.Pay Rs.4600/-
Mode: By transfer on deputation on "foreign service terms'(including short term contract)

Eligibility Criteria:

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

(i) Holding analogous post on regular basis;

Or

(i) With **3** years and **5** years of service in the Pay scale of Rs.6500-200-10500/ 5500-175-9000 (pre-revised) and Rs.9300-34800 + Grade pay of Rs.4200/- (revised) respectively or equivalent and having experience in Finance & Accounts; and

(ii) B.Com with 5 years experience in accounting and financial matters of Central/State Govt./ PSUs/ Semi Government/Autonomous Body /Universities/Recognised Research Institutions.

POST: Stenographer (1)

Pay Scale : PB(1) Rs.5200-20200+GP Rs.2400/-.

Mode: By transfer on deputation on "foreign service terms' (including short term contract)

Eligibility Criteria:

Officials under Central/State Govt.,/PSUs/Statutory/Autonomous Bodies

(i) Holding analogous post on regular basis;

Or

(i) with 5 years of service in the Pay scale of Rs.5200-20200+GP 1900/- (revised) or equivalent.

(ii) Possessing 10+2 qualification from a recognized Board/University or equivalent.

(iii) Possessing English Stenography and typing speed of 80 and 30 WPM respectively and

(iv) Must be familiar with Computer software like MS Word etc.

How to apply:

4. Applications, duly signed & filled in the prescribed format of the eligible and willing officials, whose service could be spared within 15 days on selection may be forwarded (duly signed by the candidate), with complete bio-data in the prescribed proforma, as per Annexure-I **through proper channel** to the Secretary(CARA), at Central Adoption Resource Authority, West Block-8, Wing-II,R.K.Puram, New Delhi-110066. **within 30 days of the date of publishing this advertisement in the Employment News** along with the following documents:

(a)Up-to-date ACR dossiers for the last five years or its attested copies (attested on each page by an officer not below the rank of Under Secretary)

(b)Vigilance clearance certificate
(c)Integrity certificate
(d)Cadre clearance certificate
(e)Details of major/minor penalty, if any, during the last ten years.

5.Applications received after the specified date and/or found incomplete in any manner will not be considered. Advance copies of application will not be entertained for selection. Applications complete in all respect, duly forwarded through proper channel only will be entertained. Candidates who apply for appointment to the post shall not be permitted to withdraw their candidature later.

PROFORMA FOR APPLICATION **Annexure-I**

Application for the post of Accounts Officer / Stenographer 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 passed/ name of degree	Year of passing	Board/University
(i)			
(ii)			
(iii)			

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

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

Declaration:

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

Signature of the candidate_____
Name_____
Place: _____ Date:_____

TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office							
Category of Office Place Tick(√)	Central Ministry	Department	Attached Office	Subordi-nate Office	Central Autonomous Body	State Govt.	Other
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