



CENTRAL ADOPTION RESOURCE AUTHORITY

(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 require filling-up one post of **Director (Programme)** on deputation basis on 'foreign service terms', initially for one year extendable upto three years, in the **Level-13 in Pay Matrix of Rs.1,23,100-2,15,900 as per 7th CPC**. Officers under the Central/ State Governments, PSUs/ UTs/ Autonomous Bodies, Universities, Govt. Institutions/ Armed Forces Personnel may apply in the format attached.

Eligibility :

(i) Holding analogous post in their parent cadre/ Department; **OR** with five years regular service Level-12 or 10 years regular service in Level- 11 in the Pay Matrix level of 7th CPC.

(ii) Possessing following educational qualifications and experience :

(a) Graduate Degree from a recognised university in any of these Social science/ social work/child development /psychology.

(b) Fifteen years of experience of administration & establishment/ Accounts work in central government/any other government organization/ government universities/research and educational institutions under the central/state governments/ UTs/Autonomous/ Statutory bodies.


(iii) Desirable qualification and experience for deputation/short term contract and contract appointees:

Experience in social sector in field of child protection measures/ women and child labour/ welfare and development of children/ empowerment of socially disadvantaged and family welfare.

(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 five years. The maximum age limit for deputation, short-term contract and contract shall be 56 years as on the closing date of receipt of application prescribed).

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 Member Secretary & 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.

Deputy Director (Admn.)


डॉ. जगन्नाथ पति / Dr. Jagannath Pati
संयुक्त निदेशक / Joint Director, 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 मंल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
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PROFORMA FOR APPLICATION

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

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

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

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

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

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TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

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

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

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

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

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

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

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

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

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

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

Designation:

Office Telephone No.:

Fax :

E-mail :


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