



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 fill-up one post of **JOINT DIRECTOR** on deputation basis on 'foreign service terms', initially for three years extendable upto five years, in the **Level-12 of Pay Matrix of Rs.78,800-2,09,200/- as per 7th CPC**. The officers under the Central/ State Government / UTs/Universities, PSUs/ Semi-Government / Statutory/ Autonomous organisations / Govt. Institutions may apply.

Eligibility :

(i) holding analogous post on regular basis; **OR** with 05 years' service in Pay Band Rs.15,600-39,100/- with grade pay Rs.6,600/- (Pre-revised), Level-11 in the Pay Matrix of 7th CPC, rendered after appointment thereto having experience in Social sector with a clear understanding of NGO scenario and ability to interact and deal with different organizations ; **and**

(ii) Processing the qualifications and experience :

(a) Graduate Degree from a Recognized University.

(b) 12 years' experience in the Central Government/ State Government/ Statutory Bodies/ Autonomous Bodies/ Institutions/ PSU etc.

Desirable:

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

(Period of deputation/ short term 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 four years. The upper age limit for deputation shall be 56 years, subject to the age of superannuation as prescribed by Government of India from time to time).

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 APARs 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 complete application (hard copy) in all respect shall be sent to Shri Vinit Kr. Upadhyay, Assistant Director (Admn.), Central Adoption Resource Authority, 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.

Assistant Director (Admn.)

CENTRAL ADOPTION RESOURCE AUTHORITY

PROFORMA FOR APPLICATION

Application for the post of JOINT DIRECTOR 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)	

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.	
------------	--	--

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 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 :