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PU/Regr/No. 6129
Dt/ 12/08/2014

Central Adoption Resource Authority
(An Autonomous Body under the Ministry of Women & Child Development)
West Block-VIII, Wing No-II, 2nd Floor, R. K. Puram, New Delhi-110066
Fax No.-011-26180198; E-mail: cara@bol.net.in, carahdesk.wcd@nic.in

A-12024/1/2013/Admn.CARA(Pt.File)

16th July 2014

VACANCY CIRCULAR

Subject: Filling up of the post of Administrative Officer in the Central Adoption Resource Authority (CARA), New Delhi through transfer on deputation on Foreign Service Terms- regarding

The services of suitable officers/officials are required to fill up the post of Administrative Officer by transfer on deputation on "Foreign Service Terms" in the Central Adoption Resource Authority, (CARA) New Delhi, an Autonomous Body under the Ministry of Women and Child Development. *The eligibility criteria (Annexure-I) and the proforma for application(Annexure-II) are enclosed.*

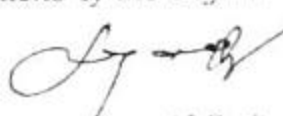
2. The applications of the eligible candidates in the prescribed proforma should be accompanied by following documents:

- (i) Integrity Certificate
(ii) Vigilance Clearance
(iii) Attested copies of Annual Confidential Reports for the last five years.

3. The application, in the prescribed format complete in all respect (Annexure-II) along with the above mentioned documents, duly forwarded by the concerned Cadre Controlling Authority, may reach the **Secretary, the Central Adoption Resource Authority** at 11nd Floor, Wing No-2, West Block-8, R. K. Puram, New Delhi-110066, within **45 days** of the date of this circular. Applications received after due date will not be entertained.

4. Application of officials who cannot be relieved immediately need not be forwarded. Candidate once selected will not be allowed to withdraw his/her candidature later.

5. The Ministries/Departments/Attached Offices/ Subordinate Offices of the Central Government/ Statutory & Autonomous Bodies of the Central Government/ Central Universities/ State Governments/ UT Administrations/ Public Undertakings *are requested to circulate the enclosed vacancy to their employees and to forward the applications of the eligible officials to the undersigned within the deadline as mentioned above.*


(J.Pati)
Joint Director(CARA)

To:

1. The Ministries/Departments/Attached Offices and Subordinate Offices.
2. The Statutory/Autonomous Bodies of Central Government.
3. The State Governments /UT Administrations.
4. Registrars of all Central Universities.
5. Joint Secretary(CARA-Admn.) Ministry of Women & Child Development).
6. U.S.(Admn.) MWCD
7. C.R.Section, M/SJ&E

11/8
SYSTEMS
MANAGER

CENTRAL ADOPTION RESOURCE AUTHORITY

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

POST: Administrative Officer

PB/GP: PB(3) Rs.15600-39100+ Gr.Pay Rs.5400/-

Mode: By transfer on deputation on "foreign service terms"

Eligibility Criteria:

1. Holding analogous post on regular basis; **Or**
with 2 years of regular service in the Pay Band(PB) of Rs.9300-34800 with Gr. Pay of Rs.4800/- **or**
3 years of regular service in the Pay Band (PB) of Rs.9300-34800 with Gr.Pay of Rs.4600/-;
2. Post Graduate degree from a recognized University or equivalent;
3. 7 Years of regular service having experience of administration, accounts & establishment work in **Supervisory capacity** in Central/State Govt./PSUs/ Autonomous Bodies etc .

PROFORMA FOR APPLICATION**Application for the post of Administrative Officer 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	
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	

10. Details of past service(s)						
S.N.	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From to	Duties/responsi- bilities
(i)						
(ii)						

11. Essential and relevant qualifications			
S.N.	Examination name of degree	passed/ 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	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

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 has been verified 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

Designation:

Office Seal

Phone/Mobile:

Fax:

E-mail