

Central Adoption Resource Authority

(Statutory Body of the Ministry of Women & Child Development)

West Block-8, Wing No-II, 2nd Floor, R. K. Puram, New Delhi-110066

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7th July' 2017

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, Statutory 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 the following documents:

- (a) Integrity Certificate
- (b) Vigilance Clearance
- (c) 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, should reach the Chief Executive Officer, the Central Adoption Resource Authority at West Block-8, Wing -II, R. K. Puram, New Delhi-110066, within **30 days of the advt. published in the Employment News**. 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 Chief Executive Officer (CARA) 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, MWCD

केन्द्रीय दफ्तर - 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

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/- (being revised to level 10 as per 7 CPC).

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

Eligibility Criteria:

1. Holding analogous post on regular basis; **Or**
2. With **2** years of regular service in the Pay Band(PB-2) of Rs.9300-34800 with Gr. Pay of Rs.4800/- **or**
3 years of regular service in the Pay Band (PB-2) of Rs.9300-34800 with Gr.Pay of Rs.4600/-;
3. Post Graduate degree from a recognized University or equivalent;
4. 07 Years of regular service having experience in administration, accounts & establishment work, in **Supervisory capacity** in Central/State Govt./PSUs/ Autonomous Bodies etc .