



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

VACANCY CIRCULAR

Central Adoption Resource Authority (CARA), which deals with matters concerning Child Adoption in India/Abroad, urgently requires the following posts on **Deputation basis** on 'foreign service terms', initially for a period upto 03 years.

Sl. No.	Name of Post	Group	Pay Level	No. of Post
(i)	Deputy Director (Prg.)	A	11	01
(ii)	Assistant Director (Prg.)	A	10	03
(iii)	Accounts Officer	B	07	01
(iv)	Personal Assistant	B	06	01
(v)	Junior Translation Officer	B	06	01
(vi)	Data Entry Operator	C	04	03
(vii)	Hindi Typist	C	02	01

2. The eligibility criteria is available on the CARA's website cara.wcd.gov.in
3. The eligible candidates must apply through proper channel along with the following documents:-
 - 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.
4. The period of deputation would be initially for 03 years further extendable upto 02 years subject to performance evaluation in the Authority.
5. Candidates should move well in prior that copy **through proper channel** of his/her application must reach along with all requisite documents before the closing date of advertisement to avoid rejection of application form.
6. **Since these vacancies are to be filled up on deputation basis, non government officials / private candidates are not eligible to apply.**
7. The complete application (hard copy) in all respect shall be sent to the **Member Secretary & CEO, Central Adoption Resource Authority (CARA), West Block 8, Wing II, 2nd Floor, R. K. Puram, New Delhi-110066 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 /all applications and cancel recruitment of any post without assigning reason. Number of vacancies advertised may be increased or decreased.