



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 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.

S. No.	Group-A posts	Pay Level	No. of Post
(A)	Director (Programme)	13	01
(B)	Joint Director	12	01
(C)	Deputy Director (Admn.)	11	01
(D)	Sr. System Analyst	11	01
(E)	Data Analyst	10	01
(F)	Assistant Director (Prg.)	10	04

S. No.	Group-B posts	Pay Level	No. of Post
(G)	Accounts Officer	07	01
(H)	Personal Assistant	06	01
(I)	Hindi Translator	06	01
(J)	Hindi Typist	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 on 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. Since these vacancies are to filled up on deputation basis, non-government officials/private candidates are not eligible to apply.

6. As the vacancy circular for the post of Joint Director, published on 27/09/2023, has been merged with this exercise, the candidates who had applied earlier against the Vacancy Circular dated 27/09/2023 of CARA for the post of **JOINT DIRECTOR** as mentioned at S.N. (ii) above need not apply again.

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 45 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.

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Assistant Director (Admn.)