

No. 49/69/2010-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 12th November, 2010.

To

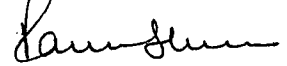
As per list enclosed.

Subject: Recruitment to the post of Joint Director in the Central Adoption Resource Authority (CARA), an autonomous body of the Ministry of Women and Child Development, Government of India.

Sir/Madam,

I am directed to enclose a copy of letter No. A-12024/2/2007/Rectt (JD)/Admn.-CARA, dated 28th October, 2010, received from Central Adoption Resource Authority, Government of India, Ministry of Women and Child Development, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) latest by 26th November, 2010.

Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.


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LIST

Sr. No	Name S/Shri/Smt./K	Present Posting
1.	Veena Hooda, HCS	Joint Commissioner, M.C.,NIT, Gurgaon
2.	Jagdeep (Dhanda), HCS	Joint Transport Commissioner, Haryana and G.M. Haryana Roadways, Chandigarh
3.	Sarita Malik, HCS	Joint Director-cum-Under Secretary, Women & Child Development Department
4.	Munish Nagpal, HCS	Sub Divisional Officer(Civil), Dabwali
5.	Jag Niwas, HCS	SDO(C),Sonepat and E.O.,HUDA,Sonepat
6.	Ranjit Kaur, HCS	City Magistrate, Rewari
7.	Mahabir Parsad, HCS	Secretary,RTA,Hisar & Secretary,RTA,Rohtak
8.	Mahender Pal, HCS	Registrar, Pt. B.D.Sharma, Univeristy of Health Science, Rohtak.
9.	Prem Chand Gangle, HCS	M.D. Coop Sugar Mills, Jind
10.	Narinder Singh Yadav, HCS	Joint Commissionmer, M.C. Gurgaon
11.	Amar Deep Singh, HCS	CTM, Panipat
12.	Satbir Singh Kundu, HCS	G.M. Haryana Roadways, Yamunanagar

A-12024/2/2007/Rectt(JD)/Admn-CARA
Central Adoption Resource Authority

(an autonomous body of the Ministry of Women and Child Development, Govt. of India)
West Block - 8, Wing - 2, 2nd Floor, R.K. Puram, New Delhi - 110066.

Dated : 28/10/2010

VACANCY CIRCULAR

Sub : Recruitment to the post of Joint Director in the Central Adoption Resource Authority (CARA), an autonomous body of the Ministry of Women and Child Development, Government of India.

It has been decided to fill the post of Joint Director, Central Adoption Resource Authority (CARA), an autonomous body of this Ministry. The post is in the Pay Band of Rs.15,600-39,100 with Grade Pay of Rs.7,600. Details of the post, eligibility requirements etc., are given in **Annexure-I**.

2. The appointment will be on deputation and the pay of the officer will be regulated in accordance with the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training's Office Memorandum No. - 2/29/91-Estt.[Pay-II] dated 05/01/1994 as amended from time to time.

3. It is requested that applications of the eligible and willing officers, whose services could be spared immediately on selection, may be forwarded with complete bio-data through proper channel to "the Secretary, Central Adoption Resource Authority, Ministry of Women and Child Development, Government of India, West Block - 8, Wing - 2, 2nd Floor, R.K. Puram, New Delhi - 110066" within 45 days of the date of the issue of this circular along with the following documents :

- (a) Attested Copies up-to-date CR Dossiers for the last five years (from 2005-2006 to 2009-2010) (*attested on each page by an officer not below the rank of Under Secretary*);
- (b) Vigilance Clearance Certificate;
- (c) A Statement of penalties imposed, if any, on the applicant during the last ten years;
- (d) Integrity Certificate.

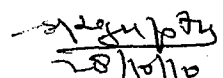
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4. Applications received after the last date for receipt of application and/or found incomplete in any manner may not be considered. Advance copies of applications will not be entertained for consideration/selection. Applications complete in all respect duly forwarded through proper channel will be entertained. Applications not forwarded through proper channel shall also not be entertained.

5. The candidate applying for the post will not be allowed to withdraw their candidature subsequently.

6. Only short-listed candidates will be intimated and called for interview. The CARA reserves the right to reject any or all applications without assigning any reason.

7. Officers/Applicants who apply for appointment to the post shall not be allowed to withdraw their candidature later.


28/10/10
(S.K. Gupta)

Administrative Officer, CARA
Tel. : 26712713

To,

1. The Secretary, Ministries/Departments of Govt. of India/the Secretary, Planning Commission, Yojana Bhavan, New Delhi. It is requested that the vacancy may be given wide publicity and circulated to all concerned offices/organizations under the Ministry/Organization.
2. All National Institutes/Commissions/Autonomous Bodies and other Offices/Organizations under the M/o. WCD.
3. All State Governments.

ANNEXURE-I

Details of the post of Joint Director in the Central Adoption Resource Authority (CARA), an Autonomous Body of the Ministry of Women & Child Development, Government of India :

1.	Name of the Post	Joint Director
2.	Number of Post	01 (One)
3.	Pay Band	Rs.15,600-39,100
4.	Grade Pay	Rs.7,600/-
5.	Mode of Recruitment	On deputation
6.	Maximum Age	56 years
7.	Eligibility & Educational Qualification	<p>Officers under the Central/State Governments/Public Sector Undertakings/Statutory/Autonomous Bodies :</p> <ol style="list-style-type: none">1. holding analogous post on regular basis or2. <u>with 03 years regular service in the pay scale of Rs.10,000-325-15,200 (pre-revised) or equivalent and having experience in Social sector with a clear understanding of NGO scenario & ability to interact and deal with different Organizations.</u>3. Possessing the following educational qualifications and experience :<ol style="list-style-type: none">(a) <u>Essential :</u><ol style="list-style-type: none">(i) <u>Post Graduate Degree from a recognised University in any of the Social Sciences or equivalent.</u>(ii) 10 years experience in Social sector in a supervisory capacity with a clear understanding of NGO scenario and ability to interact and deal with different Organisations.(b) <u>Desirable :</u><ol style="list-style-type: none">(i) Experience in Child Welfare, Training and Research Activities(ii) Knowledge of Computer and Administration.
8.	Period of Deputation	02 years (which may be extended or curtailed at the discretion of the Competent Authority).