



CENTRAL ADOPTION RESOURCE AUTHORITY

(Statutory body of Ministry of Women & Child Development, Govt. of India)
West Block-8, Wing-II, 2nd Floor, R. K. Puram, New Delhi- 110066
Ph. : 26760300, Website : www.cara.nic.in, e-mail : carahdesk.wcd@nic.in

WALK-IN- INTERVIEW


Walk-in- Interview on 19/07/2019 between 11.00 am to 12.00 pm.

CARA, urgently requires to filling up the post and empanelment of **Multi-Tasking Staff** on contract basis initially for six months which can be extended on the requirement of the organisation. The details for the said post are as under-

(i) Multi-Tasking Staff

The eligible candidates, who fulfil the requirement, may appear for Walk-in- Interview for the purpose on **Friday, 19th July, 2019 between 11.00 A.M to 12.00 P.M** in the address mentioned above, with their latest resume and original certificates. Details of TsOR, eligibility & application format etc. are available on **Annexure-I**.

CARA reserves the right to reject any or all applications/post without assigning any reason.


सुशील कुमार गुप्ता (Sushil Kumar Gupta)
सहायक निदेशक / Assistant Director
Assistant Director (Administration), CARA
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

Terms of Reference

1. Multi-Tasking

(a) **Nature of Work :** As assigned by the organisation.

(b) **Eligibility Criteria :**

- (i) 10th pass from recognised board/University or equivalent.
- (ii) Minimum 02 years' experience in office work.

(c) **Period of engagement :**

- (i) The engagement would be on contractual basis initially for a period of six months, which may be extended or curtailed on requirement & performance basis.
- (ii) Selected candidates on engagement shall enter into a contract with CARA.

(d) **Remuneration :** Rs.20,000/- p.m.

(e) **Age Limit :** upto 60 years as on 19/07/2019

Sushil Kumar Gupta
12/07/19
सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-2, द्वितीय फ्लोर, ए.के. पुरम
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(PROFORMA OF APPLICATION FOR SHORT TERM CONTRACT)

Application for the post of Multi-Tasking Staff in CARA, on Short Term Contract basis.

A		Personal Particulars			
1	Name in Block letters				
(a)	Father's/Husbands Name				
(b)	Address				
(c)	Date of birth & (age as on 01/08/2019)				
(d)	Mobile No				
(e)	E-mail ID				
(f)	Category (General/SC/ST/PH)				
B		Educational Qualifications			
	Examination Passed/name of degree	Name of University/ Board	Year of passing	Division	
(i)					
(ii)					
(iii)					
(iv)					
C		Experience			
	Name of organisation	Designation	Period (From -To-)	Remuneration	Nature of work done
(i)					