



## CENTRAL ADOPTION RESOURCE AUTHORITY

(Statutory Body of Ministry of Women & Child Development,  
Government of India), West Block-8, Wing-II,  
2<sup>nd</sup> Floor, R.K. Puram, New Delhi- 110066


### WALK-IN-INTERVIEW

CARA, urgently requires the following post on contract basis as mentioned in TsOR :-

- (1) Data Entry Operator – one post
- (2) Lower Division Clerk – one post

The eligible candidates who fulfil the requirements, may appear the Walk-in-Interview for the purpose on **14/10/2017 during 11.00 AM to 02.00 P.M** in the address mentioned above, with their typed latest resume and original certificate Details of TsOR, eligibility & application format etc. are available on the CARA's website [www.cara.nic.in](http://www.cara.nic.in). The applicant can apply only for one post only. CEO (CARA) reserves the right to reject any or all applications/post without assigning any reason.

**Admn. Officer (CARA)**

  
केन्द्रीय दत्तक - 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

## Terms of Reference

### 1. Data Entry Operator – (01 post)

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

(b) Qualification & Experience :


- (i) Graduate degree from recognised University in any Subject
- (ii) One year Diploma in Computer Applications.
- (iii) Minimum 02 years' experience as Computer Operator
- (iv) Minimum speed of 8000 Key Depression per Hr.
- (v) Retired Govt. official may also apply.

(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.30,000/- p.m.

(e) Age Limit : 55 yrs. For non-retired applicants.  
65 years (for retired Govt. officials)

  
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**2. Lower Division Clerk (LDC) – (01 post)**

- (a) Nature of Work : As assigned by the organisation.
- (b) Qualification & Experience :
- (i) Graduate degree from recognised University in any Subject
  - (ii) Minimum 02 years experience as Computer Operator
  - (iii) Minimum speed of 8000 Key Depression per Hr.
- (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.22,000/- p.m.
- (e) Age Limit : 55 yrs. For non-retired applicants.  
65 years for Retired Govt. officials.

  
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