



## **CENTRAL ADOPTION RESOURCE AUTHORITY**

(A 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 (website - [www.cara.nic.in](http://www.cara.nic.in))

Central Adoption Resource Authority (CARA), which deals with all matters concerning Child Adoption in India/abroad, urgently requires services of professionals and support staff in different categories. CARA invites applications for filling-up the following posts on contract basis.

- (i) Sr. Professional (05)
- (ii) Junior Professional (09)
- (iii) Executive Assistant (04)

The details of Terms of Reference (TsOR)/guidelines, essential qualifications, experience, remuneration and other information are available on the CARA's website [www.cara.nic.in](http://www.cara.nic.in). The eligible candidate may apply online through CARA website, **within 15 days from the date of publication of the advertisement**. Candidates are not allowed to submit multiple applications for same post. Incomplete applications or submitted through e-mail/ physical forms will not be entertained.

MS&CEO (CARA) reserves the right to reject any or all applications and cancel this notification without assigning any reason.

**Assistant Director (Admn.), CARA**



# Central Adoption Resource Authority

(A Statutory Body of Ministry of Women and Child Development, Government of India)

West Block-VIII, Wing-II, 2nd Floor, R.K. Puram, New Delhi-110066,

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Website: [www.cara.nic.in](http://cara.nic.in) (<http://cara.nic.in/>) , E-mail:[carahdesk.wcd@nic.in](mailto:carahdesk.wcd@nic.in)



## Guidelines

### **Guidelines for engagement of Professional and Support Staff- 2022**

1. Central Adoption Resource Authority (CARA) is a statutory body of Ministry of Women & Child Development, Government of India. It functions as the nodal body for adoption of Indian children in the country. As per Section 68 of the Juvenile Justice Act, 2015 (amended in 2021), the Central Adoption Resource Authority is mandated (a) to promote in-country adoptions and to facilitate inter-State adoptions in co-ordination with State Agency; (b) to regulate inter-country adoptions; (c) to frame regulations on adoption and related matters from time to time as may be necessary; (d) to carry out the functions of the Central Authority under the Hague Convention on Protection of Children and Cooperation in respect of Inter-country Adoption; and (e) any other function as may be prescribed.
2. Central Adoption Resource Authority (CARA) is seeking applications from qualified professionals and support staff as mentioned below:

### **Professionals/Support Staffs required at CARA**

Out of 14 professionals, five would be at the level of Senior Professional and nine would be at the level of Junior Professional

#### **1. Senior Professionals (Five)**

- Senior Professional (Two): For scrutiny of adoption applications received from abroad, post adoption issues including follow-up reports, authorization and renewal of authorization of foreign agencies from CARA etc.
- Senior Professional (Two): Two Senior Professionals for handling NOC and Conformity issues and their related queries from the prospective adoptive parents and their service providers from all Hague ratified countries in case of foreign/OCI/NCRI PAPs and Non-Hague countries for NRI and OCI PAPs. In addition, one Junior Professional is required to deal with all inter-country relative adoption cases.
- Senior professional (One): Handling the court cases and legal matters in the Authority

#### **2. Junior Professionals (Nine)**

- Junior Professional (Four): For In-country Coordination Desk related to managing Referral related issues/queries and grievances for all OAS children in the country, post-adoption issues including follow-up in cases of in-country adoption, issues related to special needs children and older children, delay monitoring, profile checking etc. and issues related to North East.
- Junior Professional (One): Training and development activities all over the country on adoption related issues, sensitization and advocacy through social media and mainstream media, planning visits and inspections etc.
- Junior Professional (One): In-Country relative and step child adoption cases under the JJ Act.
- Junior Professional (One): Assisting the Policy desk to deal with all Steering Committee meeting issues, preparing minutes and ATR etc.
- Junior Professional (One): Processing the cases of inter-country relative adoptions done under the JJ Act.
- Junior Professional (One): Processing cases as inter-country adoptions done under HAMA

#### **3. Executive Asst (Four)**

- Providing secretarial assistance to the level of Dy Director and above level officer.

## Job Description and Criteria for Selection

Following are the details about the position to be recruited, job description in each case, requisite qualifications and experience required.

<b>Position</b>	<b>Job Description</b>	<b>Qualification/ Experience/ Remuneration</b>
<b>Sr. Professionals (4)</b> (Inter-Country Adoption)	<ul style="list-style-type: none"><li>• Processing cases of intercountry adoptions as stipulated under the Adoption Regulations;</li><li>• Addressing queries/grievances raised by stakeholders and service providers.</li></ul>	<ul style="list-style-type: none"><li>• Master's Degree in Social Work, Psychology, Human Development, Childhood/Family studies, Sociology and related discipline.</li><li>• 7 years' experience in issues related to children.</li><li>• Age limit at entry level : 50 years</li><li>• Work Location: New Delhi</li><li>• Remuneration: 90,000/-</li></ul>
<b>Sr. Professional (1)</b> (Legal)	<ul style="list-style-type: none"><li>• Handling the court cases and legal matters in the Authority which will include cases pertaining to implementation of the JJ Act and the Adoption Regulations;</li><li>• Examination of petitions, drafting of counter affidavits;</li><li>• Regular follow-up of court cases across the country;</li><li>• Dealing with legal matters relating to the Authority.</li></ul>	<ul style="list-style-type: none"><li>• LLB</li><li>• Age limit at entry level : 50 years</li><li>• Work Location: New Delhi</li><li>• Remuneration: 90,000/-</li></ul>

Position	Job Description	Qualification/ Experience/ Remuneration
<p><b>Jr. Professional (9)</b> (Co-ordination, Training &amp; Awareness, Relative &amp; Step Adoption Programme Policy, Inter-country Relative Adoption, Inter-country adoptions under HAMA)</p>	<ul style="list-style-type: none"> <li>• Execution and implementation of the Adoption Regulations ;</li> <li>• Coordination with States/UTs on issues related to adoption which include State Adoption Resource Agencies, District Child Protection Units, Child Welfare Committees, Specialised Adoption Agencies and Child Care Institutions;</li> <li>• Monitoring at the level of pre-adoption, adoption and post-adoption and connecting with DCPUs, SARAs and the State Govts/UTs;</li> <li>• Implementation of the Adoption Regulations and the designated IT portal to ensure timeline and expeditious rehabilitation of orphan and destitute children in Specialised Adoption Agencies and the Child Care Institutions in the country;</li> <li>• Analysis and monitoring of data, monitoring delay at different stages and fast tracking of children having special needs;</li> <li>• Grievance redressal of the prospective adoptive parents, Specialised Adoption Agencies and other stakeholders;</li> <li>• Processing of adoption cases as per the JJ Act and the HAMA as stipulated under the Adoption Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree in Social Work, Psychology, Human Development, Childhood/Family studies, Sociology and related discipline.</li> <li>• 2 years' experience in the relevant field</li> <li>• Age limit at entry level : 50 years</li> <li>• Work Location: New Delhi</li> <li>• Remuneration: 60,000/-</li> </ul>
<p><b>Executive Asst (4)</b></p>	<p>Providing secretarial assistance to the level of officers of Dy Director and above .</p>	<ul style="list-style-type: none"> <li>• Graduation Degree in any field</li> <li>• 03 years' experience in administration/ accounts/stenography</li> <li>• Age limit at entry level : 40 years</li> <li>• Work Location: New Delhi</li> <li>• Remuneration: 40,000/-</li> </ul>

### Remuneration

1. A fixed monthly amount shall be admissible to the selected candidates as mentioned above with performance based annual increment of 5-10%.
2. The candidates shall not be entitled to any allowance such as HRA, Residential Accommodation, DGHS and Medical Reimbursement.
3. The monthly remuneration and entitlement for reimbursement of expenditure to the professionals when deputed outstation may be regulated at par with the government officials in the Level of 7th CPC Pay Matrix as under: -

Sl.No.	Name of the post	Monthly Remuneration (Rs.)	Level equaling to the Government Employees only for the purpose of travel, lodging & boarding allowances.

Sl.No.	Name of the post	Monthly Remuneration (Rs.)	Level equaling to the Government Employees only for the purpose of travel, lodging & boarding allowances.
1)	Senior Professional	90,000/-	Level-8
2)	Junior Professional	60,000/-	Level-6
3)	Executive Assistant	40,000/-	Level- 5

### Conditions and Terms of Engagement

The following conditions would apply:

- a. The term of engagement shall be initially for a period of three year and can be renewed based on performance.
- b. The Authority may fill up some of the vacancies through outsourcing in cases of support services if required.
- c. The engagement of Professionals and Support Staff will be purely on contract basis and will not confer any right for regular appointment in the Organisation.
- d. The professionals and support staff would be engaged after following due procedure, including calling the applicants through an advertisement followed by interview.
- e. All the applications received in response to the vacancies advertised will be scrutinized and shortlisted in accordance with the eligibility and other conditions prescribed and in the light of these Guidelines and wherever required, walk-in interview wouldbe conducted.
- f. Final appointments will be made with the approval of the MemberSecretary and CEO, CARA as per delegated power at Serial No. 61 of Schedule in the Rules & Regulations of CARA, 2018.
- g. The Organisation has the right to cancel advertisements issued for engagement of Professionals and Support Staff and not to proceed in the matter for engagement of Professionals and Support Staff, and further at any stage to accept or reject any or all applications without giving any explanation whatsoever.
- h. Paid leave of absence may be allowed at the rate of 1 day for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.
- i. The Professional/Support staff shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.
- j. The Professionals and Support Staff appointed by the Organisation, shall in no case represent or give an opinion or advice to others in any matter which is adverse to the interest of the organisation nor will they indulge in any activity outside the terms of employment/ contractual assignment.
- k. The Professionals and Support Staff engaged from open market shall give a Bond at the time of initial engagement/renewal to the effect that their engagement shall not confer any right/claim for regularization of their service in CARA, Ministry of Women and Child and Development.
- l. The Professionals and Support Staff will maintain absolute confidentiality and secrecy of the information handled by them.The secrecy and confidentiality are to be maintained even after the termination of the engagement.
- m. The Intellectual Property Rights (IPR) of the data collected as well as deliverables by the Professionals and Support Staff produced for the Departments/organisations shall remain with the Organisation.
- n. No Professionals and Support Staff shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Organisation, without the express written consent of the Department/organisation.

### Termination of Agreement

CARA retains the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which CARA may terminate the contract are:

- a. The Professional/Support Staff is unable to address the assigned work.
- b. Quality of the assigned work is not to the satisfaction of the Department.
- c. The Professional/Support Staff is found lacking in honesty and integrity.

#### **Interpretation of Clause**

The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with CEO, CARA whose decision shall be final and binding on the Professionals and Support Staff. Further, any condition not explicitly covered under these guidelines shall be brought before the CEO, CARA for a decision which shall be final and binding on the Professionals and Support Staff.