


## Vacancies for the post of consultants on contract basis in CARA Office

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	<p><b>CENTRAL ADOPTION RESOURCE AUTHORITY</b> Statutory Body of the Ministry of Women &amp; Child Development, Government of India) West Block-8, Wing-II, R.K.Puram, New Delhi-110066</p>
<p>Central Adoption Resource Authority (CARA), which deals with all matters concerning Child Adoption in India, urgently requires <b>CONSULTANTS</b>. Their number depends on actual requirement. All the positions are contractual for a period of one year (which may be extended or curtailed at the discretion of the Competent Authority).</p> <p>The Terms of Reference (TsOR), essential qualifications, experience and remuneration are available on the CARA's website: <a href="http://www.cara.nic.in">www.cara.nic.in</a> The eligible candidates may apply with self attested copies of certificates of the essential qualifications and experience at the address given above, <u>within 15 days from the date of the publication of this advertisement</u>. Application received incomplete or after due date will not be entertained. Only short- listed candidates will be called for interview. CEO ( CARA) reserves the right to reject any or all applications/posts without assigning any reason.</p> <p style="text-align: right;">Chief Executive Officer</p>	

## **Terms of Reference (TsOR) for Consultants in CARA**

Central Adoption Resource Authority (CARA) is a Statutory Body under Ministry of Women & Child Development, Government of India. It functions as a nodal agency for adoption of Indian children and is mandated to monitor and regulate in-country and inter-country adoptions. CARA is designated as Central Authority to deal with inter-country adoptions in accordance with the provisions of the Hague conventions of inter-country Adoption, 1993.

2. CARA primarily deals with adoption of orphan, abandoned and surrendered children through its associated/recognized adoption agencies. The role and functions of CARA have increased manifold with the implementation of Hague Convention of Inter-Country Adoption, Juvenile Justice Act, Integrated Child Protection Scheme (ICPS), launching of Child Adoption Resource Information & Guidance System (CARINGS) and implementations of Adoption Regulations, 2017

3. Central Adoption Resource Authority (CARA) requires to fill up the following posts on contract basis:-

**(a) Consultants (6 posts) :** [No. may increase or decrease depending upon requirement]

– (Inspection & Monitoring (03), Help Desk/Public Grievances (01), Coordination (01) Online Application (01)

(i) *Qualification and Experience:*

(aa) Master's degree or equivalent from a recognized university (preferably in Social work/Sociology/ Psychology/Management) with minimum 3 to 5 years' experience in any of the domain mentioned above.

Or

Bachelor's degree or equivalent from a recognized university (preferably with social work/ Sociology/ Psychology/Management) with minimum 7 to 10 years' experience in any of the domain mentioned above.

(ab) Experience in the field of child rights/child protection/child welfare/child development or Psychology or Law is desirable.

(ac) Proficiency in working on Computers, excellent communication skill (oral & written) in English & in Hindi.

(ad) Should be willing to travel extensively.

(ae) Knowledge of some regional languages is desirable.

(ii) *Period of engagement & Remuneration:*

(aa) The engagement would be initially for a period of one year, which may be curtailed or extended on requirement and performance basis.

(ab) The remuneration will be commensurate with qualification and experience as under:-

Master's degree with 5 years' experience.	}
Or	}
Bachelor's degree with 10 years' experience	} Rs. 50,000/-
	} P.M. fixed

Master's degree with 3 years' experience.	}
Or	}
Bachelor's degree with 7 years' experience	} Rs. 40,000/-
	} P.M. fixed

(ac) The above position is to be filled purely on contract and fixed remuneration basis.

(ad) Selected candidate on engagement shall enter into contract with CARA.

(ae) CEO (CARA) reserves the right to accept or reject any application without assigning any reason.

(iii) *Age limit:* 50 Years. (Relaxation in age would be given to applicants who have retired from Govt. Organisation/Public Sector Undertaking).

**(b) Consultant (Legal) : (One)**

(i) *Qualification and Experience:*

Bachelor's degree in Law or equivalent from recognized university with minimum 3 to 5 years' relevant experience in handling court cases (Preparing affidavit, counter affidavit, rejoinder, SLP, filing of cases, attending courts etc)

(ab) Experience in the field of child rights/child protection/child welfare/child development or education is desirable.

(ac) Proficiency in working on Computers, excellent communication skill (oral & written) in English & in Hindi.

(ad) Knowledge of some regional languages is desirable.

(ii) *Period of engagement & Remuneration:*

(aa) The engagement would be initially for a period of one year, which may be curtailed or extended on requirement and performance basis.

(ab) The remuneration will be commensurate with qualification and experience as under:-

Bachelor's degree with 5 years' experience } Rs.50,000/- P.M. fixed  
Bachelor's degree with 3 years' experience } Rs.40,000/- P.M. fixed

(ac) The above position is to be filled purely on contract and fixed remuneration basis.

(ad) Selected candidate on engagement shall enter into contract with CARA.

(ae) CEO (CARA) reserves the right to accept or reject any application without assigning any reason.

(iii) *Age limit:* 40 Years.

<b>S. N.</b>	<b>Name , Address, Mobile No. E-mail address</b>	<b>DOB &amp; Age as on date, both</b>	<b>Qualification(s)</b> <small>(Giving name of degree, name of University, year of passing &amp; Division)</small>	<b>Experience</b> <small>(Giving designation, name of organization, date from-- to -- in chronological order.)</small>	<b>Length of Experience &amp;</b> <small>(in years &amp; months)</small>	<b>Remarks,</b> <small>(if any)</small>
1			(i) (ii) (iii)	(i) (ii) (iii) (iv)	(i) (ii) (iii) (iv)  Total exp. =	

(Signature)

- Pl. enclose covering letter with name of post applied for
- Format of application (as above)
- Should be typed on A4 size paper in landscape format
- Should be signed
- Pl. enclose self attested copies of DOB, qualifications & experience certificates.