



## 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

Central Adoption Resource Authority (CARA), invites applications for filling-up / Empanelling the following posts on contract basis as mentioned in TsOR. All requirements shall be contractual initially for a period of six months (which may be extended or curtailed at the discretion of the Competent Authority).

- (i) Hindi Translator (One)
- (ii) Hindi Typist (One) : likely vacancy in December' 2017.
- (iii) Jr. Investigator (One)
- (iv) Service Support Staff (One)
- (v) Stenographer (One): likely vacancy in December' 2017.

The details of Terms of Reference (TsOR), essential qualifications, experience, and remuneration and application format are available on the CARA's website [www.cara.nic.in](http://www.cara.nic.in). The eligible candidate may apply with self-attested copies of certificates of the essential qualifications and experience at the address given above, **within 15 days from the date of publication of the advertisement**. Incomplete applications or those received after last date will not be entertained. Only short-listed candidates will undertake written test to determine their suitability to the position. Empanelled candidates shall remain in the panel for one year. CEO (CARA) reserves the right to reject any or all applications without assigning any reason.

**Administrative Officer (CARA)**

Richa Ojha  
Admn. Officer-CARA  
Ministry of Women & Child Development  
Government of India  
West Block-8, Wing-2, 2nd Floor, R.K. Puram,  
New Delhi-110066

Terms of Reference (TsOR)

1. Hindi Translator – (01 Post)

(a) **Nature of Work:** Translation work from English to Hindi & vice-versa of Regulations, Guidelines, Annual Report, Manuals etc.

(b) **Qualifications & Experience :**

(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi Medium and English as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as compulsory or elective subject or as the medium of a examination at the degree level

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND

(ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

(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** : (i) For Post Graduates - Rs. 35,000/- P.M.  
(ii) For Graduates - Rs.30,000/-P.M.

(e) **Age Limit** : 30 years

