



CARA

CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory Body of the Ministry of Women & Child Development, Govt. of India),
West Block-8, Wing-II,
2nd Floor, R.K. Puram, New Delhi- 110066

Central Adoption Resource Authority (CARA) which deals with all matters concerning Child Adoption in India/Abroad urgently requires to fill and empanel the following positions on Contract basis initially for one-year, extendable based on performance with fresh annual contracts. Presently the vacant positions are indicated against the name of position as underneath:

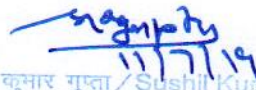
- (A) Senior Professional - for empanelment
- (B) Junior Professional - 04 & for empanelment
- (C) Young Professional - for empanelment
- (D) Sr. Executive Assistant - for empanelment
- (E) Executive Assistant - 02 & for empanelment
- (F) Data Entry Operator - 02 & for empanelment
- (G) MTS - for empanelment

The Qualification & eligibility criteria is at **Annexure-I** and the application format is at **Annexure-II**.

The candidate being engaged on empanelment as & when required shall have to sign a bond for serving minimum period of one year otherwise one months' consolidated remuneration shall be recovered/ forfeited by CARA. However, CARA reserves the right to discontinue the services with one month's notice without assigning any reason.

The eligible candidates must apply on the prescribed application format with all the required document and send it to the CEO (CARA) at the address mentioned above, **within 15 days of the publication of this advertisement**. Application received incomplete through email or after due date will not be entertained. CARA reserves the right to reject any or all applications/position without assigning any reason. Number of vacancies as mentioned above is tentative, may increase or decrease as per requirement. The requirement of contractual manpower is for Head Quarters of CARA in Delhi, however they may be sent for duty anywhere in India on temporary basis.

Member Secretary & CEO (CARA)


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 तल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066


ANNEXURE - I

Central Adoption Resource Authority
Ministry of Women and Child Development
R. K. Puram, New Delhi

Sub: Equational Qualification and other criteria for Engagement of Contractual/Outsourced Personnel in Central Adoption Resource Authority (CARA).

1. Central Adoption Resource Authority (CARA) is a Statutory Body of the Ministry of Women & Child Development, Government of India. It functions as a nodal body 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 2015, Adoption Regulations 2017, Integrated Child Protection Scheme (ICPS) and online Child Adoption Resource Information & Guidance System (CARINGS).
3. CARA will hire following types of Professional and Support Personnel with different levels of educational qualifications and experience: -

S. No	Name of the Position	Academic Educational Qualification and Experience	Remuneration (per month) Rs.
(a)	Senior Professional	(i) Persons having Master's Degree in relevant subject or technical qualifications like B. Tech, M.B.A., M.S.W., LLB or equivalent in relevant field/ subject. (ii) Having work experience of 07 years or above in the relevant field. (iii) Retired Person may be engaged.	65,000/- with 5% to 10% performance based annual increment. For Retired Person, the Remuneration would be Pay minus Pension plus Rs 5,000/- for conveyance but restricted to Rs 65,000/-.
(b)	Junior Professional	(i) Bachelor's degree or technical qualification in relevant field/ subject. (ii) Having work experience of	50,000/- With 5% to 10% performance based annual increment..


11/7/19

		03 years or above in the relevant field. (iii) Retired Person may be engaged.	For Retired Person, the Remuneration would be Pay minus Pension plus Rs 5,000/- for conveyance but restricted to Rs 50,000/-.
(c)	Young Professional	(i) Bachelor's degree or technical qualification in relevant field/ subject. (ii) Having work experience of 01 year or above in the relevant field.	30,000/- with 5% to 10% performance based annual increment.
(d)	Senior Executive Assistant	(i) Bachelor's degree in the relevant field/subject. (ii) Having experience in administration/accounts/stenography for 05 years or above. (iii) Retired Person may be engaged.	50,000/- with 5 % 10% performance based annual increment. For Retired Person, the Remuneration would be Pay minus Pension plus Rs 5,000/- for conveyance but restricted to Rs 50,000/-.
(e)	Executive Assistant	(i) Bachelor's degree in the relevant field/subject. (ii) Having experience in administration/accounts/stenography for 03 years or above.	35,000/- with 5% to 10% performance based annual increment.
(f)	DEO	(i) Bachelor's degree in the relevant field/subject. (ii) Two years' experience as Computer Operator.	25,000/- with 5% to 10% performance based annual increment.
(g)	MTS	10 th pass from Recognized Board/University or equivalent.	20,000/- with 5% to 10% performance based annual increment.

4. The broad work experience will be based on the functional areas assigned to CARA, preference will be given to persons with work experience in the relevant field supported by published work/policy papers/appraisal/monitoring of projects & schemes etc. Retired Persons would also be eligible to apply for the Senior/Junior Professionals and Senior Executive Assistant.

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5. **Other Attributes:** Candidate should have good working knowledge of technology-based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills. Candidate should also be willing to travel outside headquarters frequently depending on the nature of work, whenever required.

6. **Age Limit:**

5.1	Senior Professional:	upto 55 years
5.2	Junior Professional:	upto 45 years
5.3	Young professional:	upto 35 years
5.4	Senior Executive Assistant:	upto 50 years
5.5	Executive Assistant:	upto 40 years
5.6	DEO:	upto 30 years
5.7	MTS:	upto 60 years
5.8	Retired Persons:	upto 65 years

7. **Leave:** - The Contractual/Outsourced personnel may be permitted to avail 12 days of absence in a year with remuneration.

8. **TA/DA:** - The entitlement for reimbursement of expenditure when deputed outstation may be regulated at par with the government officials in the Level of 7th CPC Pay Matrix as under: -

Ser No	Name of the Position	Level applicable for TA/DA
(a)	Senior Professional	Level-8
(b)	Junior Professional	Level-6
(c)	Young Professional	Level-4
(d)	Senior Executive Assistant	Level-6
(e)	Executive Assistant	Level-4
(f)	DEO	Level-3
(g)	MTS	Level-1

9. **Retired Government Employees:**

9.1 **Age:** Maximum 65 years


9.2 **Educational Qualification:** Not applicable for retired Government employees.

9.3 **Remuneration:** The remuneration of such professionals may be fixed in a manner so as to ensure that the pension being drawn by such official and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn subject to maximum remuneration as mentioned in Para 2 above against the concerned position.

9.4 **TA/DA:** For retired Government Employees, the applicable rule shall apply, i.e. the entitlement immediately before retirement.

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11/7/19

10. **Period of engagement:** The Engagement shall be for a period not exceeding one year. A further fresh contract for engaging the same person for a further period of not more than one year, with an increase of 5% to 10% in remuneration shall be permissible, subject to the performance of the personnel is certified to be satisfactory by the Division Head, in consultation with IFD CARA and with the prior approval of Member Secretary & CEO (CARA). Year to year fresh contract with increase in remuneration shall be restricted to the approved requirement or 5 years, whichever is less. In exceptional cases for meritorious persons, Member Secretary & CEO (CARA) may extend the contract for further two years (year to year basis) with the prior approval of Chairperson of Steering Committee of CARA.


सुशील कुमार गुप्ता / Sushil Kumar Gupta
सहायक निदेशक / Assistant Director
महिला एवं बाल विकास मंत्रालय
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West Block-8, Wing-2, 2nd Floor, New Delhi

ANNEXURE-II

CENTRAL ADOPTION RESOURCE AUTHORITY

West Block-8, Wing-II, R.K.Puram, New Delhi-110066

(PROFORMA FOR APPLICATION)

Recent
Photograph

Name of position eligible for and to be considered for _____

A Personal Particulars				
(i)	Name in Block letters			
(ii)	Father's/Husbands Name			
(iii)	Address			
(iv)	Date of birth /age as on 01/03/2019			
(v)	Mobile No			
(vi)	E-mail ID			
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	Remuneration	Period (From –To-)	Nature of work done
(i)					
(ii)					
(iii)					
(iv)					
				Total experience	
D	Any additional information relevant to the job				

Certification : *

I, the undersigned, certify that to the best of my knowledge and belief , this application Form correctly describes myself , my qualification, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, at any stage.

(Signature of applicant)

Place :

Date :

* Application with certification as above not duly signed by the candidate will be rejected at the outset.

Note :

1. Candidate must attached : -
 - a. Self Attested Certificates/ Marks Sheets in support of the educational qualification
 - b. Self Attested Experience Certificate from respective Employer clearly indicating the date of joining and date of relieving. For the current employment, as copy of employment indicating the date of joining.
2. Application with insufficient information/ without copies of certificates are liable to be rejected.

Central Adoption Resource Authority
Ministry of Women and Child Development
R. K. Puram, New Delhi

Sub: Guidelines for Engagement of Contractual/Outsourced Personnel in Central Adoption Resource Authority (CARA).

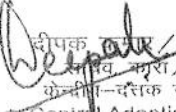
1. The following guidelines are disseminated for the recruitment of Contractual/Outsourced personnel in CARA. The guidelines are in accordance with the proposal for strengthening of CARA approved by Government of India. The Academic Educational Qualifications and experience have been proposed, keeping in view the special nature of professional expertise and nature of work of support staff in CARA.

2. As per the approval, CARA will hire following types of Professional and Support Personnel with different levels of educational qualifications and experience: -

Sr No	Name of the Position	No. of Position	Academic Educational and Experience	Remuneration (per month) Rs.
(a)	Senior Professional	04	(i) Persons having Master's Degree in relevant subject or technical qualifications like B. Tech, M.B.A., M.S.W., LLB or equivalent in relevant field/ subject. (ii) Having work experience of 07 years or above in the relevant field. (iii) Retired Person may be engaged.	65,000/- with 5% to 10% performance based annual increment. For Retired Person, the Remuneration would be Pay minus Pension plus Rs 5,000/- for conveyance but restricted to Rs 65,000/-.
(b)	Junior Professional	12	(i) Bachelor's degree or technical qualification in relevant field/ subject. (ii) Having work experience of 03 years or above in the relevant field. (iii) Retired Person may be engaged.	50,000/- with 5% to 10% performance based annual increment. For Retired Person, the Remuneration would be Pay minus Pension plus Rs 5,000/- for conveyance but restricted to Rs 50,000/-.

(c)	Young Professional	20	(i) Bachelor's degree or technical qualification in relevant field/ subject. (ii) Having work experience of 01 year or above in the relevant field.	30,000/- with 5% to 10% performance based annual increment.
(d)	Senior Executive Assistant	01	(i) Bachelor's degree in the relevant field/subject. (ii) Having experience in administration/accounts/stenography for 05 years or above. (iii) Retired Person may be engaged.	50,000/- with 5% to 10% performance based annual increment. For Retired Person, the Remuneration would be Pay minus Pension plus Rs 5,000/- for conveyance but restricted to Rs 50,000/-.
(e)	Executive Assistant	04	(i) Bachelor's degree in the relevant field/subject. (ii) Having experience in administration/accounts/stenography for 03 years or above.	35,000/- with 5% to 10% performance based annual increment.
(f)	DEO	04	(i) Bachelor's degree in the relevant field/subject. (ii) Two years' experience as Computer Operator.	25,000/- with 5% to 10% performance based annual increment.
(g)	MTS	06	10 th pass from Recognized Board/University or equivalent.	20,000/- with 5% to 10% performance based annual increment.
	Total	51		

3. The broad work experience will be based on the functional areas assigned to CARA, preference will be given to persons with work experience in the relevant field supported by published work/policy papers/appraisal/monitoring of projects & schemes etc. Retired Persons would also be eligible to apply for the Senior/Junior Professionals and Senior Executive Assistant.


 डीपक कुमार / DEEPAK KUMAR
 सचिव, कारा / Secretary, CARA
 कुटुंबीय-दत्तक ग्रहण संस्थान प्राधिकरण
 Central Adoption Resource Authority
 महिला एवं बाल विकास मंत्रालय
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5. **Age Limit:**

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10. Screening Committee:

10.1 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.

10.2 This will be done by a Screening Committee consisting of the following:

- (a) Director/Joint Director, CARA: Chairperson
- (b) Deputy Director/Assistant Director, CARA of concerned Division: Member
- (c) Deputy Director/Assistant Director, Administration: Member

10.3 There shall be at least one-woman representative in the Screening Committee.

10.4 A list of shortlisted candidates shall thereafter be placed before an Evaluation Committee consisting of the following:

- (a) Member Secretary & CEO, CARA: Chairperson
- (b) Director/Deputy Secretary, MWCD dealing with the Authority: Member
- (c) Director/Joint Director, CARA: Member

10.5 The panel would be valid for a period of one year.

10.6 Final appointments will be made with approval of the Member Secretary and CEO, CARA as per delegated power at Serial No. 61 of Schedule in the Rules & Regulations of CARA, 2018.

10.7 Any relaxation of terms and condition will be made with the approval of Chairperson of Steering Committee of CARA.

दीपिका
सचिव कारा / Secretary, CARA
केन्द्रीय स्तरीय संसाधन प्राधिकरण
Central Adoption Resource Authority
महिला एवं बाल विकास मंत्रालय
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