

Central Adoption Resource Authority

Ministry of Women & Child Development

INTERNSHIP IN CENTRAL ADOPTION RESOURCE AUTHORITY (CARA), MINISTRY OF WOMEN & CHILD DEVELOPMENT-REVISED GUIDLINES

Central Adoption Resource Authority (CARA), Ministry of Women & Child Development seeks to engage students as "Interns", who are Undergraduate/ Graduate /Post Graduate or Research Students enrolled in reputed University/ Institution within India or abroad. These "interns" shall be attached with various Divisions within CARA.

Objectives

The objectives of the Internship Programme at CARA is to:

- a) provide exposure to the interested and willing students of various recognized Universities and Research Institutes in India and abroad about protection and rehabilitation measures available for children in need of care and protection in general and children without parental care in India in particular;
- b) provide an opportunity for the officers of the Authority to interact with young thinking minds from reputed institutions, as ideas from budding scholars will prove to be of importance for policy and planning inputs;
- c) provide a framework to students by which their educational experience is enhanced and support the work of CARA through practical work assignments;

Eligibility for unpaid Internship

- a) Students who have completed 12th or pursuing Graduation, post graduation Degree and research students shall be eligible to apply for Summer Internship.
- b) Internship ranging between 4 -6 weeks shall be available on unpaid basis provided they have completed two years of their three or four years of degree course.

- c) The period of unpaid Internship shall not be for less than one month in any case.
- d) Fluency in English or Hindi is desirable for internship.

Eligibility for Paid Internship

- a) Only Research scholars and post-graduate students pursuing Masters' Degree courses in Social Work, Sociology, Psychology, Management, Law and Social Sciences shall be eligible to apply for Paid Internship.
- b) The provision for Paid Internship shall be arranged from April – September and from October – March. For April – September slot, applications should be submitted during the month of December while for October – March slot, applications should be submitted in the month of June.
- c) Token remuneration @ 10,000/-per month per Intern shall be payable during paid Internship programme for Indian nationals.
- d) Not more than five interns can be accommodated at a time.
- e) In cases of foreign nationals, the students should be able to obtain necessary visas and arrange travel to New Delhi, India and they should be able to cover the cost of travel, insurance, accommodation and living expenses in New Delhi.
- f) Fluency in English or Hindi is a desirable for internship.

Possible Work Area

- a) Developing standards and modules related to (i) adoption procedure; (ii) quality childcare standards; (iii) monitoring and supervision; (iv) standardization of documents; (v) modules and IEC literature on procedure, safeguards and ethical practices.
- b) Study the monitoring and regulating adoption program in the country including inspections of SAAs/CCIs.
- c) Research and documentation on advocacy, awareness and information, education, and communication activities of promotion of adoption of orphan, abandoned and surrendered children.
- d) Research and documentation on post-adoption status of children.
- e) Research on the need of capacity building for adoption agencies and other

stakeholders;

- f) Rehabilitation of adoptable children having special needs and difficult to be placed like older children.
- g) Research and documentation on the reach and success of IT application in child welfare system particularly Child Adoption Resource Information and Guidance System (CARINGS).

(The above list is illustrative and not exhaustive)

Application Process

Applications would be invited online and the applicants are required to register their applications along with the following documents.

- Application duly filled
- Curriculum Vitae
- Permission letter from the Supervisor or Head of Department
- Two Reference letters in cases of Paid Interns
- Additional documents in cases of international students, i.e valid passport and Visa , Proof of sustenance for the duration of internship

All applications shall be initially shortlisted by the CARA Administration, based on eligibility criteria. The shortlisted applications shall be summarized in a tabular form showing briefly academic record, course pursued, Institute/University of enrolment etc. and shall be examined by the Programme Division concerned and further forwarded to a Committee to be constituted by Ministry for taking a final decision.

Terms and conditions

- a) Applicable to Indian nationals and also to foreign nationals having a formal adoption program with India.
- b) Five positions of paid internship shall be available for post-graduate and research students.
- c) Internship is on a full-time basis spending weekly five days either for paid internship or for summer internship except gazette holidays.
- d) Upon selection for an internship placement, an 'Internship Agreement' shall be forwarded to the confirmed candidates for signature and this must be

returned before the starting date.

- e) There is no promise of employment either during or upon completion of an internship with CARA.
- f) An intern shall not communicate at any time to the media or any other external source any information which has become known to him/her by reason of association with the CARA that he/she knows or ought to have known has not been made public. He/she may not use any such information without the written authorization of the CARA and such information may never be used for personal gain. These obligations also apply after the end of the internship period. Further the interns are required to maintain confidentiality.
- g) A certificate regarding successful completion of Internship shall be issued by Administration
- h) Each Intern will be provided with a minimum logistic support i.e. office space with access to intercom facility and computer facility. The interns would be attached with one of the senior Programme Officers at CARA.
- i) The interns may be asked to travel for field assignments. The travel cost, TA and DA would be provided by CARA, as decided from time to time.
- j) These Interns will be required to present a brief report/paper at the end of their assignment highlighting their observations and the suggestions, if any.
- k) Maximum number of slots to be offered to these students shall not exceed ten (five in each category) at any point of time.

Application for CARA Internship Programme

Photo self attested

1. Name of Applicant: _____

2. Address and Contact Tel No

3. E.mail ID:

4. Date of Birth:

5. Present University or Institutional affiliation:

6. Educational Qualifications

Name of the Board/University/Institute	Examination passed	Year of Passing	Divn & Percentage	Subjects

7. Course presently pursuing, the University/Institute and its duration

8. Degree expected: _____Masters _____Doctorate _____Other

9. Date degree will be granted (Day/Month/Year)

10. Briefly explain your reasons for applying to the CARA Internship Programme.

11. Briefly explain how your area of study matches with CARA's objectives.

12. Requested dates for Internship

From: _____

To: _____

Signed: _____ Date: _____

Signature of Student

Signature and Designation of forwarding authority of institute (with stamp).
