



## CENTRAL ADOPTION RESOURCE AUTHORITY

(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), deals with all matters concerning Child Adoption in India/abroad. CARA seek to empannellment a fresh team of **CONSULTANTS** in different categories as per TsOR. There are 16 Senior/ Junior Consultants and 09 Young Professionals for which empanelment shall be done. 50% of the same are likely to be engaged from the fresh panel immediately, however their exact number will depend on actual requirement. All Consultants shall be engaged on a contractual basis for a period of one year (which may be extended or curtailed at the discretion of the Competent Authority).

The Terms of Reference (TsOR), essential qualifications, experience and remuneration are available on the CARA's website [www.cara.nic.in](http://www.cara.nic.in). Retired Government Employees can also apply as Consultants as given in TsOR. The eligible candidate may apply with self-attested copies of certificates of the essential qualifications and experience at the address given above, **the last date for receiving applications is 16<sup>th</sup> June' 2018**. The applicant shall forward ONLY one application with details of the all categories they are eligible for and want to be considered. Incomplete applications or those received after last date will not be entertained. Only short-listed candidates will be called for interview. Empanelled Consultants shall remain in the panel for one year.

The selected candidate will have to sign a bond for serving minimum period of one year otherwise one month consultancy charges will be recovered/ forfeited by CARA. However, CARA reserves the right to discontinue the services with one month's notice without assigning any reason.

The CEO (CARA) reserves the right to reject any or all applications without assigning any reason.

**Chief Executive Officer (CARA)**

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

1. Revised TOR for the post of Consultants in CARA based on the guidelines for engagement of Consultants in the Ministry of Women & child Development (O.M. No. 49/5/2017-Admn dated 02 Jun 2017).
2. 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.
3. 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).
4. CARA shall be hiring the contractual/outsourced staff in four categories in line with the guidelines of the Ministry i.e. Young Professionals, Junior Consultants, Senior Consultants & Retired Government Employees as Consultants.
5. **Consultant Category:**
  - (a) **Young Professionals**
    - (i) **Age Limit:** upto 28 years.
    - (ii) **Academic Qualification:** Bachelor's degree or technical qualification in relevant field/subject.
    - (iii) **Work Experience:** 1 year to 3 years.
    - (iv) **Remuneration:** Consolidated amount of Rs. 30,000/-P.M. inclusive of Transport Allowance of Rs.5000/- P.M.
  - (b) **Junior Consultants**
    - (i) **Age Limit:** up to 35 years.
    - (ii) **Academic Qualification:** Persons having Masters Degree in relevant subject or technical qualifications like B.Tech, MBA, MSW, LL.B. or equivalent in relevant field/ subject.
    - (iii) **Work Experience:** 3 years to 7 years.
    - (iv) **Remuneration:** Consolidated amount of Rs.60,000/-P.M. inclusive of Transport Allowance of Rs.5000/- P.M.

(c) **Senior Consultants**

(i) **Age Limit**: up to 55 years.

(ii) **Academic Qualification**: Persons having Master Degree in relevant subject or technical qualifications like B.Tech, MBA, MSW, LL.B. or equivalent in relevant field/ subject.

(iii) **Work Experience**: 7 years and above.

(iv) **Remuneration**: Consolidated amount of Rs.80,000/-P.M. inclusive of Transport Allowance of Rs.5000/- P.M.

(d) **Retired Government Employees as Consultants**

(i) **Age Limit**: up to 65 years

(ii) **Academic Qualification**: Educational qualifications shall not be applicable.

(iii) **Work Experience**: Not applicable.

(iv) **Remuneration**: The remuneration of such consultants may be fixed in a manner so as to ensure that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

6. **Other Attributes**: Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They also possess strong communication & interpersonal skills. Candidates should also be willing to travel outside headquarters whenever required.

7. **Period of Engagement**: 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 Rs.5000/- in the remuneration shall be permissible, subject to the performance of the Consultant is certified to be satisfactory by the CEO, CARA. Year to year fresh contract with increase in remuneration shall be restricted to the validity period of the Scheme or 5 years, whichever is less.

8. The applicant can apply only for one post of Consultant in any of the category.

9. **Leave** : All four categories of Consultants may be permitted to avail 12 days of absence in a year with remuneration.

10. **TA/DA**: The entitlement of Young Professional for reimbursement of expenditure when deputed outstation may be regulated at par with the government officers in the grade pay of Rs.4200/- or Rs.4600/-. Junior Consultants and Senior Consultants may be entitled to reimbursement of expenditure when on official tour outstations at par with the government employees in the grade pay of Rs.5,400/- and Rs.6,600/- respectively. For retired Government Employees, the applicable rule shall apply, i.e. the entitlement immediately before retirement.

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**TsOR for the empanellment of Senior Consultants**

(a) **Senior Consultant (Legal)**

(i) *Nature of work:*

- Attend legal matters pending in different Courts in the country and also prepare briefs and para -wise comments.
- Represent CARA in Courts as and when required.
- Assist hiring of legal service professionals for presentation of cases dealing with adoption petitions pending in various Courts.
- Take up all legal matters of CARA as and when assigned.
- Give legal opinion on matters related to adoption and other service matter. etc.
- Any other relevant work assigned from time to time.
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(ii) *Qualification & Experience:*

- The candidate should possess a degree with LL.B. from a recognized University.
- A minimum experience up to 7 years and above of working in legal matters with Government, autonomous bodies, private organizations or international bodies.
- Experience of legal practice in High Court is desirable.
- Experience in issues related to child development/welfare/ protection/ family laws is desirable.
- Should be able to travel extensively for court related matters.
- Proficiency in working on computers, excellent communication skill(oral & written) in English and Hindi.

(b) **Senior Consultant (Coordination)**

(i) *Nature of Work:*

- To Maintain administrative work flow by studying methods, developing reporting procedures.
- To create and revise system and procedure by analyzing operating practices; evaluating personnel and technological requirements; implementing changes.
- To develop administrative staff by providing information, educational opportunities, etc.
- To resolve administrative problems by analyzing information; identifying and communication solutions.
- To maintain rapport with Customers, Managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
- To maintain suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
- To provide information by answering questions and requests.
- To maintain continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs.
- To guide employee action by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management.
- To complete administrative projects by identifying and implementing new technology and resources; redesigning systems; recommending re-deployment of designated resources.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Master degree in any stream/MBA or equivalent in related field, with minimum 07 years & above experience in Administration & Coordination work in Govt./Autonomous Bodies/PSUs/Private Organization/ International NGOs.
- BTech or IT degree at graduation level is desirable.
- Working experience in the field of child rights/child protection/child welfare/child development is desirable.
- Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.
- Should be willing to travel extensively.

(c) **Senior Consultants (Inspection & Monitoring)**

(i) *Nature of Work:*

- To monitor the activities of adoption agencies recognised for undertaking in-country and inter-country adoption & for their capacity building;
- To check the documents uploaded (like the Child Social Report & Medical Examination Report of the child) on CARINGS for its correctness and updation of details by the adoption agencies;
- To prepare action plan for conducting inspection state-wise;
- To coordinate & liaison with State Government and SARA for conducting joint inspections.
- To assist in detailed inspection of the agencies as per the Adoption Regulations, 2017 and stipulation of Hague Convention on inter-country adoption;
- To prepare inspection reports and action required;
- To ensure linkages of all Child Care Institutions with the Specialised Adoption Agencies.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Master degree in Social Work/Sociology/Psychology or equivalent in related field, with minimum 07 years & above experience of working as Social worker in PSUs/Private Organization/ International NGOs or in child development/child protection in any Child Care Institutions/Specialized Adoption Agency/District Child Protection Unit/Child Welfare Committee/State Adoption Resource Agency.
- Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.
- Should be willing to travel extensively.
- Knowledge of some regional languages is desirable.
- Extensive knowledge of monitoring & evaluation techniques.
- Any other relevant work assigned from time to time.

## TsOR for empanellment of Junior Consultants

### (d) Junior Consultant (Counselling)

#### (i) *Nature of Work:*

- Overall in charge of the Counselling Centre at CARA.
- Counsel individuals, groups, families regarding issues related to adoption and non-institutional care.
- Counsel stakeholders on sensitivities involved in adoption placement
- Ensure an outstanding level of customer service by providing direct support to the counselee, handle public grievances, coordinate and liaison with SARA and DCPUs in the States, assist stakeholders for facilitating hassle-free adoption.
- Take sessions on counselling issues in various training and development activities under taken by CARA.
- Pre-adoption counselling of PAPs, which would include psychological preparation along with sharing information about the procedure.
- Counsel PAPs to adopt older and special needs children and post-adoption counselling of PAPs who try to reach CARA and SARA for support/help.
- Build capacity of the social workers of SAAs/DCPUs/SARA and also that of tele-counsellors and State coordinators in CARA as and when required.
- Maintain client records.
- Discuss with adoption agencies about preparation of older and special need children and prospective parents prior to adoption, Any other relevant work assigned from time to time.
- Monitor setting up and functioning of Counselling Centers in States & at Distt. Levels.
- Any other work assigned.

#### (ii) *Qualification and Experience:*

- Master's degree or equivalent in Psychology or equivalent (preferably with subject related to counselling) with having minimum 03 to 07 years' experience in counselling.
- Experience in the field of child rights/child protection/child welfare/child development or education is desirable.
- Demonstrated counselling and problem solving skills.
- Demonstrated experience in counselling children and/or support services.
- Demonstrated ability to work as an effective member of a multi-disciplinary team
- Experience in family laws is desirable.
- Proficiency in working on Computers, excellent communication skill (oral & written) in English & in Hindi.
- Should be willing to travel extensively.
- Knowledge of some regional languages is desirable.

(e) **Junior Consultant (Media)**

(i) *Nature of work:*

- Drafting press releases, news and magazine articles.
- Developing media plans (electronic/journalism) and policies.
- Planning/Preparing media campaign/public relations campaigns for adoption related matters.
- To prepare action plan for advertisement & public relations state-wise.
- To assist in preparing a detailed reports in the light of the new Guidelines and stipulation of Hague Convention on inter-country adoption.
- To coordinate & liaison with State Government and SARA in matters relating to adoption.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Master's degree in Journalism/Mass Communications/Public relations or equivalent, with minimum 03 to 07 years' experience in relevant field.
- Working knowledge in the field of child rights/child protection/child welfare/child development is desirable.
- Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.
- Should be willing to travel extensively.
- Knowledge of some regional languages would be desirable.

(f) **Junior Consultant (Help Desk/Public Grievances)**

(i) *Nature of Work:*

- Responsible for ensuring an outstanding level of customer service by providing direct support to staff within the organization, supervising the Help Desk.
- To timely handle public grievances, maintaining thereby a register of complaints/grievances.
- To respond to requests for technical assistance in person, through phone/ electronically.
- To formulate FAQs using available grievances data base.
- To log all help desk interactions.
- To administer help desk software.
- To redirect problems to correct resource.
- To identify and escalate situations requiring urgent attention.
- To track and route problems and requests and document resolutions.
- To prepare activity reports.
- To inform management of recurring problems.
- To stay current with system information, changes and updates.
- To coordinate & liaison with State Government and SARA, as and when needed.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Graduate with Post Graduate Diploma in Public administration/Public Relation with minimum 03 to 07 years' experience in Govt./Autonomous Bodies/PSUs/Private Organization/International NGOs.
- Maintaining Help Desk/Grievances/ Planning and Organizing/Customer Service Orientation/ problem analysis, problem-solving & monitoring activities, Management Information System.
- Working experience in the field of child rights/child protection/child welfare/child development is desirable.
- Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.
- Should be willing to travel extensively.
- Knowledge of some regional languages would be desirable.
- Any other relevant work assigned from time to time.

(g) **Junior Consultant (NOC)**

(i) *Nature of Work:*

- To monitor the activities of adoption agencies recognised for undertaking in-country and inter-country adoption & for their capacity building;
- To monitor all Inter-country adoptions and ensure timely processing of the cases;
- To prepare NOC with complete formalities required relating to adoption of a child;
- To prepare action plan for pending NOCs with details of shortfall and to suggest appropriate action;
- To keep record of all NOCs issued month wise/state-wise.
- To coordinate & liaise with State Government and adoption agencies regarding status/progress of adoption.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Post Graduate in Social Work/ Sociology/ Psychology or equivalent in related field, with having minimum 03 to 07 years' experience in child development/child protection in Child Care Institutions/Specialized Adoption Agency/District Child Protection Unit/Child Welfare Committee/State Adoption Resource Agency.
- Working experience in the field of child rights/child protection/child welfare/child development is desirable.
- Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.
- Knowledge of some regional languages would be desirable.
- Knowledge of monitoring & evaluation techniques.
- Any other relevant work assigned from time to time.

(h) **Junior Consultant (In-country/Inter-country Relative Adoption)**

(i) *Nature of Work:*

- To progress all Relative Adoptions and Adoption by Step Parent under the JJ Act 2015 & Adoption Regulations 2017;
- Responsible for keeping record of up-to-date with cent percent accuracy;
- To coordinate & liaison with State Government and Adoption agencies with reference to CARINGS data;
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- B.Tech. (IT) from recognized university with minimum 03 to 07 years' experience in compilation & presentation of data, management information system, in supervisory capacity, in Govt./Autonomous Bodies/PSUs/Private Organization/International NGOs.
- Working experience in the field of child rights/child protection/child welfare/child development is desirable.
- Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.
- Should be able to travel extensively.
- Knowledge of some regional languages would be desirable.
- Knowledge of monitoring & evaluation techniques.
- Any other relevant work assigned from time to time.

(i) **Junior Consultant (Inspection & Monitoring)**

(i) *Nature of Work:*

- To monitor the activities of adoption agencies recognised for undertaking in-country and inter-country adoption & for their capacity building;
- To prepare inspection reports and action required;
- To prepare action plan for conducting inspection state-wise;
- To assist in preparing a detailed inspection format in the light of the new Guidelines and stipulation of Hague Convention on inter-country adoption;
- To coordinate & liaison with State Government and SARA for conducting joint inspections.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Masters in Social Work/Sociology/Psychology or equivalent in related field or LLB, having minimum 03 to 07 years' experience in child development/child protection in Child Care Institutions/Specialized Adoption Agency/District Child Protection Unit/Child Welfare Committee/State Adoption Resource Agency.
- Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.
- Should be willing to travel extensively.
- Knowledge of some regional languages.
- Extensive knowledge of monitoring & evaluation techniques.
- Any other relevant work assigned from time to time.

(j) **Junior Consultant (Training & Development)**

(i) *Nature of Work:*

- Assist in expansion of training base of CARA through coordination of all training and development activities.
- Carry out promotional activities related to adoption and non-institutional care.
- Assist in preparing action plan on training, coordination and liaison with the State Governments and other specialized bodies to conduct training programmes.
- Assist in settlement of training accounts and preparation of reports.
- Prepare draft training modules/training curriculum/training manuals for functionaries of associated adoption agencies and stakeholders.
- Coordinate logistic support for such programmes for capacity building of stakeholders.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Master's degree or equivalent (preferably with social work/ Sociology/ Psychology/Management) with having minimum 03 to 07 years' experience in academics/training & development.
- Experience in preparing training proposals and carrying out training activities.
- Working experience in the field of child rights/child protection/child welfare/child development or education is desirable.
- Proficiency in working on Computers, excellent communication skill (oral & written) in English & in Hindi.
- Should be willing to travel extensively.
- Knowledge of some regional languages is desirable.

(k) **Young Professional**

(i) *Nature of Work:*

- Assist in state monitoring of the adoption programme with Adoption Agencies, District Child Care Protection Units and the State Adoption Resource Agencies.
- Follow up on the adoption cases with the courts, birth Certificate issuing agency & the RPOs.
- Assist the Consultants and Officers in the Inter-country Adoption Programme.
- Assist in preparing action plan on training, coordination and liaison with the State Governments and other specialized bodies to conduct training programmes.
- Function as per requirement in each Division in CARA to carry out work required in discharge of mandate of CARA.
- Any other relevant work assigned from time to time.

(ii) *Qualification and Experience:*

- Bachelor's degree or technical qualification in any field / subject (preferably in social work/ Sociology/ Psychology/Management) with having minimum 01 to 03 years' experience in any related field.
- Should have good Social skills and apt in coordinating activities.
- Working experience in the field of child rights/child protection/child welfare/child development or education is desirable.
- Proficiency in working on Computers, excellent communication skill (oral & written) in English & in Hindi.
- Should be willing to travel extensively.
- Knowledge of some regional languages is desirable.

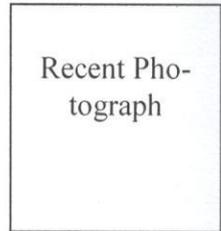
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**Annexure-B**

**CENTRAL ADOPTION RESOURCE AUTHORITY**

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

(PROFORMA FOR APPLICATION)



Name of position eligible for and to be considered for \_\_\_\_\_  
(Senior Consultant, Junior Consultant, Young Professional)

Note : Applicant may choose more than one

<b>A Personal Particulars</b>				
1	Name in Block letters			
(a)	Father's/Husbands Name			
(b)	Address			
(c)	Date of birth /age as on 01/06/2018			
(d)	Mobile No			
(e)	E-mail ID			
<b>B Educational Qualifications</b>				
	<b>Examination Passed/name of degree</b>	<b>Name of University/ Board</b>	<b>Year of passing</b>	<b>Division</b>
(i)				
(ii)				
(iii)				
(iv)				

<b>C Experience</b>				
	<b>Name of Organisation</b>	<b>Designation</b>	<b>Period (From -To- )</b>	<b>Nature of work done</b>
(i)				
(ii)				
(iii)				
(iv)				
		<b>Total experience =</b>		
<b>D</b>	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.