



CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory Body of Ministry of Women & Child Development,
Government of India), West Block-8, Wing-II, 2nd 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. 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

2. Hindi Typist – (01 Post)

(a) Nature of Work : Typing work in Hindi.

(b) Qualifications & Experience :

- (i) 12th Pass from Recognized Board/University or equivalent
- (ii) Hindi Typing speed with minimum 30 WPM.
- (iii) English Typing 25 WPM and knowledge of noting & drafting desirable
- (iv) Minimum 2 years experience as a Hindi Typist in Central/ State Government/Statutory/Autonomous Bodies/NGOs etc.

(c) Period of engagement/ empanellment ;

- (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 : Rs.20,000/- P.M. Fixed.

(e) Age Limit : 30 years

3. Junior Investigator – (01 post)

(a) Qualifications & Experience :

- (i) Graduate degree from recognised University or Equivalent.
- (ii) Three Years of Experience of Research/Survey work in Central/State Govts./PSUs/Autonomous bodies/NGO.

(b) 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.

(c) Remuneration : Rs.30,000/- P.M. Fixed.

(d) Age Limit : 30 years

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4. **Service Support Staff – (01 Post)**

(a) Qualifications & Experience :

(i) 10th Pass from Recognized Board/University or equivalent.

(iv) Minimum 2 years experience in Officer Work.

(b) 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.

(c) Remuneration : Rs.15,000/- P.M. Fixed.

(d) Age Limit : 30 years

5. **Stenographer – (01 Post)**

(a) Qualifications & Experience :

(i) 10+2 Pass from Recognized Board/University or equivalent.

(ii) Candidates possessing shorthand speed of 80 w.p.m, Computer knowledge and having minimum Two years experience as stenographer in Central /State Govts.,/PSUs/Autonomous bodies/ Private Orgn. of repute.

Also persons retired from the post of Stenographer/PA/PS in Govt. organization may apply.

(b) 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.

(c) Remuneration : Rs.30,000/- P.M. Fixed. (In case of retired persons, if the individual is drawing pension, his remuneration plus pension shall not exceed the last pay drawn (Gross Salary).

(d) Age Limit : 62 years.



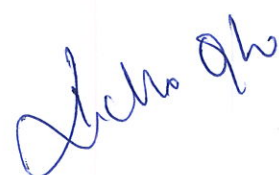
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(PROFORMA FOR APPLICATION)

Application for the post of _____ in CARA, on contract basis.

A	Personal Particulars			
1	Name in Block letters			
(a)	Father's/Husbands Name			
(b)	Address			
(c)	Date of birth /age as on 31/10/2017			
(d)	Mobile No			
(e)	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	Period (From -To-)	Nature of work done
(i)				
(ii)				
(iii)				
(iv)				
(v)				
			Total =	



D	Any additional information relevant to the job	
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Note : The detailed CV with relevant supporting documents is attached.

Place :

(Signature)

Date :

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