

## Terms of Reference for Consultants in CARA

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### (I) Consultants:

(a) **No of posts:** May depend upon actual requirement.

### (b) Nature of Work:-

(i) Should be familiar with work relating to Inspection & Monitoring/Media & Publicity/ Public Grievances/Research & Development /Training & Development/Coordination/Management Information System(MIS)/ in NGOs or institute dealing with child protection.

(ii) Responsible for ensuring an outstanding level of customer service by providing direct support to staff within the organization.

(iii) To timely handle public grievances, maintaining thereby a register of complaints/grievances.

(iv) To coordinate & liaison with State Government and SARA.

(v) To Supervise & Monitor work on line application [ relating to Child Adoption Resource Information and Guidance System(CARINGS)] and keep upto date dash board data with cent percent accuracy.

(vi) Carry out promotional activities related to adoption.

(vii) Assist in preparing action plan on training, coordination and liaison with the State Governments and other specialized bodies to conduct training programmes;

(viii) Any other relevant work assigned from time to time.

### (c) Qualification and Experience:

(i) Master degree preferably in Sociology/Social Work/Psychology/Mass Communications/Management or equivalent from a recognized & reputed University.

(ii) Minimum 03-05 year experience in relevant field.

(iii) Working experience in the field of child rights/child protection/child welfare/child development would be preferred.

(iv) Proficiency in working on computers, excellent communication skill (Oral & Written) in English & Hindi.

(v) Should be able to travel extensively.

(vi) Knowledge of some regional languages would be desirable.

**(d) Period of engagement & Remuneration:**

(i) The engagement would be initially upto 30-06-2016 , which may be curtailed or extended on the basis requirement and performance.

(ii) The remuneration will be commensurate with qualification and experience as under:

Consultant Grade-I Rs.50,000/-, with minimum 5 years relevant experience.

Consultant Grade-II Rs.40,000/- with minimum 3 years relevant experience.

(iii) The above position is to be filled purely on contract basis. Selected candidate on engagement shall enter into contract with Secretary-CARA.

(iv) CARA reserves the right to accept or reject any application without assigning any reason.

**(e) Age limit:** 55 Years. [61 years for retired Govt.official] as on the closing date of receipt of applications.]

**(f) Last date** of application is 25<sup>th</sup> Nov.2015. Applications received after the due date will not be accepted. Separate application should be sent for each post, in the proforma enclosed.

**Format of application for the post of Consultant**

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(i) Name: \_\_\_\_\_

(ii) Address: \_\_\_\_\_  
\_\_\_\_\_

(a) Mobile No.: \_\_\_\_\_

(b) E-mail : \_\_\_\_\_

(iii) Date of birth: \_\_\_\_\_ Age as on last date of application: \_\_\_\_\_

(iv) Qualifications: (From secondary education onwards)

S, No	Name of course/degree	Name of Board/University	Year of Passing	Subjects	Division	% age of marks/ Grade

(v) Experience:

S.No	Name of organisation	Status of Organisation (Govt./Auto.Body/ Pvt.Org./Any other)	Period from__To	Salary drawn	Nature of work
			Total Exp. _____		

(vi) Computer skills: \_\_\_\_\_

(vii) Any other relevant infn.: \_\_\_\_\_

(viii) Date \_\_\_\_\_ Signature \_\_\_\_\_

Encls.: (i)

(ii)

(iii)

## **CENTRAL ADOPTION RESOURCE AUTHORITY(CARA)**

(An autonomous body of the Ministry of Women & Child Development, Government of India)

### **Terms of Reference (ToR) for engagement of tele-counsellors**

Central Adoption Resource Authority (CARA) is an Autonomous Body under 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.

2. CARA primarily deals with adoption of orphan, abandoned and surrendered children through its associated/recognised adoption agencies. The role and functions of CARA has increased manifold with the implementation of Hague Convention of Inter-country Adoption, Juvenile Justice Act, Integrated Child Protection Scheme(ICPS) and launching of Child Adoption Resource Information & Guidance System (CARINGS).

**No. of Post:** | May depend upon actual requirement.

#### **Nature of Work:**

- (i) To attend all telephonic queries relating to adoption;
- (ii) To provide tele-counselling to families who are desiring to adopt ;
- (iii) Answer the queries asked over the phone by the Prospective Adoptive Parents (PAPs) / adoption agencies/ State Governments;
- (iv) To attend to the queries promptly asked by the PAPs relating to the domestic and international adoption by coordinating with other sections ;
- (v) To attend to the telephonic complainants / grievances arising in the adoption programme relating to CARA in assistance with the concerned officer at CARA;
- (vi) To maintain a record of the communication with the PAPs, Adoption Agencies and State Government and follow-up if any.

#### **Requisite Qualification and Experience:**

- (i) Graduation degree in Social Science/ Humanities;
- (ii) Minimum working experience of two years in counselling or in any social sector/any related field;
- (iii) Knowledge and experience in operation of computer Software like MS Office;
- (iv) Excellent communication skill in both English and Hindi

#### **Period of engagement & Remuneration:**

- (i) The engagement would be on contractual basis initially for a period of 6 months which may be curtailed or extended on requirement and



- performance basis;
- (ii) A consolidated amount of Rs. 25,000/- per month will commensurate with qualification and experience;
  - (iii) Selected candidate on engagement shall enter into contract with Secretary-CARA;
  - (iv) Secretary CARA reserves the right to annual contract without specifying reason by giving 7 days prior notice.

**Age limit: 21-35 years.**

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**Format of application for the post of Tele Counsellor**

(i) Name: \_\_\_\_\_

(ii) Address: \_\_\_\_\_  
\_\_\_\_\_

(a) Mobile No.: \_\_\_\_\_

(b) E-mail : \_\_\_\_\_

(iii) Date of birth: \_\_\_\_\_ Age as on last date of application: \_\_\_\_\_

(iv) Qualifications: (From secondary education onwards)

S, No	Name of course/degree	Name of Board/University	Year of Passing	Subjects	Division	% age of marks/ Grade

(v) Experience:

S.No	Name of organisation	Status of Organisation (Govt./Auto.Body/ Pvt.Org./Any other)	Period from__To	Salary drawn	Nature of work
			Total Exp. _____		

(vi) Computer skills: \_\_\_\_\_

(vii) Any other relevant infn.: \_\_\_\_\_

(viii) Date \_\_\_\_\_ Signature \_\_\_\_\_

Encls.: (i)

(ii)

(iii)