

**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 Qualification and Experience	Educational and	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 <sup>th</sup> pass from Recognized Board/University or equivalent.	20,000/- with 5% to 10% performance based annual increment.
	<b>Total</b>	<b>51</b>		

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.

  
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4. **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.

5. **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

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

7. **TA/DA:** - The entitlement for reimbursement of expenditure when deputed outstation may be regulated at par with the government officials in the Level of 7<sup>th</sup> 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

8. **Retired Government Employees:**

8.1 **Age:** Maximum 65 years

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

8.3 **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.

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

9. **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 based on performance 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.

**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.