



**High Commission of India
Singapore**

Dated : December 18, 2024

High Commission of India, Singapore invites applications from eligible candidates for empanelment as Social Worker for processing cases of Prospective Adoptive Parents (PAPs) as per Regulation 40 (5) of the Adoption Regulations, 2017 under Section 68 read with clause (3) of Section 2 of Juvenile Justice (Care & Protection of Children) Act, 2015 and JJ Model Amendments Rules, 2022 (2) (vi) in clause (xviii), (a). The period of empanelment shall be one year, renewable on a yearly basis.

Eligibility :-

- Minimum 30 years as on 01/01/2025. The criteria for minimum prescribed age can be relaxed in deserving cases.
- A Post Graduate degree in Social Work, Sociology, Psychology, or Child Development.
- Minimum 7 years of experience in the field of Child Welfare, Development & protection issues and Counselling related to child adoption.
- Fluency in English is compulsory and proficiency in other Indian languages such as Hindi/Tamil are desirable.
- Good working knowledge of MS Office and must possess strong communication & interpersonal skills.

Nature of work:-

- Attend Prospective Adoptive Parents (PAPs) and provide them complete details related to the adoption of a child/children from India including eligibility criteria, documentation & waiting period.
- Conduct Home Study Report (HSR) that Includes social & economic status, family, background, description of home & atmosphere and health status of Prospective Adoptive Parents (PAPs) and other family members residing in the home.
- Registration of Prospective Adoptive Parents (PAPs) along with relevant documents on Child Adoption Resource Information and Guidance System (CARINGS) portal of Central Adoption Resource Authority (CARA).
- Update Prospective Adoptive Parents (PAPs) regarding status of their application and queries related to the same.

- Ensure that Home Study Report (HSR) and other relevant documents are uploaded to the Central Adoption Resource Authority (CARA) portal for initial scrutiny for adoption of a child from India.
- Rendering Post adoption services including Post adoption Follow up Visit and report.
- Ensure submission of Progress reports about the child in the adoptive family.
- Provide necessary Counselling in case of any disruption and arrange for suitable alternate adoption or foster placement in consultation with the Indian Diplomatic Mission and Central Adoption Resource Authority (CARA).
- To assist PAPs in completing all formalities related to adoption.

Remuneration :-

The empanelled social worker would be paid remuneration/fee on case to case basis.

Interested Candidates may submit their applications along with their Curriculum Vitae & other supporting documents to Head of Chancery, High Commission of India, 31 Grange Road, Singapore - 239702 either by post or by e-mail to hoc.singapore@mea.gov.in or fscons.singapore@mea.gov.in on or before 15/01/2025.
