



भारतीय खेल प्राधिकरण  
नेताजी सुभाष राष्ट्रीय क्रीडा संस्थान, पटियाला

F.No. SAI/Contractual appointment/AW-NIS/2021/

Dated: 19.4.2021

**ADVERTISEMENT FOR THE POST OF YOUNG PROFESSIONALS**

SAI NSNIS, Patiala invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Young Professional on contract basis initially for a period of 02 Years and extendable for 01 more year at NCOE/HPC, NSNIS, Patiala.

<b>Sr.No.</b>	<b>Post</b>	<b>Number of Post</b>
1.	Young Professionals (Legal)	<b>01</b>
2.	Young Professional (Project & Admin)	<b>01</b>
3.	Young Professionals (Athlete Relation Manager)	<b>12</b>
	<b>TOTAL :-</b>	<b>14</b>

The details of recruitment along with application form is available SAI website i.e; <http://www.nsnis.org> & [sportsauthorityofindia.nic.in](http://sportsauthorityofindia.nic.in)

SAI NSNIS, Patiala reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to [ypnis2@gmail.com](mailto:ypnis2@gmail.com)

Sr. Executive Director (A)  
Sports Authority of India  
NSNIS, Patiala

Job Description:  
(Table- I)

<b>S.N.</b>	<b>Name of Section</b>	<b>Number</b>	<b>Duties</b>
1	Young Professional - <b>Legal</b>	<b>01</b>	To provide Consultancy to handle all legal matters related to NIS, Patiala. Drafting of Contracts, Memorandum, Agreements, MoU and all such legal documents pertaining to NIS.
2	Young Professional ( <b>Project &amp; Admin</b> )	<b>01</b>	To provide Consultancy for planning, managing & executing day to day administrative work. To manage day to day reporting & managing work/Task given. To help in I.T. service managements, CPP portal & Gem procurement. To work in Store & inventory management.
3	Young Professional - ( <b>ARM</b> )	<b>12</b>	To provide Consultancy to: <ul style="list-style-type: none"> <li>• One stop service</li> <li>• One Stop Service Point for Athletes assigned to him/her</li> <li>• Ensure the processing of athlete's proposal in SAI from start to end</li> <li>• Role in data gathering and helping HPM/Coach in performance evaluation</li> <li>• To look after the Wellbeing of trainees. The work may include the following Coordination with scientific support staff and Coach +athlete ecosystem.</li> <li>• General record management of discipline.</li> <li>• Communicate with and provide support to athlete in person when needed</li> <li>• Carrying out Research and development work under the guidance of coach and HPM.</li> <li>• To manage day to day data reporting and management work on all running courses of academics and NCSC including research work on new courses and revamping needs of the existing courses</li> <li>• To plan, project the need/layout and report on IT (academics) project like virtual classroom, learning management system (LMS), Virtual classroom, e-studio, e-library &amp; e-office etc.</li> <li>• Work for drafting the Request for Proposal (RFP), Expression of Interest (EOI) for procurement of Goods and services for IT project.</li> <li>• Coordination with NSFs/National Campers/HO etc. Event Management, Maintaining Statistical record and data of National Camps, Administrative matters related to National Camp.</li> <li>• To deal with establishment matters of NIS Officials, maintain statistical record of NUS Personnel, Contract Staff.</li> <li>• To manage day to day data reporting and management work on all running courses of academics and NCSC including work of new courses and revamping needs of the existing courses</li> <li>• I.T. support to NIS &amp; NCOE, E-Procurement &amp; Store Management etc.</li> <li>• CPP portal &amp; tendering process</li> <li>• To provide I.T. support to FOSS &amp; Health Centre in Installation, Functioning, Management of Scientific Soft wares, contract etc.</li> </ul>

**Eligibility Criteria:****(Table- II)**

<b>Position</b>	<b>Essential Qualification</b>	<b>Desired Qualification</b>	<b>Essential Experience</b>	<b>Desired Experience</b>
<b>Young Professional (Project &amp; Admin)</b>	BBA/MBA/PGDCA(2 years from recognized University	MBA/Post Graduate Diploma (2 Years) specialization in Sports Management from a recognized university.	01 Year (In relevant field as mentioned in JD)	Experience in any Government/ Semi Govt./Autonomous/ PSU/University/ College in relevant field.
<b>Young Professional (Legal)</b>	Bachelors of Law (LLB) from a recognized university in India.	Masters of Law (LLM) from a recognized university in India. OR Specialization in Sports Law	01 Year (In relevant field as mentioned in JD)	Experience in any Government/ Semi Govt./Autonomous/ PSU in Legal cases
Category	Essential Education Qualification	Desirable qualification	Essential Experience	Desirable
<b>Young Professional (ARM) (1)</b>	Graduate in any discipline with Certificate / Diploma course in sports management (certificate/ diploma duration must be more than 06 months from a reputed institute <b>Or</b>	B. Tech (IT)/ Computer Science/MSC IT/MCA from recognized University Specializations in Sports Management from a recognized University	02 years experience relevant to the job description.	Candidates who have participated in nationals and international level in any Sports Disciplines
<b>(2)</b>	MBA or PGDM (02 years) from a recognized University/Institution	MBA/M. Tech (IT)/ PGDM (2 years)	01 year (in relevant field as mentioned in JD)	

**Note: Experience will be counted only if the same is acquired after the competition of Essential Qualification**

## CRITERIA FOR SHORT LISTING OF CANDIDATES FOR THE INTERVIEW: -

Candidate will be shortlist in the ratio of 1:5 with following criteria for which necessary documents to be attached along with the application:

(Table- III)

Designation	Evaluation Criteria (Total Marks-100)
<b>Young Professional Legal</b>	<p>i. Weightage for marks Obtained in Essential Qualification (Total - 40 Marks) with further break-up as given below (If a candidate obtained two essential Qualification, mark obtained in for the basic qualification will be considered for giving weight age. Example- In the case of candidate with B.Tech &amp; MBA, marks obtained in B.Tech will be considered:</p> <p>a. Greater or equal to 75% - 40 Marks                      b. 60% - 75% - 30Marks                      c. 45% - 60% - 20Marks                      d. Less than 45% - 0 Marks</p>
	<p>ii. Weightage for work Experience (30 marks) with further break-up as:</p> <p>a. Greater than 02 Years- 30 Marks                      b. 1-2 Years- 20 Marks</p>
	<p>iii. Weightage for work Experience in Sports Sector (25 marks) with further break-up as:</p> <p>a. Greater than 02 Years- 25 Marks                      b. 1-2 Years- 20Marks</p>
	<p>iv. Experience in any Government/ Semi Govt./Autonomous/ PSU in relevant field as mentioned in Job Description (Minimum 01 Year)-05 Marks.</p>
	<p><b>Note: If a candidate is working in Sports Sector and (or) in government sector as specified in iv, he/she will be eligible for weightage in ii, iii &amp; iv depending on number of Years of Experience.</b></p>
<b>Young Professional (ARM)/Project &amp; Admin</b>	<p><b>i. Weightage for marks Obtained in Graduation Degree (Total - 40 Marks) with further break-up as given below :</b></p> <ul style="list-style-type: none"> <li>• Greater or equal to 75% - 40 marks</li> <li>• 60% - 75% - 30 Marks</li> <li>• 45%-60% - 20 Marks</li> <li>• Less than 45% - 0 Marks</li> </ul>
Designation	<b>Evaluation Criteria (Table Marks-100)</b>
	<p>ii) Weightage for work Experience (30 marks) with further break-up as:</p> <ul style="list-style-type: none"> <li>• Greater than 03 years – 30 Marks</li> <li>• 2-3 Years- 20 Marks</li> </ul> <p>iii) Weightage for work Experience in Sports Sector (20 marks) with further break up as:</p> <ul style="list-style-type: none"> <li>• Greater than 03 years – 30 Marks</li> <li>• 2-3 Years- 20 Marks</li> </ul> <p>iv) Weightage for Sports Participation</p> <ul style="list-style-type: none"> <li>• Participation at International Level in Sports Discipline -10 Marks</li> <li>• Participation in National Level in any Sports Discipline – 05 Marks</li> </ul> <p style="text-align: center;"><b>Note : If a candidate is working in Sports Sector, he/she will be eligible for weightage in ii &amp; iii depending on number of Years of Experience</b></p>
Eligibility as mentioned in Category 2 (Table II)	<p>i) Weightage for marks obtained in Post-Graduation Degree (Total 40 Marks) with further break up as given below:-</p> <ul style="list-style-type: none"> <li>• Greater or equal to 75% - 40 marks</li> <li>• 60% - 75% - 30 Marks</li> <li>• 45%-60% - 20 Marks</li> <li>• Less than 45% - 0 Marks</li> </ul> <p>ii) Weightage for work Experience (30 marks) with further break-up as:</p> <ul style="list-style-type: none"> <li>• Greater than 02 Years – 30 Marks</li> <li>• 1-2 Years – 20 Marks</li> </ul> <p>iii) Weightage for work Experience in Sports Section (20 marks) with further break-up as:</p> <ul style="list-style-type: none"> <li>• Greater than 02 Years – 20 Marks</li> <li>• 1-2 Years – 10 Marks</li> </ul> <p>iv) Weightage for Sports Participation:</p> <ul style="list-style-type: none"> <li>• Participation at International Level in any Sports Discipline -10 Marks</li> <li>• Participation in National Level in any Sports Discipline – 05 Marks</li> </ul> <p style="text-align: center;"><b>Note : If a candidate is working in Sports Sector, he/she will be eligible for weightage in ii &amp; iii depending on number of Years of Experience</b></p>

**NOTE: Candidates eligible under both categories as mentioned in Table – II, shall specify under which category they are applying. If it is not specified by candidate, higher education qualification will be considered and screening will be done accordingly.**

**NOTE:**

- THE ABOVE-MENTIONED SHORT-LISTING CRITERIA (TABLE -III) WILL BE USED FOR CALLING THE CANDIDATES TO APPEAR IN THE INTERVIEW.
- THE FINAL MERIT WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.
- THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS AT THE TIME OF JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.

**i. DEGREE AND MARKSHEET:** The certificate uploaded must be one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification.

**ii. WORK EXPERIENCE:**

Documents claiming work experience must clearly mention the following:

- a. Name of the establishment
- b. Signature of competent authority/issuing authority clearly stating their position of authority in the organization.
- c. Duration of work experience.
- d. The field in which the candidate has worked or the post held in the establishment.

**iii. OTHER DOCUMENTS:**

- a. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet.
- b. One recent passport size color photograph.

**iv. Sports Participation:**

The document proving participation in Sports at National and International level should be attested from the Federation/Association of the respective Sports.

**GENERAL INSTRUCTIONS** (All the instructions given below must be strictly followed or else the application is liable to be rejected)

**WHO CAN APPLY:** Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work experience (as mentioned in Table-II).

1. After initial registration is completed online, the candidate must upload the following documents in the below mentioned order. Self-attested documents in PDF format are to be uploaded.
2. The order of documents is as follows:
  - a) Candidate details:
  - b) Document for DOB:
  - c) Online application printout.
  - d) Mark sheet of post graduate degree.
  - e) Degree certificate of post-graduation course
  - f) Mark sheet of graduation degree.
  - g) Degree certificate of graduation course.
  - h) Work experience, if any.
  - i) Documents supporting sports achievement if any.
3. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. SAI reserves the right to discard experience certificates which do not provide correct details as mentioned above. Website links could be provided to ascertain genuineness.
4. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfillment of eligibility criteria does not entail that candidate will be considered for the interview.
5. The Candidates should note that their candidature at all the stages will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification at any stage, before or after Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature will be cancelled by SAI.
6. NOTE: SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE THE ORIGINAL CERTIFICATES MENTIONED IN APPLICATION AT THE TIME OF JOINING. FAILING TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE.

## **Terms and Conditions:**

**Tenure:** The contractual engagement will be initially for a period of 02 (Two) years further extendable for 01 Year. The contract can be terminated by giving a 30 days' Notice period by either party, i.e. SAI or the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

### **Age Limit & Salary:**

<b>Designation</b>	<b>Age Limit</b>	<b>Salary</b>
<b>Young Professional</b>	<b>35 Years</b>	<b>Rs. 40,000/- to Rs. 60,000/-</b>

Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination will be accepted. The maximum age limit will be calculated as on the last date of applications of this notification.

**Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the SAI will issue TDS /Service Tax Certificates, as applicable.

**Other Allowances:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Conveyance/ Transport, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible.

**Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.

Remuneration Enhancement will also depend on the periodic performance review subject to a maximum of 10%.

**Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unveiled leave in a calendar year will lapse and will not be carried forward to the next calendar year.

**How to Apply:** The candidate has to apply on the attached proforma on e-mail Id [ypnis2@gmail.com](mailto:ypnis2@gmail.com)

- Applications received through any other mode would not be accepted and summarily rejected.
- Before submitting applications the candidates should possess a valid E- mail ID.
- The e-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in the e-mail ID will be entertained.

**LAST DATE FOR RECEIPT OF APPLICATIONS:** All eligible & willing candidates may apply with scanned application along with documents in support of qualification and experience at mail id [ypnis2@gmail.com](mailto:ypnis2@gmail.com) by 4.5.2021 till 5.00 P.M.

### **Confidentiality:**

- Selected persons will not be allowed to publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.
- During the period of engagement, Employee would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know.
- The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

### **Other Conditions:**

- The applications received will be scrutinized/ shortlisted on the basis of relevant experience and job description and the eligible candidates will be called for Interview at cost to the applicant.
- In case he/she is required to proceed outstation from the place of posting on tour for official duty, he/she will be entitled to TA/DA as admissible under the rules.
- In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- Without any prejudice to the above condition, the candidate will be terminated from his services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.
- Decision of SAI in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by SAI in this regard.
- SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

- h) The Sr. Executive Director SAINSNIS, Patiala shall be the final authority in case of any dispute.
- i) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- j) The vacancy is primarily for location in SAI NSNIS, Patiala, However, SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- k) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Patiala Courts.
- l) Owing to the requirement in SAI, a panel shall be drawn which will be valid for a period of one Year and can be utilized by any Scheme/project funded by Government of India along with SAI. SAI reserve the right to cancel the panel without assigning any reason.