



Sports Authority of India
(Autonomous Body under MYA&S)

No. 1(1) SAI/TOPS/Staff/2017-18/19-20/20-21-22-23- Vol I

Dated: 7-04-2023

Subject: Engagement of Manager (Athlete Relations) on Contract basis in SAI.

Target Olympic Podium Scheme (TOPS) Division, Sports Authority of India (SAI), Delhi, under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of staff on contract basis. The engagement is initially for a period of two years extendable up to 05 Years i.e. 2+1+1+1 years subject to satisfactory performance at TOPS, SAI. The details of the job description and responsibilities, etc. for the posts are placed at Annexure I. The advertisement is available at the website of SAI & MYA&S; <http://sportsauthorityofindia.nic.in/> and <http://yas.nic.in/>

1. Requirement: -

| S. No. | Post | Number of Vacancies |
|--------|-----------------------------|---------------------|
| 1 | Manager (Athlete Relations) | 12 |

Specific requirements, short listing and interview information is in succeeding paragraphs

Senior Development Officer
Target Olympic Podium Scheme (TOPS)
Sports Authority of India

Annexure I

A. Job Description : Manager (Athlete Relations) :

| Position | Job Description |
|----------------------------|---|
| Manager(Athlete Relations) | To provide consultancy to - <ul style="list-style-type: none">• One stop service point for the Athletes assigned to her/him.• Ensure the processing of the athlete's proposals in SAI from start to end.• Communicate with and provide support to athlete in person when needed. |

B. Eligibility Criteria:

| Position | Essential Qualification | Desired Qualification | Desired Experience |
|----------------------------|--|--|---|
| Manager(Athlete Relations) | Graduate in any discipline with certificate/ Diploma course in Sports Management (Certificate/Diploma duration must be more than 06 months) from a recognized institute. | Post Graduate Diploma in Sports Management | Candidates who have participated in State/National/International level in Olympic Sports Disciplines. |

1. **CRITERIA FOR SHORTLISTING OF CANDIDATES FOR INTERVIEW.**

Candidates will be shortlisted in the ratio of 1:5 with following criteria for which necessary documents are to be attached along with the application. Furthermore, shortlisting marks shall be for screening purpose only.

| Designation | Evaluation Criteria (Total Marks-100) |
|---|--|
| Manger (Athlete Relations) | <p>i. Weightage for marks obtained in essential qualification (maximum- 30 Marks) with further break-up as given below:</p> <ul style="list-style-type: none"> a) Greater or equal to 75% - 30 marks b) 60% to less than 75% - 20 marks c) 45% to less than 60% - 10 marks d) Less than 45% - 0 marks <p>ii. Weightage for work experience (maximum 20 marks) with further break-up as:</p> <ul style="list-style-type: none"> a) 2 years and above- 20 marks b) 1 year to less than 2 years- 15 marks c) 6 months to less than 1 year- 10 marks d) Less than 6 months- 0 marks <p>iii. Weightage for work experience in sports sector (maximum 20 marks) with further break-up as:</p> <ul style="list-style-type: none"> a. 2 years and above- 20 marks b. 1 year to less than 2 years- 15 marks c. 6 months to less than 1 year- 10 marks d. Less than 6 months- 0 marks <p>iv. Weightage for work experience in Government sector/PSU (maximum 10 marks) with further break-up as:</p> <ul style="list-style-type: none"> a. 2 years and above- 10 marks b. 1 year to less than 2 years- 7.5 marks c. 6 months to less than 1 year- 5 marks d. Less than 6 months- 0 marks |

| | |
|--|--|
| | <p>v. Sports participation at State, National and International level in Olympic disciplines (maximum 20 marks)</p> <p>e) Participation at International Level- 20 marks</p> <p>f) Participation at National Level- 15 marks</p> <p>g) Participation at State Level- 10 marks</p> <p>Note: If a candidate is working in Sports Sector, he/she will be eligible for weightage in ii & iii depending on number of years of experience</p> |
|--|--|

2. **INTERVIEW PROCESS:**

- The final selection will be based on interview of candidates by a committee.
- The interview will be of 100 marks.
- The shortlisted candidates will be called for the interview and assessed as follows:

| CATEGORIES FOR EVALUATION | MAXIMUM MARKS (100 marks) |
|---|--------------------------------------|
| Knowledge of Performance Parameters of Athletes | 20 |
| Experience in relevant field and knowledge of relevant athletes | 20 |
| Understanding of results and competition formats | 20 |
| Knowledge of Office and research tools | 20 |
| Communication and analytical skills | 20 |

- A panel of final shortlisted candidates in the ratio 1:2 will be formed on the basis of merit which shall be valid for a period of 1 year from its notification.
- Merely qualifying for the interview does not confirm final selection.
- Candidates must produce all the original documents at the time of physical joining for verification else candidature may be cancelled.
- Only those candidates who score more than 70% marks in the interview will be considered for empanelment.
- If a candidate in the lower rank in the merit panel is awarded a higher salary as per decision of Interview Committee panel (or at a later stage upon request, if found justified), all candidates above, will be granted the same pay.

TERMS AND CONDITIONS FOR CONTRACTUAL ENGAGEMENT

- a) **Tenure:** The contractual engagement will be initially for a period of two years extendable up to 05 Years i.e. 2+1+1+1 years subject to satisfactory performance at TOPS, SAI.
- b) **Age Limit:** The upper age limit for the post is as follows:

- Manager (Athlete Relation Manager)- 32 years as on the date of receipt of application.

Candidates should note that only the date of birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted and no subsequent request for its change will be considered or granted.

c) **Remuneration:**

| S. No. | Position | Remuneration (per month) | Vacancies |
|--------|-----------------------------|---------------------------|-----------|
| 1. | Manager (Athlete Relations) | Rs. 45,000 /- to 60,000/- | 12 |

- d) **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.
- e) **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.
- f) **Extension:** Performance of the selected candidates would be reviewed annually or as per requirement. Furthermore, upon satisfactory performance candidates will be eligible for a 7% fixed increment per annum. However, during engagement if a candidate attains upper limit of remuneration, the same shall be frozen for 02 years.
- g) **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, un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- h) **Posting:** Selected candidates shall be posted at SAI Head Office, New Delhi or in any of the SAI Centres across India and the posting so made is purely in public interest.

- i) TA/DA at the following rates shall be provided on official duties:

| Post | Mode of Journey | Re-imbursement of Hotel, Taxi and Food Bills |
|------------------------------------|--|---|
| Manager (Athlete Relations) | Air in Economy Class or by Rail in AC Two Tier | Hotel accommodation of up to Rs.2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed. |

j) **How to Apply:** - The candidate has to apply only online through the link <https://sportsauthorityofindia.nic.in/saijobs>. Applications received through any other mode would not be accepted and summarily rejected. Before registering/submitting applications on the website, the candidates should possess the following:

- i. **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 allowed once entered.
- ii. **Self-attested documents** to be uploaded while submitting application online:
 1. Certificate of Date of birth.
 2. Certificates of essential educational qualifications & experience.
 3. Scanned copy of passport size color photograph and signature.
 4. Scanned copy of No Objection Certificate from their present employer, in case working in Central/ State Government/ Autonomous Organizations on regular basis.

LAST DATE FOR RECEIPT OF APPLICATIONS: The schedule for applying online is given below:

- (i) Date of opening of online registration- **5 PM on 07.04.2023**
- (ii) Closing date for submission of online application- **5 PM on 28.04.2023**
- (iii) Link <https://sportsauthorityofindia.nic.in/saijobs>

k) Candidates who are working in Central/ State Government/ PSUs/ Autonomous Organizations have to produce No Objection Certificate from their employer along with all original as well as photocopy of all the documents at the time of joining.

l) GENERAL INSTRUCTIONS

- i. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- ii. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions and (or) submitted any supporting document which found as not genuine at any stage shall be liable for disqualification.

- iii. Candidates should ascertain that they satisfy all the essential educational qualifications as stipulated in the advertisement. Candidates having qualification above the essential qualifications are eligible to apply. Merely having the qualifications does not entail candidates to be called for interview. However, the final decision will be taken by the SAI.
- iv. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for submission of application, to avoid the possibility of disconnection/ inability/ failure to log on the SAI website on account of heavy load on internet/ website jam.
- v. SAI does not assume any responsibility for the candidates not being able to submit their applications within the stipulated time and date on account of the aforesaid reasons or for any other reason beyond the control of SAI.
- vi. Candidate who will be called for interview has to produce original as well as self-attested photocopy of all the documents uploaded at the time of application, other relevant document at the time of interview along with signed copy of application submitted online, failing which he/she will not be allowed to appear for interview.
- vii. Decision of SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.
- viii. SAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises without issuing any further notice or assigning any further notice/any reasons thereafter. The decision of the SAI will be final and no appeal will be entertained against this issue.
- ix. In case of any dispute, jurisdiction of Court will be at New Delhi only.
- x. Please do visit your email account regularly for further updates.
- xi. Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
- xii. Canvassing in any form will lead to disqualification.

m)CONFIDENTIALITY:

- i. 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.
- ii. During the period of engagement with SAI, the selected candidates 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.
- iii. 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.

n) OTHER CONDITIONS:

- i. The applications received will be scrutinized and the eligible candidates will be interviewed at no cost to SAI.
- ii. 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 reserves the right to cancel the panel without assigning any reason.
- iii. The vacancies may vary based on requirement of SAI.
- iv. 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 mentioned at para (i) of the terms and conditions of this advertisement.
- v. In case the performance of candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days' notice.
- vi. If a candidate wants to resign from the contractual service of SAI after his/her engagement, he/she has to serve 15 days' notice to SAI or make payment of 15 days salary.
- vii. 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.
- viii. 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.
- ix. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- x. The DG SAI shall be the final authority in case of any dispute.
- xi. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- xii. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.
- xiii. Organization reserves the right to terminate the contract, by giving fifteen days, notice to candidates.



**Senior Development Officer
Target Olympic Podium Scheme (TOPS)
Sports Authority of India**

APPLICATION FORM:

1. Full Name in Capital Letters (as per the matriculation certificate):
2. Gender:
3. Date of Birth (as per the matriculation certificate):
4. Father's Name (as per the matriculation certificate):
5. Nationality:
6. Post Applied For:
7. Permanent Address:
8. Address for Communication:
9. Mobile number and Email ID (a valid and functional email ID to be provided):
- 10. Academic Qualifications:**

| QUALIFICATION | NAME AND ADDRESS OF COLLEGE/INSTITUTION | UNIVERSITY | YEAR OF PASSING |
|---------------|---|------------|-----------------|
| | | | |
| | | | |

11. Details of Services rendered earlier/Experience in related field: (After the basic graduation).

| Post/Designation | Name and Address of the Organization | Duration of Tenure | | Total Period |
|------------------|--------------------------------------|--------------------|----|--------------|
| | | From | To | |
| | | | | |
| | | | | |

12. Participation in Sports

| S. No. | Name of Competition | Year of Participation | Level (District, State, National, International) | Standing (1 st /2 nd /3 rd etc.) |
|--------|---------------------|-----------------------|--|---|
| | | | | |
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Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of Sports Authority of India.

Name & Signature of Candidate