



RECRUITMENT CELL

Head Office, East Gate-10,
JLN Stadium, Lodhi Road,
New Delhi-110003

F.No. 01-04001(02)/10/2023-HO - Personnel Division /148

Date: 29.01.2024

Sports Authority of India (SAI) is an autonomous organization under the administrative control of the Ministry of Youth Affairs and Sports with its Head office at Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003.

2. SAI 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 on yearly basis upto maximum period of 5 years based on performance assessment/ requirement of SAI.

S. No	Name of the post	Category	Total
1	Young Professional (Accounts/Finance)	ST	01**

*Number of vacancies is indicative and SAI is at liberty to appoint YP (Accounts/Finance) based on actual workload. The postings shall be on All-India basis in the centres of SAI where its schemes are being implemented. The prevalent Government of India guidelines w.r.t. the reservation for various categories will be applicable as per DoPT OMs issued from time to time.

**Backlog Vacancy

3. The details of recruitment along with application form is available SAI website i.e; <http://sportsauthorityofindia.nic.in/>

4. SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to sai.persdiv.recruitment@gmail.com.


29/01/24
Assistant Director
Recruitment Cell
Sports Authority of India

5. JOB DESCRIPTION:

TABLE - I

Position	Job Description
Young Professional (Accounts/ Finance)	<ul style="list-style-type: none"> Administration/ Personal matters viz. Pension, Revision of Pay, etc. Matter related to Audit, conduct of internal Audit, furnishing replies to all audit reports etc. Preparation of Budget and maintaining expenditure/vouchers, and release of grant, BRS etc. Preparation/Scrutiny/examination/vetting of Tender/e-tender/ contract/ agreements/ MOU. Timely filing of TDS, GST Returns etc., Compliances of foreign Coaches Salary & Pension All matters concerning Taxation including TDS calculations, deductions, deposit, filling of return etc. Monitoring expenditure against the allocated budget time to time. Maintenance of Books of Accounts viz Cash Books / Ledger/ Broad Sheets/Assets/Register / ECR etc. Preparing of monthly / quarterly / Annual Accounts along with all schedules and reports. Preparation of U.C. Any other duties assigned by Head of the Division

TABLE -II

5.1 ELIGIBILITY CRITERIA:

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
Young Professional (Accounts/ Finance)	Bachelors' Degree in Accounting / Finance / Commerce/ Masters' Degree in Finance / Accounts / Commerce or two years PG Diploma in Financial Management or Accounting/CA/ ICMA from a recognized Institution/ University	Knowledge in Tally Software/excel/ data analytics	<p>Minimum 03 years' experience (In relevant field as mentioned in JD) after attaining Bachelors' Degree in Accounting / Finance / Commerce from a recognized University/ Institution</p> <p style="text-align: center;">OR</p> <p>Minimum 01 year experience (In relevant field as mentioned in JD) after attaining Masters' Degree in Finance / Accounts / Commerce or two years PG Diploma in Financial Management or Accounting/CA/ICMA from a recognized Institution/ University</p>	Experience in any Government/ Semi Govt./ Autonomous/ PSU in relevant field.

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Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification. The period of Ph. D/ research/ fellowship will not be counted as an experience

NOTE:-

THE FINAL MERIT WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.

6. **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.

i. 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 (Date of joining and Date of relieving shall be mentioned).
- d. The field in which the candidate has worked or the post held in the establishment.

ii. OTHER DOCUMENTS:

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

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

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

- i. 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.
- ii. The order of documents is as follows:
 - a. Candidate details.
 - b. Document for DOB.
 - c. Online application printout.
 - d. Mark sheet of postgraduate 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.(Date of joining and Date of Relieving shall be mentioned)



- i. Latest Last Pay Certificate
- j. Documents supporting sports achievement if any.
- iii. 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.
- iv. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfilment of eligibility criteria does not entail that candidate will be considered for the interview.
- v. 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 fulfil any of the eligibility conditions; their candidature will be cancelled by SAI.

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.

IMPORTANT:

THE CATEGORY-WISE MINIMUM LEVEL OF SUITABILITY IN INTERVIEWS, WILL BE ST-40 MARKS, OUT OF THE TOTAL BEING 100.

9. TERMS AND CONDITIONS:

9.1 Tenure: The contractual engagement will be initially for a period of two years which could be extended by one year at a time up to a maximum tenure of five years i.e., 2+1+1+1 years. The contract can be terminated by giving a 30 days' Notice period or one month remuneration in lieu thereof, 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.

9.2 Age Limit & Salary:

Designation	Age Limit*	Consolidated Monthly Salary
Young Professional (Account/ Finance)	32 Years	Rs.50,000/-**

Age relaxation will be applicable to the candidates.

- a) Proof of Age - OM No. 19017/7/79-Estt(A) dated 30.11.1979.
- b) Caste certificate –
 SC/ST/ OBC – OM No. 36012/6/88-Estt(SCT) dated 24.04.1990,
 OM No.36011/1/2012-Estt(Res) dated 14.03.2016,
 OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016

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Age relaxation to the persons who rendered service in Sports Authority of India shall be considered as below: -

S. No	Period of Experience in SAI	Relaxation in Age
1	2 years – 3 years	1 year
2	3 years – 5 years	2 years
3	5 years – 7 years	3 years
4	7 years – 9 years	4 years
5	9 years – 11 years	5 years
6	11 years – 13 years	6 years
7	13 years - 15 years	7 years
8	15 years - 17 years	8 years

** The initial remuneration for the present recruitment shall be fixed as Rs. 50,000/-. The employee shall be eligible for annual increment of upto 7% based on the recommendation of the reporting officer and reviewing committee. However, the salary can reach upto a maximum of Rs. 70000/- post which the increments will not be applicable.*

- 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.

9.3 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.

9.4 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.

9.5 Extension: Performance of the selected candidates would be continuously reviewed, and their extension will be considered on the basis of periodic review / requirement. 7% annual increment will also depend on the periodic performance review.

9.6 Leave: The Individual Consultants shall be entitled to leave at the rate of 2.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by DG, SAI. Apart from this the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S- 36012/03/2015-SS-I dated 12th April 2017. Also unavailed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

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9.7 **TA/DA:** To undertake domestic tours subject to the approval of Competent Authority:-

Post	Mode of Journey	Re-imbusement of Hotel, Taxi and Food Bills
Young Professional (Account/ Finance)	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.

9.8 **Relaxation:** DG, SAI where DG, SAI is of the opinion that, it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules

10. **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.

11. **LAST DATE FOR RECEIPT OF APPLICATIONS:** The schedule for applying online is given below-

Date of opening of online registration – 30.01.2024 (at 05:00 PM) Closing date for submission of online application– 14.02.2024 (05.00 PM)

12. **CONFIDENTIALITY:**

- Selected persons will not be allowed to publish a book or a compilation of articles participate in a radio broadcast or contribute an article or anonymously or pseudonymous 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.

13. **OTHER CONDITIONS:**

- The place of posting will be on All-India basis.
- 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/her 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.



- f. 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.
- g. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- h. The DG SAI 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. Any litigation matters pertaining to employment at SAI shall be amenable to jurisdiction of courts in Delhi.
- k. 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.
- l. SAI or the candidate reserves the right to terminate the contract, by giving 30 (thirty) day notice to the other party or one month remuneration in lieu thereof.
- m. Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
- n. 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.
- o. Application Forms not in the prescribed format or incomplete/unsigned or received without a copy of essential qualification certificates, experience certificates, copy of mark-sheet of Board/ University etc shall not be considered and are liable to be rejected.
- p. SAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if the need so arises without issuing any further notice or assigning any further notice any reason thereof.
- q. Please do visit your email account regularly for further updates.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.


29/01/24
Assistant Director
Recruitment Cell,
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