

**Target Olympic Podium Scheme**  
**Sports Authority of India, Delhi 2018**  
**(An Organisation under MYA&S)**

**Sub: - Engagement of Chief Executive Officer (CEO) on contractual basis.**

1. Ministry of Youth Affairs & Sports has instituted The Target Olympic Podium Scheme (TOPS) for providing focused assistance to elite athletes, who are capable of achieving a medal at Tokyo 2020 and 2024 Paris Olympics. Sports Authority of India, Delhi under the Ministry of Youth Affairs & Sports, Government of India invites applications for the engagement of Chief Executive Officer (CEO) TOPS on contractual basis initially for a period of two years extendable by another one year under Target Olympic Podium Scheme of Govt. of India.

2. **Requirement:** One Chief Executive Officer, Target Olympic Podium Scheme, Delhi 2018. (CEO, TOPS).

**3. Educational Qualification :**

- (a) MBA from a premier institute having minimum of 20 years of working experience with exposure to sports at the national level.
- (b) He/She should be computer & IT savvy.
- (c) Experience of handling international and national level athletes is desirable.
- (d) Should be experienced in managing Government set up & multiple stakeholders.

4. Job profile is given in **Annexure – I**.

5. Terms and Conditions of the CEO shall be as under :

- (a) **Tenure:** The contractual engagement will be initially for a period of two years which could be further extended for an additional period of one year. The salary can be revised after one year based on performance.
- (b) **Remuneration:** Commensurate with experience and industry standard.
- (c) **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.

(d) **Extension:** Performance of the CEO would be continuously reviewed and his extension will be considered on the basis of performance review report.

(e) **Leave:** He will be entitled for 30 days leave in a calendar year on a pro-rata basis. Therefore, above individuals shall not draw any remuneration in case of his/her absence for a period of 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.

## **6. Confidentiality:**

(a) CEO, TOPS may not, except with the previous sanction of the TOPS Committee in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in 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 during the course of employment, without the prior approval of the [DG, SAI].

(b) During the course of employment with the TOPS Committee, the CEO 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 employment to anyone who is not authorized to know.

(c) The CEO, TOPS engaged by the TOPS Committee shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Sports Authority of India or the TOPS Committee.

## **7. Other Conditions :**

(a) In case he is required to proceed outstation from his place of posting on tour for official duty, he will be entitled to TA/DA as admissible under the rules.

(b) In case of performance of CEO, TOPS is not found up to the mark, his/her services will be discontinued after giving one month notice.

(c) Sports Authority of India reserves the right to terminate the contract, by giving thirty days' notice to the CEO.

(d) Eligible and willing candidates may submit their applications along with their detailed CV on or before 17 July 2018(05:00 PM) by post and by E-Mail to the Asst. Director (TOPS) on the following address:

Target Olympic Podium Scheme Committee,  
Sports Authority of India  
Jawaharlal Nehru Stadium  
CGO Complex East Gate,  
Lodhi Road  
New Delhi – 110003

Note – In case of any query, please contact Mr. Nitin Kumar Jaiswal, Mobile – 8285336633

No. 1(1) SAI/TOPS/CEO/2017-18

Dated: 10 July, 2018

(S.S. Chhabra)

Secretary, SAI

### **Job Description**

- (i) **Chief Executive Officer**. The CEO needs to be a person with considerable experience in management of organizations, preferably with exposure in sports. The tenure, remuneration of the CEO will be fixed by the SAI /Ministry of Youth Affairs and Sports. The roles and responsibilities of the CEO would be as follows:-
- I. Responsible to the TOPS Committee for administering, supervising, monitoring the Target Olympic Podium Scheme.
  - II. Coordinate between the TOPS Secretariat and the TOPS Committee/Selection & Review Sub-Committee in fulfilment of their mandate.
  - III. Convening and facilitating the periodic meetings of TOPS Committee/Selection & Review Sub-Committee for to higher authorities and NSDF.
  - IV. Efficient and effective athlete management system through Assistant Director and TOPS App, designed for the athletes/coaches for the smooth monitoring of the athlete's performance, training schedule, injury status, and attend to all grievances that are forwarded directly or routed through the respective PO.
  - V. Coordination with POs for convening of meetings of both the committee and sub-committee and preparation of agenda and minutes of the meetings for the same. Athlete updates with respect to athletes' proposals, pending sanctions, requirement of funds/budget.
  - VI. **Coordinate with the High Performance Managers (HPM) for the following:-**
    - (a) Monitoring, evaluating and implementing all plans related to Infrastructure and facilities for elite athletes. This would include overseeing the operations of the Training Institutes, Centre of Excellence, accreditation of these centres (including sports science & medicine) and need for improvement of facilities.

- (b) Evaluation of coaches, training staff and facilities where the TOPs athletes are undergoing training through HPM, or by paying personal visits to the training camps or by whatsoever method he/she deems fit, in order to maintain excellent standards of athlete and coaches' welfare.
- (c) Recommending other aspects of an elite athlete like Exposure trips, foreign coaches, Sports Science, Sports Psychologist, and injury rehabilitation.
- (d) Periodic evaluation of athletes under the scheme, and rendering reports on the same to the Selection and Review sub-committee for retention/removal from the scheme.

**VII. Coordinate Media, Finance and Secretarial Support**

- i Recommend and seek suggestions from the Finance team in terms of budgeting, audit reports and sanctioning funds.
- ii To closely monitor the Finance team for keeping a check/monitoring as to crediting of funds and liaise with the NSDF for timely additional funds.
- iii For all promotional activities, social media and other forms of media communication, the TOPS CEO will advise the Media team, and ensure greater visibility for the Scheme and the athletes.
- iv The TOPS CEO will be in-charge of the secretarial staff and administer and supervise the personnel as he may deem fit, based on the need and the nature of the work.

**VIII. The TOPS CEO will supervise and guide the *research team* for all activities undertaken/delegated to the Research team.**