



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

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

Dated: 3rd July, 2019

Subject: Engagement of Staff on Contract basis in TOPS.

The Target Olympic Podium Scheme Secretariat, Sports Authority of India, Delhi (TOPS Secretariat), under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of following staff for the Target Olympic Podium Scheme Secretariat on contract basis. The details of the eligibility, job description and responsibilities, etc for the post is at Annexure I, 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.	Senior Research Officer (Sports Science)	01
2.	Research Officer	02
3.	Assistant Manager (Athlete Relations)	03

A. Senior Research Officer (Sports Science)

Senior Research Officer (Sports Science) will undertake following tasks: -

- I. Do a scientific assessment of the proposals from TOPS athletes requiring sports science support.
- II. Do literature review and evidence-based research to guide TOPS athletes on their respective sports science needs.
- III. Do a scientific assessment of the long-term plans of TOPS athletes and provide inputs on the same keeping with the principles of periodization.
- IV. To meet and interact with the TOPS athletes, chief coaches, officials of NSFs and support staff of athletes on regular basis to review the current state of the scientific support provided and do a gap analysis.
- V. Develop strong working relationships with key coaches and support staff of TOPS athletes, with a common passionate goal to enhance performance.
- VI. Work closely with support staff and coaches to understand Tokyo environment-specific performance questions and support requirements.
- VII. Assist the TOPS Secretariat in identification of sports science interventions required for TOPS athlete enabling the athletes to reach their peak performance.
- VIII. Manage and develop comprehensive performance databases of TOPS athletes.
- IX. Developing protocols for regular monitoring of the TOPS athletes and activating an athlete monitoring system. Demonstrate adaptability to take continued testing and data collection into a practical, field of play environment.
- X. Work with performance data to consistently produce effective and compelling analytical solutions that land the message with coaches and coaching staff of the respective TOPS athletes.

- XI. Prepare a database of national and international reputed sports science experts to establish and activate a high-performance network.
- XII. Work with the high-performance expert committee to evaluate sports science infrastructure, sports science personnel, and sports specific high-performance centres.
- XIII. Contribute to knowledge development, aggregation and sharing across the TOPS Secretariat and SAI ecosystem inculcating the culture of continued learning and knowledge sharing.
- XIV. Lead and supervise project work or applied research across the organisation as appropriate.
- XV. Create a roadmap for integrating Sports Science services in the high-performance ecosystem. Where appropriate contribute strategically to the continued long-term planning and learning for future success of the TOPS programme post Tokyo.

Eligibility Criteria:

- I) Educational Qualification: Master's degree in Exercise Science / Exercise Physiology / Human Movement or equivalent.
- II) Minimum 3 years of experience working in the relevant field.
- III) Experience of working at elite level (Olympic Sports) is desirable.
- IV) Excellent knowledge of office software like MS office, Excel, Power point etc. and research tools.
- V) Good understanding of Athlete management system.

B. Research Officer: -

Research Officer will undertake following tasks: -

- I. Assist the Senior Research Officers to identify potential sportspersons in different sports discipline to make an extensive study & research that should performance details at International/National/State levels.
- II. To give the detailed analysis of TOPS athletes like past performance, future potential, & make the comparative study/analysis with performance of sportspersons in other countries & review the performance after each and every International Championship like CWG, Asian Games, Olympics.
- III. To make the detailed analysis on the Proposal/assistance applied by the TOPs athlete. Discussed with PO (TEAMS), Prepare final agenda for MOC. Also responsible to follow up the file till the approved amount reached to the TOPS athlete.
- IV. Provide the detailed analysis of support staff like Foreign Coach/Coach, Physiotherapist, Nutritionist, S & C Expert etc demand by the TOPs analysis in the Sub-Committee meeting.

- V. Prepare a Strong data-base system for the TOPS athletes for each responsible discipline. Track each and every competition where the TOPS athletes participate & update the data.
- VI. Interact with the selected TOPS athletes and their support staff regular basis. Analysis & evaluate their requirement & represent in front of Sub-Committee.
- VII. Assist the Senior research Officers to identify the reputed Institute/Training Centre having world class facilities and excellent support staff personnel for our TOPS athletes, also to make analysis of the reasonableness of rates.
- VIII. Undertake studies of Indian and International training facilities, where TOPS athlete could train, which would entail a detailed analysis of playing and training facilities, standard of coaches, sports science facilities, level of competition (Sparring partners for combat sports/ training partners). Gap analysis of Indian training facilities vis-à-vis international standards.

Eligibility Criteria:

- I) Educational Qualification: Technical qualification like B.Tech, B.E. or equivalent qualification in relevant field and Post-Graduation in management/Research (Preferably sports)
- II) 1 years of experience/PG Degree in relevant field like analytics, research, sports management/administration.
- III) Excellent knowledge of office software like MS office, Excel, Power point etc. and research tools.
- IV) Good understanding on results and competition formats in Olympic sports.

C. Assistant Manager (Athlete Relations)

Assistant Manager (Athlete Relations) will undertake following tasks: -

- I. One stop service point for the athletes assigned to him/her.
- II. Ensure the processing of athlete's proposal in TOPS from start to end.
- III. Commute and provide support to athlete in person when needed.
- IV. Handling TOPS app and updating athletes about norms, rules and procedure.

Eligibility Criteria:

- I) Educational Qualification: Persons having Master's Degree in relevant subject or technical qualifications like B. Tech., MBA or equivalent qualification in relevant field with age below 32 years (as on last date of application) are eligible.

- II) Strong written and verbal communication skills.
- III) Knowledge of IT, Software applications and Social Media.
- IV) Minimum of one year of Work Experience relevant to the job description. Preference will be given to persons with work experience in the relevant field.
- V) Persons with M.Phil or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

Terms and Conditions

- a) **Tenure:** The contractual engagement will be initially for a period of two years extendable by one year.
- b) **Age Limit:** There is age limit of 35 for the following posts: -
 - a. Research Officer
 - b. Assistant Manager (Athlete Relations)

For other posts, upper age-limit is restricted to 55 years

- c) **Remuneration:**

SNO	Position	CTC	Vacancies
1	Senior Research Officer (Sports Science)	Rs. 80,000/- to Rs. 1 Lac per Month	01
2	Research Officer	Rs. 45,000 – Rs. 60,000/- per Month	02
3	Assistant Manager (Athlete Relations)	Rs. 45,000 – Rs. 60,000/- per Month	03

- 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 continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- 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 unavailed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

Confidentiality:

- a) Selected persons are not allowed to publish a book or a compilation of articles or 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, without the prior approval of CEO, TOPS.

b) During the period of engagement with TOPS secretariat, the Research Officers and Assistant Managers, 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.

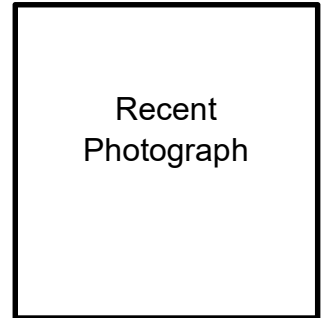
c) The Selected persons in no case represent or give opinion or advice to others in any matter which is averse to the interest of TOPS.

Other Conditions;

- a) The applications received will be scrutinized and the eligible candidates will be called for Interview at cost to the applicant.
- b) 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 as applicable to Officers of equivalent level in SAI & provided transport for local official travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside of Delhi.
- c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days' notice.
- d) 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.
- e) 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.
- f) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- g) The DG SAI shall be the final authority in case of any dispute.
- h) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- i) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.
- j) Organization reserves the right to terminate the contract, by giving fifteen days' notice to Candidates.
- k) Eligible and willing candidates may submit their applications in the prescribed Proforma attached at Annexure II on or before 17th July, 2019 (05:00 PM) by E-Mail to the Asst. Director (TOPS) on the following E-Mail address:**

["recruitment.tops@gmail.com"](mailto:recruitment.tops@gmail.com)

Proforma for Application



Post applied for:

1.Name:

2.Father's/Mother's Name:

3.Date of Birth:

4.Nationality:

5.Postal Address:

6.Contact Number:

7.E-mail address:

8.Educational Qualifications Matriculation onwards:

S.No.	Certificate / Degree	Subject	Institute / University	Year of Passing	Percentage / CGPA

8. Work Experience:

S.No.	Organization / Institute	Period From - To	Nature of Work	Remarks

9. Sports Participation:

(A) International Level

S.No.	Event	Position

(B) National Level

S.No.	Event	Position

DECLARATION

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled / rejected at any stage of selection.

Place:

Date:

(Signature of the Applicant)