



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

**No. SAI/Rectt/Staff/2022-23**

**Dated: 01.11. 2022**

**Subject: Engagement of 03 Post of Junior Consultant (Communication) on Contract basis in SAI.**

Sports Authority of India (SAI), Delhi, under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of three posts (03) (UR) Junior Consultant (Communication) on contract basis. The employment is initially for a period of two years and extendable on yearly basis upto maximum period of 05 years for Delhi (HQ).

\*The vacancy are indicative, number may be varied as per requirement.

2. The details of recruitment along with application form is available in SAI website i.e. <http://sportsauthorityofindia.nic.in>
3. SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, **e-mail** [dydirectorpers@gmail.com](mailto:dydirectorpers@gmail.com)

**Deputy Director (Pers/Rectt)  
Sports Authority of India**

**1. The Job Description and Eligibility Criteria are as under:-**

**Job Description:**

**TABLE (I)**

| <b>Position</b>                      | <b>Job Description</b>  |
|--------------------------------------|---|
| Junior Consultant<br>(Communication) | <ul style="list-style-type: none"> <li>• Management of social media accounts of Sports Authority of India.</li> <li>• Ensure the smooth operation of social media accounts.</li> <li>• Work for boosting the image of SAI in public domain</li> <li>• Handles RTIS, Grievances and Parliament Questions pertaining to SAI Media Division.</li> <li>• Drafting of presentations for SAI Events.</li> <li>• Drafting of Press Release to SAI/Khelo India/Fit India</li> <li>• Coordinating with different departments in queries related publications of news, articles and advertisements.</li> <li>• Maintain the data bank of the material/resources provided by SAI/Khelo India/Fit India</li> <li>• Any other work assigned by the Reporting Officer.</li> </ul> |

**2. Eligibility Criteria.**

**(TABLE-II)**

| <b>Position</b>                      | <b>Essential Qualifications</b>  | <b>Desired Qualification</b>   |
|--------------------------------------|--|--|
| Junior Consultant<br>(Communication) | Bachelor Degree(Minimum 3 years) from a recognised University or Post Graduation Certificate/Diploma from a Recognized Institute                         | Candidates who have participated in State/National or International levels in Sports Disciplines and/or have experience as Sports Journalists would be given preference. |
|                                      | <b>Essential Experience</b>  | <b>Desired Experience</b>  |
|                                      | Minimum 7 years of experience(in a relevant field as mentioned in JD) after attaining Bachelor Degree from a recognized University or Minimum 5 years of | Minimum 2 years' experience in any Government/Semi Govt/ Autonomous/PSU as per JD  |

|  |  |  |
|--|--|--|
|  | experience ( in a relevant field as mentioned in JD) after attaining Post Graduation Certificate/Diploma from a recognized institute |  |
|--|--|--|

3. **CRITERIA FOR SHORTLISTING OF CANDIDATES FOR THE INTERVIEW**

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

(TABLE-III)

| <b>Designation</b>                       | <b>Evaluation Criteria(Total Marks- 100)</b>  |
|--|---|
| <b>Junior Consultant (Communication)</b> | <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"> <li>a) Greater or equal to 60% - 30 marks</li> <li>b) 50% to 60% - 20 marks</li> <li>c) 45% to 50% - 10 marks</li> <li>d) Less than 45% - 0 marks</li> </ul> <p>ii. Weightage for work experience (maximum 35 marks) with further break-up as:</p> <ul style="list-style-type: none"> <li>a) Above 9 years after Bachelor degree/ above 7 years after Master degree – 35 marks</li> <li>b) 8 to 9 years after Bachelor Degree/ 6 to 7 years after Master degree- 25 marks</li> <li>c) 7 to 8 years after Bachelor Degree/ 5 to 6 years after Master Degree - 15 marks</li> </ul> <p>iii. Weightage for work experience in sports sector (maximum 25 marks) with further break-up as:</p> <ul style="list-style-type: none"> <li>a) Above 3 years- 25 Marks</li> <li>b) 2 years to 3 years- 15 Marks</li> <li>c) 1 to 2 years – 10 marks</li> </ul> <p>iv. Weightage work experience in any government/Semi Govt/Autonomous/PSU in a relevant field as mentioned in JD(10 marks) with further break up.</p> <ul style="list-style-type: none"> <li>a) Greater than 02 years – 10 marks</li> <li>b) 01-02 years - 05 marks</li> </ul> |

**Note: i. For awarding of marks, percentage of marks scored in Bachelor's degree will only be considered  
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**

**NOTE:**

- THE ABOVE-MENTIONED SHORTLISTING 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 INTERVIEW OTHERWISE THE CANDIDATURE WILL BE CANCELLED.
- A WAITLIST PANEL WITH A VALIDITY OF ONE YEAR WILL BE KEPT FOR EACH CATEGORY TO FILL THE VACANCIES ARISES WITHIN A PERIOD OF ONE YEAR.

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

**7.2 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.
- e. Proof of Last remuneration supported with Form 16.

**7.3 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.

**8 GENERAL INSTRUCTIONS** (All the instructions given below must be

strictly followed or else application is liable to be rejected)

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

a) The order of documents is as follows:

- a) Candidate details:
- b) Document for DOB:
- c) Mark sheet of Essential Qualification
- d) Degree certificate of Essential Qualification
- e) Work experience if any.

b) 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.

c) 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.

d) 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.

**9. Terms and Conditions:**

**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 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.

**9.1 Age Limit & Salary:**

| <b>Designation</b>                | <b>Age Limit</b> | <b>Consolidated Monthly Salary</b> |
|-----------------------------------|------------------|------------------------------------|
| Junior Consultant (Communication) | 40 Years         | Rs. 80,250/-                       |

**\* Last pay drawn document: Candidates shall get their monthly remuneration document from their previous employer. If the last pay drawn is more than the remuneration mentioned in the advertisement, then pay may be fixed accordingly subjected to a maximum of Rs 1,00,000/-. In such case all the candidate selected above that candidate in merit shall draw equal remuneration.**

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.

- 9.2 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.
- 9.3 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.
- 9.4 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 7%.
- 10. 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.
- 11. TA/DA:** To undertake domestic tours subject to the approval of Competent Authority:-

| <b>Post</b>                       | <b>Mode of Journey</b>                         | <b>Re-imburement of Hotel, Taxi and Food Bills</b>  |
|-----------------------------------|--|---|
| Junior Consultant (Communication) | 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. |

- 12. 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

**13. How to Apply:** The candidates has to apply online through the link <http://sportsauthorityofindia.nic.in/saijobs>. Applications received through any other mode would not be accepted and summarily rejected.

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

**13.1.1** Date of opening of online registration – **03.11.2022 from 05.00 PM**

**13.1.2** Closing date for submission of online application – **18.11.2022 till 05.00 PM**

**14. Confidentiality:**

- a) 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 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.
- b) 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.
- c) 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.

**15. Other Conditions:**

- a) The place of posting is SAI Head Office, Delhi.
- b) 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.
- c) 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.
- d) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- e) 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.
- 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) The vacancy is primarily for location in Delhi, 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 amenable to jurisdiction of courts in Delhi
- 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.





APPLICATION FORM

Paste your  
recent  
passport  
sized colored  
photograph

1. Full Name in Capital Letters : \_\_\_\_\_  
(As per the matriculation certificate)

2. Gender: : Male  Female

3. Date of Birth : \_\_\_\_ Date \_\_\_\_ Month  
Year (As per the matriculation certificate)

4. Father's Name : \_\_\_\_\_   
(As per the matriculation certificate)

5. Category : Gen  SC  ST  OBC

6. Nationality : \_\_\_\_\_

7. Post Applied For : \_\_\_\_\_

8. Permanent Address : \_\_\_\_\_

9. Address for Communication : \_\_\_\_\_

10. Mobile number : \_\_\_\_\_

11. Email ID : \_\_\_\_\_

(A valid and functional email ID to be provided):

12. Proof of Identity (With ID no.) : \_\_\_\_\_

13. Academic Qualifications :

| Qualification | Name And Address of College / Institution | University | Year of Passing |
|---------------|---|------------|-----------------|
|               |   |            |                 |
|               |   |            |                 |
|               |   |            |                 |

14. 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 |              |
|                   |                                      |                    |    |              |
|                   |                                      |                    |    |              |
|                   |                                      |                    |    |              |

**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.

**(Signature of the Candidate)**

**Full Name.....**

Place:

Date