



Sports Authority of India

Netaji Subhas Eastern Centre

Salt Lake City, Sector - III

Kolkata - 700 106

Email: [rckolkata-sai@nic.in](mailto:rckolkata-sai@nic.in)

F.No.SAI/EC/828/YP/2023/

13.07.2023

ADVERTISEMENT NO.

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.

In an effort for strengthening the sports ecosystem and to bring more laurels in the Olympics, SAI has established 23 National Centres of Excellence (NCOEs).

SAI invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Junior Consultants / Young Professional on contract basis initially for a period of 02 years and extendable on yearly basis upto maximum period of 5 years for its Eastern Region.

S. No	Name of the post	UR	EWS	OBC	SC	ST	Total
1.	Young Professional (P&A)	1	0	0	0	0	01
2.	Young Professional (ARM)	1	0	0	0	0	01
3.	Young Professional (Fin/Accts)	1	0	0	0	0	01
4.	Junior Consultants (Infra.)	1	0	0	0	0	01

Number of vacancies are indicative and SAI is at liberty to appoint YP(P&A), YP(ARM), YP(Fin./Accts.) & JC(Infra) based on actual workload.

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

SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to [rckolkata-sai@nic.in](mailto:rckolkata-sai@nic.in)

Executive Director

**Job Description:****(Table-I)**

<b>Position</b>	<b>Job Description</b>
Young Professional (Project & Admin)	To Provide consultancy to: <ul style="list-style-type: none"><li>• Manage day to day administrative work of NCOE.</li><li>• Oversee the function, management, planning, execution, verification &amp; reporting of Operation of the given projects.</li><li>• Draft Expression of Interest (EOI) and Request for Proposals (RFPs) for Procurement of Goods and Services according to the GFRs, CVC Guidelines and Procurement Manual of Government of India.</li></ul>
Young Professional (ARM)	To provide Consultancy to: <ul style="list-style-type: none"><li>• One stop service point for the athletes assigned to him/her.</li><li>• Ensure the processing of Athlete's proposal in SAI from start to end.</li><li>• Communicate with and provide support to Athlete in person when needed.</li></ul>
Young Professional (Accounts/Finance)	<ul style="list-style-type: none"><li>• Administration/ Personal matters viz. Pension, Revision of Pay, etc.</li><li>• Matter related to Audit, Conduct of internal Audit, furnishing replies to all audit reports etc.</li><li>• Preparation of Budget and maintaining expenditure /vouchers, and release of grant, BRS etc.</li><li>• Preparation/Scrutiny/examination/vetting of Tender/e-tender/ contract/ agreements/ MOU.</li><li>• Timely filing of TDS, GST Returns etc.,</li><li>• Compliances of foreign Coaches Salary &amp; Pension</li><li>• All matters concerning Taxation including TDS calculations, deductions, deposit, filling of return etc.</li><li>• Monitoring expenditure against the allocated budget time to time.</li><li>• Maintenance of Books of Accounts viz Cash Books / Ledger/ Broad Sheets/Assets/Register / ECR etc.</li><li>• Preparing of monthly/ quarterly / Annual Accounts along with all schedules and reports.</li><li>• Preparation of U.C.</li><li>• Any other duties assigned by Head of the Division</li></ul>
Jr. Consultant (Infa)	To provide consultation to:- <ul style="list-style-type: none"><li>• Preparation of estimation, drawings, designs of infrastructure.</li><li>• To get the work executed as per the design given by the Structural Engineer, Architectural Drawing issued by the project Architect and schedule of work of the contract agreement. To ensure the quality of the work executed as per scheduled item of work in accordance to the CPWD specifications and CPWD Manual with up-to date correction slips.</li></ul>

**Eligibility Criteria:**

**(Table –II)**

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
Young Professional (Project & Admin)	Post Graduation in any Discipline/BE B.Tech/MBA/PGDM (2 years) or LLB or CA or ICWA or any professional Degree after 4 years or more after 10+2 from a recognized university.	MBA/ Post Graduate Diploma (2 years) specialization in Sports Management from a recognized university.	01 year (In relevant field as mentioned in JD)	Experience in any Government /Semi Govt. /Autonomous /PSU in relevant field.
Young Professional (ARM)	Graduate in any discipline with certificate / Diploma course in sports management (certificate /diploma duration must be more than 06 months from a reputed institute)	MBA / Post Graduate Diploma(2years) specialization in sports management from a recognized university.	02 year (In relevant field as mentioned in JD)	Candidates who have participated in Nationals and International level in Olympic Sports Disciplines would be given preference.
	MBA/PGDM (2 years) from a recognized university/institution.		01 year (In relevant field as mentioned in JD)	
Young Professional (Accounts/ Finance)	Bachelors' Degree in Accounting / Finance/ Commerce/ Masters' Degree in Finance Accounts / Commerce or two years PG Diploma in Financial Management Accounting/CA/ ICMA from a recognized Institution/ University	Knowledge in Tally Software/ Excel /Data Analytics	Minimum 03 years' experience (In relevant field as mentioned in JD) after attaining Bachelors' Degree in Accounting / Finance/ Commerce from a recognized University/ Institution OR 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	Experience in any Government / Semi Government/ Autonomous/ PSU in relevant fields.
Junior Consultants (Infra)	BE/B. Tech in Civil Engineering from a recognized university	M. Tech in Civil Engineering from a recognized university.	Minimum 05 years' experience (In relevant field as mentioned in JD)	Experience in any Government / Semi Government/ Autonomous/ PSU as per JD.

**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.**

**CRITERIA FOR SHORT LISTING OF CANDIDATES FOR THE INTERVIEW  
(Table –III)**

Candidate will be shortlisted in the ratio of 1:5 with following criteria for which necessary documents to be attached along with the application. Considering the requirement of effective experience in government and private sector in general and sports sector in particular the marking criteria is designed as below for scrutiny:-

<b>Designation</b>	<b>Evaluation Criteria</b>																
Young Professional (P&A);	<p>i) <b>Weightage for marks in Essential Qualification (30 Marks) with further break-up as given below :</b></p> <p>a) Greater or equal to 60% - 30 Marks</p> <p>b) 50% - 60% - 20 Marks</p> <p>c) 45% - 50% - 10 Marks</p> <p>d) Less than 45% - 0 Marks</p>																
Young Professional (ARM);																	
Young Professional (Accounts/ Finance);	<p>ii) <b>Weightage work experience (35 Marks) with further break-up as:</b></p> <table border="1"> <thead> <tr> <th>With Bachelor as EQ (YP)</th> <th>With Master as EQ (YP)</th> <th>For JC</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Greater than 05 years-</td> <td>Greater than 03 years-</td> <td>Greater than 07 years</td> <td>- 35 Marks</td> </tr> <tr> <td>04-05 years-</td> <td>02-03 years -</td> <td>06-07 years</td> <td>- 25 Marks</td> </tr> <tr> <td>03-04 years-</td> <td>01-02 years-</td> <td>05-06 years</td> <td>- 15 Marks</td> </tr> </tbody> </table>	With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks	Greater than 05 years-	Greater than 03 years-	Greater than 07 years	- 35 Marks	04-05 years-	02-03 years -	06-07 years	- 25 Marks	03-04 years-	01-02 years-	05-06 years	- 15 Marks
With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks														
Greater than 05 years-	Greater than 03 years-	Greater than 07 years	- 35 Marks														
04-05 years-	02-03 years -	06-07 years	- 25 Marks														
03-04 years-	01-02 years-	05-06 years	- 15 Marks														
Junior Consultants (Infra)																	
	<p>iii) <b>Weightage for work Experience in Sports Sector (25 marks) with further break-up as:</b></p> <table border="1"> <thead> <tr> <th>With Bachelor as EQ (YP)</th> <th>With Master as EQ (YP)</th> <th>For JC</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Greater than 03 years</td> <td>Greater than 02 years-</td> <td>Greater than 05 years</td> <td>-25 marks</td> </tr> <tr> <td>02-03 years-</td> <td>01-02 years-</td> <td>04-05 years</td> <td>-15 marks</td> </tr> <tr> <td>01-02 years-</td> <td>06 months to 1 year-</td> <td>03-04 years</td> <td>-05 marks</td> </tr> </tbody> </table>	With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks	Greater than 03 years	Greater than 02 years-	Greater than 05 years	-25 marks	02-03 years-	01-02 years-	04-05 years	-15 marks	01-02 years-	06 months to 1 year-	03-04 years	-05 marks
With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks														
Greater than 03 years	Greater than 02 years-	Greater than 05 years	-25 marks														
02-03 years-	01-02 years-	04-05 years	-15 marks														
01-02 years-	06 months to 1 year-	03-04 years	-05 marks														
	<p>iv) <b>Weightage work experience in any Government/ Semi Govt. / Autonomous / PSU in a relevant field as mentioned in JD (10 Marks) with further break-up as:</b></p> <p>a) Greater than 02 years - 10 Marks</p> <p>b) 01 – 02 years - 05 Marks</p>																
	<p><b>***Weightage for Sports Participation ... for YP(ARM)</b></p> <ul style="list-style-type: none"> <li>- Participation at International Level in any Olympic Sports discipline – 10 Marks</li> <li>- Participation at National Level in any Olympic Sports discipline – 05 Marks</li> </ul>																
	<p><b>Note: If a candidate is working in Sports Sector and (or) in the government sector as specified in iv, he/she will be eligible for weightage in ii, iii &amp; iv depending on the number of Years of Experience</b></p>																

## NOTE:

- ❖ THE ABOVE MENTIONED SHORT – LISTING CRITERIA (TABLE-III) WILL BE USED FOR CALLING THE CANDIDATES TO APPEAR IN THE INTERVIEW.
- ❖ THE FINAL MERIT LIST WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.
- ❖ THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS AT THE TIME OF JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.

i. **DEGREE AND MARKSHEET:** The degree certificate and mark-sheet of every year must be uploaded issued by one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification.

ii. **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.

iii. **OTHER DOCUMENTS:**

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

iv. **Sports Participation:**

The document proving participation in Sports at National and International level should be attested from the Federation / Association of the respective Sports.

## GENERAL INSTRUCTIONS

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

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

1. 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.
2. 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 graduate course.
- f) Mark sheet of graduation degree.
- g) Degree certificate of graduation course.
- h) Work experience if any.
- i) Documents supporting sports achievement if any.
- j) Last Pay Certificate for last three months

**Note: Non self-attested documents will be rejected.**

3. 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.
4. 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.
5. 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.
6. 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.

**Terms and Conditions:**

Tenure: The contractual engagement will be **initially for a period of 02 (Two) years further extendable for 01 + 01 + 01 Year upto maximum 05 years in total.** The contract can be terminated by giving a **30 days' notice.** 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.

**Age Limit & Salary:**

Designation	Age Limit	Salary
Young Professionals (Project & Admin)	32 Years (as on the date of notification)	Rs.50,000/- to Rs.70,000/-
Young Professionals (ARM)		
Young Professionals (Finance/Accounts)		
Junior Consultant (Infra)	40 Years (as on the date of notification)	Rs.80,250/- to Rs.1,00,000/-

\*Remuneration matching the last pay, will be decided by the interview panel at the time of interview, subject to a maximum salary of Rs.70,000/- per month for Young Professionals and Rs.1,00,000/- for Junior Consultants.

***In case a candidates' initial remuneration is fixed at the maximum salary of the pay range as mentioned, i.e., Rs.70,000/- for YP and Rs.1,00,000/- for JC, the same shall be frozen for an initial period of 02 years.***

***Age relaxation will be applicable to the candidates belongs to OBC, SC & ST as per DoPT norms as mentioned below:-***

- 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

***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

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.

**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 (P&A), Young Professional (ARM), Young Professional (Fin./Acctts) and Junior Consultant (Infra.)	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.

**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 issues TDS/ Service Tax Certificates, as applicable.

**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.

**Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement. Remuneration 7% increment will also depend on the periodic performance review after completion of 01 year of service in SAI, subject to satisfactory performance and recommendation of Reporting Officer.

**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.

This apart, the women candidates 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 dt.12.04.2017.

**How to Apply:** The candidates have to send their applications in pdf format to email Id.: [rkolkata-sai@nic.in](mailto:rkolkata-sai@nic.in). Applications received through any other mode would not be accepted and summarily rejected.

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

- i. Date of start of submission of application (via email)- ... **15.07.2023 from 11:00 AM**
- ii. Closing date for submission of application (via email)- ... **30.07.2023 till 5:00 PM**

**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 pseudonymously in the name of any other persons, 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.

**Other Conditions:**

- a) The place of posting is at Regional Center, Kolkata. SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- b) The application received will be scrutinized/ shortlisted on the basis of relevant experience and job description and 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 Selected Candidate is not found satisfactory, his /her services will be discontinued after giving thirty days' notice, and also Sports Authority may withdraw offer at any time without any reason.
- 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 permanent employment in SAI.
- j) Any litigation matters pertaining to employment at SAI shall be amenable to jurisdictions of courts of Kolkata.
- k) Owing to 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.



## Sports Authority of India

Netaji Subhas Eastern Centre  
Salt Lake City, Sector – III  
Kolkata – 700 106

### APPLICATION FORM

1. Post applied for : \_\_\_\_\_
2. Name of the Candidate : \_\_\_\_\_
3. Father's/Husband's name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Gender : \_\_\_\_\_
6. Category (SC/ST/OBC/Gen) : \_\_\_\_\_
7. Educational Qualification : \_\_\_\_\_

Affix recent self  
attested  
Photograph

S. No.	Qualification	Board/University/ Institution	Marks obtained	Total Marks	Subject

8. Experience :

Designation	Name of the Office	From	To	Details of the work

9. Present Address for Communication :

10. Permanent Address for Communication :

11. Contact / Mobile Number :

12. Aadhar Number :

13. Email Id :

**DECLARATION:** I hereby declare that all the information provided in the application is 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)

**[Note: Please attach self attested copies of all the certificates]**