



Rowing Federation of India

Date: 25.09.2026

The Rowing Federation of India (RFI) serves as the national governing body for rowing in India and is recognized by the Ministry of Youth Affairs & Sports and the Indian Olympic Association (IOA), and affiliated with World Rowing (WR). With a strong focus on excellence, RFI is dedicated to promoting and developing rowing talent across all levels, i.e. grassroots, developmental, and elite, through systematic training programmes and structured high-performance pathways.

For the development of the sport of rowing and for providing effective administrative and operational support to RFI for Camps and other Administrative works, RFI intends to recruit Administrative Staff. The officials so recruited will be posted anywhere in the country and may also be required to travel with the team for various exposure programmes, training camps, tournaments, and championships in India and abroad.

1. Office Executive

Eligibility Criteria:

- Bachelor's degree in any discipline from a recognized University or Institute.
- Must be proficient in use of computers, including office applications, internet-based platforms, and basic data management systems.
- Must have relevant experience in sports-related activities, including the organization of National and/or International sporting events.
- Should be familiar with the functioning and administrative processes of sports organizations, such as Sports Federations.
- Preference will be given to candidates with an overall experience of five (02) years or more in sports-related activities.

Job Description:

- Work in close coordination with the Rowing Federation of India in the planning and execution of assigned activities.
- Liaise and interact with State Rowing Associations, SAI, and other nodal Government organizations for coordination and implementation of programmes and events.
- Maintain and update files, records, registers, and correspondence related to camps, competitions, and events.
- Assist in maintaining and updating basic data records of rowers, coaches, and support staff as per prescribed formats.
- Assist in data entry, documentation, and compilation of athlete registration, accreditation, visa papers, and eligibility records.
- Maintain daily attendance records of rowers, coaches, and support staff during camps, training sessions, and official activities, and submit the same to the concerned authority as directed.

- Be willing to travel frequently in connection with official duties related to camps, competitions, and meetings.
- Perform any other duties as assigned by RFI / SAI from time to time.

Development Manager

Eligibility Criteria:

- Must possess a Bachelor's degree in any discipline from a recognized University or Institute.
- Must hold a degree in Sports Management from a recognized University or Institute.
- Must be proficient in MS Office applications, internet usage, and data management systems.
- Must have relevant experience in sports-related activities, including sports analytics, sports management, planning, and development of procedures.
- Should be familiar with the functioning and administrative framework of sports organizations, such as National Sports Federations, State Associations, and SAI.
- Preference will be given to candidates with an overall experience of more than five (05) years in sports-related activities.

Job Description:

- Plan, organize, and implement national coaching camps for elite-level rowing athletes.
- Assist in preparing ACTC budget, monitoring, and utilization for approved national camps and competitions.
- Assist and coordinate in the National Camp evaluation process for determining the ranking and assessment of athletes.
- Maintain and update statistical and performance-related data relevant to rowers, programmes, and competitions.
- Monitor, track, and report performance indicators and development progress of national-level athletes across Elite, Youth, Junior, and Sub-Junior categories.
- Assist in coordination with the media and communication team for dissemination of approved information related to events and athletes.
- Support and coordinate sports promotion and development initiatives, including outreach and engagement activities.
- Assist in the planning, organization, and execution of Open, Zonal, and National Rowing Championships at Central and Zonal levels.
- Perform administrative and coordination tasks related to sports development and high-performance programmes.
- Liaise and coordinate with sports bodies, agencies, State Associations, SAI, and stakeholders working at all levels, including grassroots activities related to talent identification.
- Conduct assessment and gap analysis of infrastructure and manpower at training centres and submit actionable recommendations.
- Support the implementation of high-performance and long-term athlete development strategies as defined by RFI.
- Provide functional and operational support to the High Performance Director (HPD), as required.
- Perform any other duties as assigned by RFI from time to time.

Financial Assistant

Eligibility Criteria:

- Bachelor's degree in commerce, Finance, Business Administration, or any related discipline from a recognized University or Institute.
- Must be proficient in computer applications, including MS Office, particularly MS Excel, and financial/accounting software and data management systems.
- Must have relevant experience in financial/accounts-related work, preferably in sports administration, Government organizations, National Sports Federations, or similar institutions.
- Should have knowledge of basic accounting principles, financial documentation, expenditure processing, bill verification, and maintenance of financial records.
- Should be familiar with Government financial procedures, procurement processes, applicable financial rules, and documentation requirements relating to sports camps, competitions, and events.
- Preference may be given to candidates having overall experience of ten (03) years or more in finance/accounts-related activities, preferably in the sports sector.

Job Description:

- Work in close coordination with the Rowing Federation of India (RFI) and SAI for effective implementation and monitoring of financial and expenditure-related activities.
- Assist in preparation, examination, processing, and maintenance of financial proposals, estimates, budgets, sanctions, and expenditure statements relating to camps, competitions, and other sporting activities.
- Maintain and update financial records, vouchers, bills, receipts, expenditure statements, and other supporting documents relating to National Coaching Camps and competitions.
- Assist in scrutiny and verification of bills, claims, invoices, advances, settlement of advances, and reimbursement claims, ensuring availability of requisite supporting documents.
- Assist in monitoring expenditure against approved financial sanctions, budgets, and applicable norms, and highlight any deviations or excess expenditure for appropriate action.
- Coordinate with RFI, SAI, vendors, service providers, State Rowing Associations, and other stakeholders regarding financial documentation, payments, bills, and settlement of accounts.
- Assist in preparation and processing of financial proposals relating to procurement of rowing equipment, services, logistics, accommodation, transportation, and other requirements of RFI.
- Assist in examination and processing of tender proposals, quotations, comparative statements, purchase orders, work orders, and related financial documentation for procurement.

- Maintain proper records of advances released to officials, coaches, athletes, support staff, and other stakeholders and assist in timely settlement of such advances.
- Assist in preparation and reconciliation of Utilisation Certificates (UCs), Statement of Expenditure (SoE), expenditure reports, and other financial statements as required by SAI/RFI.
- Assist in monitoring financial commitments and liabilities relating to camps, competitions, procurement, and other approved activities.
- Ensure that financial documentation is complete, properly recorded, and maintained for audit, inspection, and future reference.
- Assist in reconciliation of expenditure records with approved sanctions, bills, vouchers, bank/payment records, and other relevant financial documents.
- Support compliance with applicable Government financial rules, SAI norms, procurement procedures, and other instructions issued by competent authorities from time to time.
- Assist in responding to financial observations raised during internal/external audit, inspection, scrutiny, or examination by SAI, RFI, or other competent authorities.
- Prepare periodic financial status reports, expenditure statements, pending-liability statements, and other financial reports for submission to RFI/SAI officials.
- Maintain a proper database/tracking system for sanctions, advances, expenditure, bills, payments, UCs, and pending financial matters.
- Assist in ensuring timely submission of financial documents and settlement of accounts relating to camps, competitions, and official tours.
- Be willing to travel extensively in connection with camps, competitions, procurement activities, and official meetings, as and when required.
- Perform any other finance/accounts-related duties assigned by RFI / SAI from time to time.

Remuneration and Tenure

The recruitment will be made on a contractual basis initially for a period of one year and may be extended further, subject to the officials being found suitable to continue, based on their performance assessment.

Suitable remuneration will be paid as per applicable SAI norms. Higher salary may be allowed in truly deserving cases based on the qualification and prior experience.

Application Process

Interested candidates who fulfil the prescribed eligibility criteria for the above posts may submit their applications to the Rowing Federation of India through the official email address presidentrowing@gmail.com and sgindiarowing@gmail.com

Last date of receipt of applications: 15th October 2026