



Shri Atal Bihari Vajpayee National Centre of Excellence
Akurli Road, Kandivali, Kandivali East
Mumbai, Maharashtra- 400101
Email: saistckandivali@gmail.com

F. No- SAI/RC Mum/Recruitment/SS/2021-22

Date: 05-10-2021

Engagement of Catering Manager at Sports Authority of India, National Centre of Excellence, Shri Atal Bihari Vajpayee Centre of Excellence, Mumbai, – 400101 (Maharashtra) purely on contractual basis.

Eligibility: -

1. Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized institution.

Or

Graduate in Hotel Management / Catering Management from a recognized Institution/University.

2. **Experience:** Three years' experience in the relevant field after obtaining the essential qualification

Terms and condition

1. **Tenure:** - Initially contractual engagement will be for a period of one year which could be further extended for a maximum period of two year on satisfactory performance.
2. **Age Limit:** - The maximum age shall not be more than 50 years on the last date of receipt of applications. Candidates should note that only the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted and no subsequent request for its change will be considered or granted.
3. **Remuneration:** - Monthly remuneration will be Rs. 30,000/- to 50,000/- per month on the basis of performance of the candidates in the interview and on the recommendation of the Selection Board.

4. 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 certificates / Services Tax, as applicable.
5. 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 to them.
6. Extension: - Performance of the person would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
7. Leave: - They will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, the contract employee 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.

The Catering Manager shall be responsible for the following:

1. He / She will be responsible to manage a team of catering staff and running day to day Catering operation for Breakfast, Lunch & dinner etc for resident sports persons / trainees.
2. The catering manager will also be responsible for quality of food, service, hygiene status of mess & dining hall etc.
3. Keeping to budgets and maintaining financial and administrative records.
4. Ensure compliance with health and safety regulations.
5. Planning menus in consultation with chefs & Nutritionist.
6. Monitoring the quality of the product and service provided in consultation with chefs & Nutritionist.
7. Organise, lead and motivate the catering team.
8. Maintain stock levels and order new supplies as required in consultation with chefs, Nutritionist & competent Authority of SAI.

Other Terms & Conditions:

1. In case the performance of candidate is not found satisfactory, his / her services will be discontinued after giving thirty-day notice.
2. 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.
3. 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 reason.
4. SAI reserves the right to cancel the advertisement and / or the selection process at any stage without assigning any reason.
5. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
6. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Mumbai Court.
7. Any reserve the right to terminate the contract, by giving 30 (thirty) day notice to Candidates.
8. The SAI shall be the final authority in case of any dispute.

General Instructions

- a) Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment / selection.
- b) Application Form not in the prescribed format or incomplete / unsigned or received without copy of Age Certificate, qualification, experience, copy of mark-sheet of Board / University etc shall not be considered and are liable to be rejected.
- c) Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

**(SUSMITA R. JYOTSI)
REGIONAL DIRECTOR**



**SPORTS AUTHORITY OF INDIA, SHRI ATAL BIHARI VAJPAYEE, NATIONAL
CENTRE OF EXCELLENCE
MUMBAI- 400101**

Recruitment notice for the post of Catering Manager

Sports Authority of India, Shri Atal Bihari Vajpayee National Centre of Excellence, Mumbai (Maharashtra) invited applications for selection of Catering Manager on contract basis initially for a period of 01 year which could be extended on satisfactory performance. The details are as follows:

1. Post	Catering Manager
2. No. of Post	01
3. Educational Qualification	Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized institution Or Graduate in Hotel Management / Catering Management from a recognized Institution / University Or 3-year Diploma in Hotel Management completed before 2000 from recognized institution.
4. Experience	Three-year experience in the relevant field after obtaining the essential qualification.
5. Remuneration	Rs. 30,000/- to Rs. 50,000/- per month (on the basis of performance)

Performa for application along with terms and condition etc. for the post are annexed and also available on the website of SAI <http://sportsauthorityofindia.nic.in>).

GENERAL INSTRUCTIONS

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

- 1. WHO CAN APPLY:** Online applications are invited candidates, who fulfill the requisite essential requirements as listed in para 1 above

- 2. HOW TO APPLY:** The candidate has to apply only online on email id (Respective centers to provide an email id).
 - a. Applications received through any other mode would not be accepted and summarily rejected.
 - b. Before registering /submitting applications on the website the candidates should possess a valid E-mail ID.
 - c. The e-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in the e-mail ID will be entertained.
 - d. Selection Process: The candidates who fulfil the eligibility criteria may send the necessary documents along with application form duly filled in and in original (with photocopy) on the following dates on the mentioned email id- saistckandivali@gmail.com

DATE OF OPENING ONLINE REGISTRATION: 06/10/2021

DATE OF CLOSING ONLINE REGISTRATION: 26/10/2021

*** Time period to be given for application is 21 days only.**

3. ATTACHMENT OF DOCUMENTS: -THE FOLLOWING ESSENTIAL CERTIFICATES/DOCUMENTS SHOULD BE SELF ATTESTED, SCANNED AND UPLOADED STRICTLY IN THE ORDER MENTIONED BELOW ALL COMPILED IN A SINGLE PDF FILE.

- a) Application form as per format enclosed.
- b) Document for DOB.
- c) Certificate of Matriculation or its equivalent from a recognized university/Board.
- d) Certificate in General Nursing and Midwifery from a recognized Institution or equivalent qualification for male nurses
- e) Work experience Certificate (Appointment/Offer letters will not be accepted).
- f) No Objection Certificate from present employer, if any.

NOTE: Non-self-attested documents will be rejected

- 4. CALL LETTERS FOR INTERVIEW:** The Call Letters for interview shall be communicated electronically in the valid and functional email id provided by the candidate in the application form:

CANDIDATES SHOULD CHECK THEIR REGISTERED EMAIL REGULARLY FOR UPDATES REGARDING INTERVIEW DATES AND OTHER RELEVANT DETAILS. ANY VARIATION IN THE DETAILS PROVIDED AND DOCUMENTS SUBMITTED WILL LEAD TO REJECTION OF THE CANDIDATE.

- 5.** The responsibility of ensuring genuineness of the certificate lies completely with the candidate by self - attestation. SAI reserves the right to discard experience certificates which do not provide correct details as asked above. Website links could be provided to ascertain genuineness.
- 6.** Candidates will be called for the interview based on the shortlisting criteria as mentioned above. Hence mere fulfillment of eligibility criteria does not entail that candidate will be called for the interview.
- 7.** The Candidates should note that their candidature at all the stages will be purely provisional, subject to their 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 the SAI.
- 8. NOTE: SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE THE ORIGINALS OF THE CERTIFICATES MENTIONED ABOVE AT THE TIME OF JOINING. FAILURE TO SUBMIT THE**

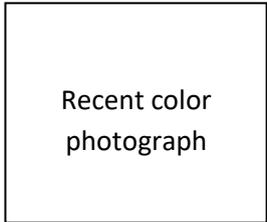
REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF PHYSICAL JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE.

Sd/-
(SUSMITA R. JYOTSI)
REGIONAL DIRECTOR

Application form for appointment of Catering Manager on Contract Basis at SAI NCOE Mumbai

PERFORMA FOR APPLICATION

1. Name :-
2. Father's / Husband's Name :-
3. Mother's Name :-
4. Date of Birth :-
5. Aadhar Number :-
6. Nationality :-
7. Category (Gen/OBC/SC/ST) :-
8. Permanent Address :-
9. Residential Address :-
10. Contact Number :-
11. E-mail address :-
12. Educational Qualifications Matriculation onwards:-



Qualification	Name and address of college/institution	University	Year of passing

Note: Self attested certificates to be attached.

13. Work Experience:

Sr. No.	Organization / institute	Designation	Period		Nature of work	Last pay drawn
			From	To		

Note: Self attested experience Certificates to be attached.

Total Experience (in months)

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 my candidature is liable to be cancelled / terminated. I will have no claim for absorption after termination / completion of tenure contract. I shall abide by terms & condition as prescribed. In the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules / instruction and hereby undertake to abide by them.

Place:

Date:

(Name & Signature of the Applicant)