



Regional Centre, New Field Sports  
Complex, Md. Shah Road, Paltan  
Bazar, Guwahati-781008 (Assam)

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.

2.SAI invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Young Professional on contract basis initially for a period of 02 Years and extendable on yearly basis upto maximum period of 5 years for Regional Center Guwahati.

S. No	Name of the post	UR	EWS	OBC	SC	ST	Total
1	Young Professional (Accounts/Finance)	3	0	0	0	0	<b>03</b>

Number of vacancies is indicative and SAI is at liberty to appoint YP (Accounts/Finance) based on actual workload.

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

4. SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to (**recruitmentsaircghy@gmail.com**)

**Regional Director(I/c)**  
**SAI RC Guwahati**

TABLE - I

5. JOB DESCRIPTION:

Position	Job Description
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 alongwith all schedules and reports.</li> <li>Preparation of U.C.</li> <li>Any other duties assigned by Head of the Division</li> </ul>

TABLE -II

5.1 ELIGIBILITY CRITERIA:

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
Young Professional (Accounts/ Finance)	Bachelors' Degree in Accounting / Finance / Commerce/ Masters' Degree in Finance / Accounts / Commerce or two years PG Diploma in Financial Management or 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 <b>OR</b> 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 Govt./ Autonomous/ PSU in relevant field.

**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**

5.2 CRITERIA FOR SHORT LISTING OF CANDIDATES FOR THE INTERVIEW:-

Candidate will be shortlist 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>												
Young Professional (Accounts/ Finance)	i. Weightage for marks in Essential Qualification (30 Marks) with further break-up as given below: <ul style="list-style-type: none"> <li>i. Greater or equal to 60% - 30 marks</li> <li>ii. 50% - 60% - 20 marks</li> <li>iii. 45% - 50% - 10 marks</li> <li>iv. Less than 45%. - 0 marks</li> </ul>												
	ii. Weightage work experience (35 Marks) with further break-up as:												
	<table border="1"> <thead> <tr> <th>With Bachelor as EQ</th> <th>With Master as EQ</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Greater than 05 years-</td> <td>Greater than 03 years-</td> <td>-35 marks</td> </tr> <tr> <td>04 – 05 years-</td> <td>02-03 years-</td> <td>-25 marks</td> </tr> <tr> <td>03 – 04 years-</td> <td>01-02 years-</td> <td>-15 marks</td> </tr> </tbody> </table>	With Bachelor as EQ	With Master as EQ	Marks	Greater than 05 years-	Greater than 03 years-	-35 marks	04 – 05 years-	02-03 years-	-25 marks	03 – 04 years-	01-02 years-	-15 marks
	With Bachelor as EQ	With Master as EQ	Marks										
	Greater than 05 years-	Greater than 03 years-	-35 marks										
	04 – 05 years-	02-03 years-	-25 marks										
	03 – 04 years-	01-02 years-	-15 marks										
	iii. Weightage for work Experience in Sports Sector (25 marks) with furtherbreak-up as:												
	<table border="1"> <thead> <tr> <th>With Bachelor as EQ</th> <th>With Master as EQ</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Greater than 03 years-</td> <td>Greater than 02 years-</td> <td>-25 marks</td> </tr> <tr> <td>02-03 years-</td> <td>01 – 02 years-</td> <td>-15 marks</td> </tr> <tr> <td>01–02 years-</td> <td>06 months to 1 year-</td> <td>-05 marks</td> </tr> </tbody> </table>	With Bachelor as EQ	With Master as EQ	Marks	Greater than 03 years-	Greater than 02 years-	-25 marks	02-03 years-	01 – 02 years-	-15 marks	01–02 years-	06 months to 1 year-	-05 marks
	With Bachelor as EQ	With Master as EQ	Marks										
Greater than 03 years-	Greater than 02 years-	-25 marks											
02-03 years-	01 – 02 years-	-15 marks											
01–02 years-	06 months to 1 year-	-05 marks											
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 as: <ul style="list-style-type: none"> <li>i. Greater than 02 years - 10 marks</li> <li>ii. 01-02 years - 05 marks</li> </ul>													
<i>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</i>													

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 THEINTERVIEW ONLY.

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

**i. 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.

**ii. 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.

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

**8. 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).

- i. 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.
- ii. 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-graduation course
  - f) Mark sheet of graduation degree.
  - g) Degree certificate of graduation course.
  - h) Work experience if any.
  - i) Last Pay Certificate for the month of December 2022
  - j) Documents supporting sports achievement if any.
- iii. 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.
- iv. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfilment of eligibility criteria does not entail that candidate will be considered for the interview.
- v. 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 fulfil any of the eligibility conditions; their candidature will be cancelled by SAI.

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.

## 9. TERMS AND CONDITIONS:

**9.1 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.

### 9.2 Age Limit & Salary:

Designation	Age Limit*	Consolidated Monthly Salary
Young Professional (Account/ Finance)	32 Years	Rs.50,000/-**

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

- Proof of Age - OM No. 19017/7/79-Estt(A) dated 30.11.1979.
- 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

**\*\* The initial remuneration for the present recruitment shall be fixed as Rs. 50,000/-.**

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***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 70,000/-. 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.

**9.3 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.

**9.4 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.

**9.5 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 the initial period of two years. ***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, the same shall be frozen for an initial period of 02 years.***

**9.6 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 Regional Director (I/c), 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 unveiled leave in a calendar year will lapse and will not be carried forward to the next calendar year.

**9.7 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 (Account/ Finance)	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.

**9.8 Relaxation:** RD, SAI where RD, 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

**10. HOW TO APPLY:** - The candidate has to apply only online through the link <https://sportsauthorityofindia.nic.in/saijobs/> Applications received through any other mode would not be accepted and summarily rejected.

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

- Date of opening of online registration – 13.01.2023 at 05:00PM
- Closing date for submission of online application– 28.01.2023 at 05:00PM

**12. CONFIDENTIALITY:**

- 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.
- 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.
- 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.

**13. OTHER CONDITIONS:**

- The place of posting is at SAI RC Guwahati.
- 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.
- 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.
- In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- 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.

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- 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 Regional Director (I/c), 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) Any litigation matters pertaining to employment at SAI shall be amenable to jurisdiction of courts in Guwahati.
  - k) 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.

**\*Canvassing in any form will lead to disqualification\***