

**SPORTS AUTHORITY OF INDIA REGIONAL CENTRE, ZIRAKPUR
NEAR SRI NABHA SAHIB GURUDWARA,
PATIALA ZIRAKPUR ROAD,
ZIRAKPUR PUNJAB-140603
Adv No.-SAI/RC/ZRK/ADMN/JC(Acct./Finance)/2022-2023/1st Batch**

Dated: 16/01/2023

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.

**SPORTS AUTHORITY OF INDIA, REGIONAL CENTER ZIRAKPUR (CHANDIGARH) INVITES
ONLINE APPLICATIONS FOR THE POST OF
JUNIOR CONSULTANT (ACCOUNTS / FINANCE)**

Sr No.	Name of Post	UR	EWS	OBC	SC	ST	TOTAL
1	Junior Consultant (Accounts/ Finance)	01	0	0	0	0	01

- The details of recruitment along with application form is available on the website of Sports Authority of India i.e. <https://sportsauthorityofindia.nic.in>
- The eligible applicant may apply through the online link <https://sportsauthorityofindia.nic.in/saijobs/> Application received through any other mode shall not be entertained and will be summarily rejected.
- **Date of opening of link for online application** 17.01.2023 at 5.00 p.m.
Closing date for submission of online application 31.01.2023 till 05:00 p.m.
- Applicants applying for more than one post have to fill separate application form for each post.
- The Applicants are advised to check the website frequently for any updates.
- The Competent Authority reserves all the rights to withdraw this advertisement at any time without assigning any reason.
- The Candidates may e-mail their queries for clarification on the e-mail id saiadmchd2@gmail.com

Executive Director
SAI Regional Centre
Zirakpur(CHD)

TABLE – I

JOB DESCRIPTION:

Job Description
<ul style="list-style-type: none"> • Scrutiny of Estimates • Scrutiny of Tender Documents • Scrutiny of evaluation of offers, Ranking of financial bids etc. in term of GFR and manuals notified Ministry of Finance from time to time in respect of Procurement of Goods, Works and services (Consultancy and Non – Consultancy). • Financial advice on proposal on various matters examination, advice on service matter such as pay fixation, pension fixation, TA / DA , LTC etc.

TABLE –II

ELIGIBILITY CRITERIA:

Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
Masters’ Degree in Finance /Accounts / Commerce OR Two years PG Diploma in Financial Management/ Accounting/CA / ICMA from a recognized Institution/ University	Working knowledge of Computer	Minimum 05years’ experience (In relevant field as mentioned in Job Description) after attaining Essential Qualification	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

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 alongwith the application:

TABLE - III

Evaluation Criteria (Total Marks – 100)
<p>i. Weightage for marks in Essential Qualification (30 Marks) with further break-up as given below:</p> <ul style="list-style-type: none"> i. Greater or equal to 60% - 30 marks ii. 50% - 60% - 20 marks iii. 45% - 50% - 10 marks iv. Less than 45%. - 0 marks <p>ii. Weightage work experience (35 Marks) with further break-up as:</p> <ul style="list-style-type: none"> i. Greater than 07 years- 35 marks ii. 06-07 years- 25 marks iii. 05-06 years- 15 marks <p>iii. Weightage for work Experience in Sports Sector(25marks) with further break-up as:</p> <ul style="list-style-type: none"> i. Greater than 05 years- 25 marks ii. 04-05 years- 15 marks iii. 03-04 years- 05 marks <p>iv. Weightage work experience in any government/ Semi Govt. / Autonomous /PSU in a relevant field as mentioned in job description (10 Marks) with further break-up as:</p> <ul style="list-style-type: none"> i. Greater than 02 years - 10 marks ii. 01-02 years - 05 marks <p>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 & iv depending on the number of years of experience</p>

NOTE:-

- ❖ THE ABOVE-MENTIONED SHORTLISTING CRITERIA (TABLE-III) WILL BE APPLICABLE FOR CALLING THE CANDIDATES TO APPEAR IN THE INTERVIEW
- ❖ THE FINAL MERIT WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.

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. WORKEXPERIENCE:

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/10thclassmarksheet/12thclassmarksheet.
- b. One recent passport size color photograph.

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).

- 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) Marksheet of postgraduate degree.
 - e) Degree certificate of post-graduation course
 - f) Marksheet 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 certificates 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 THERE QUIRED 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 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 case of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

Age Limit & Salary:

Designation	Age Limit*	Consolidated Monthly Salary
Junior Consultant (Accounts/ Finance)	45 Years	Rs.80,250/-*

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 have 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. 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 candidates selected above the 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.

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.

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

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 the Competent Authority. 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.

TA/DA: To undertake domestic tours subject to the approval of Competent Authority:-

Post	Mode of Journey	Re-imburement of Hotel, Taxi and Food Bills
Junior Consultants (Accounts/ 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.

Relaxation: Where the Competent Authority 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.

HOW TO APPLY

The eligible applicant may apply through the online link <https://sportsauthorityofindia.nic.in/saijobs/> Application received through any other mode shall not be entertained and will be summarily rejected.

IMPORTANT DATES

1	Date of opening of link for online application link https://sportsauthorityofindia.nic.in/saijobs	17-01-2023 5:00 P.M onwards
2	Closing date for submission of online application	31.01.2023 till 05:00 PM

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 employee 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 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.
- b) 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.
- c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- d) 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.
- e) 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.
- f) Candidates must apply within the scheduled time period, no application received after the last date shall be entertained.
- g) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- h) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- i) Any litigation matter pertaining to employment at SAI shall be restricted to the sole jurisdiction of the Courts of Chandigarh
- j) 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.
- k) Though the vacancies advertised for the Regional Centre falling under jurisdiction of SAI Regional Centre, Zirakpur (Chd), still SAI reserves the right to deploy the candidates to any of its schemes located anywhere in India.
- l) Applicants applying for more than one post will have to submit separate application form for each post
- m) The decision of the Competent Authority in any dispute shall be final and binding.
