



SPORTS AUTHORITY OF INDIA
NETAJI SUBHASH REGIONAL CENTRE,
Sarojini Nagar, Kanpur Road, Lucknow. 226008

No. SAI/NSRCL/Recruitment(J.C&YP-Accts & Fin.)/2023

Dated: 16.01.2023

INVITING APPLICATIONS FOR YOUNG PROFESSIONALS AND JUNIOR CONSULTANTS
(ACCOUNTS/FINANCE) ON CONTRACT BASIS AT SAI NCOE LUCKNOW

Sports Authority of India, Regional Centre, Lucknow, invites applications from the eligible, qualified and motivated Indian citizens for providing consultancy as Young Professional and Junior Consultant (Accounts/Finance) on contract basis initially for a period of 02 years and extendable for 01 year at a time upto a maximum tenure of 5 year (i.e. 2+1+1+1) at NCoE Lucknow.

S.N	Name of Post	No. of Vacancies	Monthly Remuneration	Age Limit	Qualification & Experience Required	
					Essential Criteria	Desired Criteria
1	Young Professional (Accounts/Finance)	03 (U.R)	Rs.50,000/- to Rs.70,000/-	32 years	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 Minimum 03 years' experience after attaining Bachelors' Degree OR Minimum 01 -year experience (In relevant field as mentioned in JD) after attaining Masters' Degree.	Knowledge in Tally Software/excel/ data analytics Experience in any Government/Semi Govt./ Autonomous/ PSU in relevant field
2.	Junior Consultants (Accounts/Finance)	01 (U.R)	Rs. 80,250/- To Rs. 100,000/-	45 Years	Masters' Degree in Finance /Accounts / Commerce OR Two years PG Diploma in Financial Management/Accounting/CA/ ICMA from a recognized Institution/ University Minimum 05 years' experience (In relevant field as mentioned in JD) after attaining Essential Qualification.	Working knowledge of Computer Experience in any Government/Semi Govt./ Autonomous/ PSU in relevant field

The requirement can be increased / decreased at the discretion of the SAI. The shortlisted candidates will be called for an online interview in the order of merit after internal assessment based on educational qualifications and experience. Eligible candidates may send applications along with the detail of the post applied only through email to the id: ncoelkorecruitment@gmail.com from **17.01.2023 11.00 AM to 06.02.2023 till 05:00 PM**. Applications through other means will not be accepted. Detailed advertisement and application form are available on the website www.sailucknow.in/ and sportsauthorityofindia.nic.in

Executive Director
SAI NSRC, Lucknow



नेताजी सुभाष क्षेत्रीय केंद्र ,**Netaji Subhash Regional Centre**

Sarojini Nagar, Kanpur,सरोजनी नगर, कानपुर रोड,
लखनऊ-226011 Lucknow-206011

F.No. SAI/NSRCL/Recruitment (JC&YP-Accts & Fin.)/2023

Date: 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.

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 and Young Professional on contract basis initially for a period of 02 Years and extendable for 01 year at a time upto a maximum tenure of five years i.e. 2+1+1+1 at NCOE Lucknow.

S. No	Name of the post	UR	EWS	OBC	SC	ST	Total
1	Junior Consultants (Accounts/ Finance)	01	0	0	0	0	01
2	Young Professional (Accounts / Finance)	03	0	0	0	0	03

Number of vacancies is indicative and SAI is at liberty to appoint Jr. Consultant & Young Professional (Accounts/Finance) based on actual workload.

The details of recruitment along with application form is available SAI website i.e; <http://sportsauthorityofindia.nic.in/> and <http://www.sailucknow.in/>
SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, email to ncoelkorecruitment@gmail.com.

(Executive Director)
SAI, NSRC Lucknow

TABLE - I**JOB DESCRIPTION:**

Position	Job Description
Junior Consultant (Accounts/Finance)	<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.
Young Professional (Accounts/Finance)	<ul style="list-style-type: none"> • Administration/ Personal matters viz. Pension, Revision of Pay, etc. • Matter related to Audit, conduct of internal Audit, furnishing replies to all audit reports etc. • Preparation of Budget and maintaining expenditure/vouchers, and release of grant, BRS etc. • Preparation/Scrutiny/examination/vetting of Tender/e-tender/ contract/ agreements/ MOU. • Timely filing of TDS, GST Returns etc., • Compliances of foreign Coaches Salary & Pension • All matters concerning Taxation including TDS calculations, deductions, deposit, filling of return etc. • Monitoring expenditure against the allocated budget time to time. • Maintenance of Books of Accounts viz Cash Books / Ledger/ Broad Sheets/Assets/Register / ECR etc. • Preparing of monthly / quarterly / Annual Accounts alongwith all schedules and reports. • Preparation of U.C. • Any other duties assigned by Head of the Division.

TABLE -II**ELIGIBILITY CRITERIA:**

Postion	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
Junior Consultant (Accounts/Finance)	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 05 years' experience (In relevant field as mentioned in JD) after attaining Essential Qualification	Experience in any Government/ Semi Govt./ Autonomous/ PSU in relevant field.
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 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 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 SHORT LISTING OF CANDIDATES FOR THE INTERVIEW: -

Candidate will shortlist 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: -

TABLE - III

Position	Evaluation Criteria (Total Marks – 100)				
Young Professional (Accounts/ Finance) Junior Consultant (Accounts/ Finance)	i. Weightage for marks in Essential Qualification (30 Marks) with further break-up as given below:				
	i.	Greater or equal to 60%	- 30 marks		
	ii.	50% - 60%	- 20 marks		
	iii.	45% - 50%	- 10 marks		
	iv.	Less than 45%.	- 0 marks		
	ii. Weightage work experience (35 Marks) with further break-up as:				
		With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks
		Greater than 07 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
iii. Weightage for work Experience in Sports Sector (25 marks) with further break-up as:					
	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-01 Years	03-04 Years	- 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:					
	i.	Greater than 02 years	- 10 marks		
	ii.	01-02 years	- 05 marks		
<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 & 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 THE INTERVIEW ONLY.
- ❖ THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS AT THE TIME OF JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.

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.
- e. Offer of appointment will not be considered as experience certificate

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.
- c. Scanned Signature.

iii SPORTS PARTICIPATION:

The document proving participation in Sports at National and International level should be attested by 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).

- i. After initial registration is completed, 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.
 - 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.

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 cases 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 Consultants (Accounts/ Finance)	45 Years	Rs.80,250/- Rs. 100,000/- *
Young Professional (Accounts/ Finance)	32 Years	Rs. 50,000/- Rs. 70,000/- **

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. 80,250/- (J.C).*

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 candidate selected above that candidate in merit shall draw equal remuneration.

*** The initial remuneration for the present recruitment shall be fixed as Rs. 50,000 (Y.P)*

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.

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 Enhancement @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 and Rs. 1,00,000/- for JC, the same shall be frozen for an initial period of 02 years.*

Leave: Selected candidates will be entitled for 30 days leave in a calendar year on a pro-rata basis. Therefore, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unavailed leave in a calendar year will lapse and will not be carried forward to the next calendar year. 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.

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
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.
Young Professional (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

HOW TO APPLY: - (Application form available in Annexure I) Eligible candidates may send applications in (PDF format) along with the detail of the post applied **only through email** to the id: ncoelkorecruitment@gmail.com from **17.1.2023 (11:00AM)** to **06.02.2023 till 05:00 PM**. 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:-

- i. Date of opening of application – 17.01.2023 at 11:00 AM
- ii. Closing date for submission of application– 06.02.2023 at 05:00 PM

12. 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 person, 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 averse to the interest of the Government.

13. OTHER CONDITIONS:

- a) The place of posting is at SAI NSRC Lucknow. SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- b) 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.
- 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 Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- 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 to permanent employment in SAI.
- j) Any litigation matters pertaining to employment at SAI shall be amenable to jurisdiction of courts in Lucknow.
- 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 BE ADISQUALIFICATION.

क्रमांक S.No. 2006	250250	केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION				
		अंक विवरणिका MARKS STATEMENT				
		सकन्दरी पत्र पत्रिका, 2006				
		SECONDARY SCHOOL EXAMINATION, 2006				
नाम Name		अनुक्रमांक Roll No.				
माता का नाम Mother's Name						
पिता का नाम Father's Name						
जन्म तिथि Date of Birth	1ST DECEMBER NINETEEN HUNDRED NINETY					
विद्यालय School	08468 ARMY SCHOOL					
विषय SUB- CODE	विषय SUBJECT	प्राप्त MARKS OBTAINED				वर्गीकृत POSITIONAL GRADE
		लि. TH	पे/अ.पु. PR/IA	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
101	ENGLISH COMM.	079	XXXX	079	SEVENTY NINE	A2
085	HINDI COURSE-B	090	XXXX	090	NINETY	A1
041	MATHEMATICS	094	XXXX	094	NINETY FOUR	A1
086	SCIENCE & TECH.	067	025	092	NINETY TWO	A1
087	SOCIAL SCIENCE	073	017	090	NINETY	A1
AB : विषय में अनुपस्थित Absent in the Subject PR : प्रायोगिक Practical IA : आन्तरिक मूल्यांकन Internal Assessment दिल्ली Delhi तैयारी Dated 27-05-2006		परिणाम Result PASS				सहित निदेश Controller of Examinations

Self-attested
 [Signature]
 Mr. RAGINI 28/11

SAMPLE DOCUMENT DEMONSTRATING HOW THE CERTIFICATES ARE TO BE ATTESTED AND SCANNED AND COMPILED IN THE FORMAT REQUIRED

(Annexure – I)

APPLICATION FORM

1. Full Name in Capital Letters (as per the matriculation certificate):

2. Gender:

3. Date of Birth (as per the matriculation certificate):

4. Father's Name (as per the matriculation certificate):

5. Nationality:

6. Post Applied For:

7. Permanent Address:

8. Address for Communication:

9. Mobile number:

10. Email ID (a valid and functional email ID to be provided):

11. Proof of Identity (With ID no.):

12. Academic Qualifications:

Paste your
recent
passport size
colored
photograph

Qualification	Name And Address of College / Institution	University	Year of Passing

13. Details of Services rendered earlier/ Experience in related field: (After the basic graduation)

Post/ Designation	Name and Address of the Organization	Duration of Tenure		Total Period
		From	To	

Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of Sports Authority of India.

Place:

(Signature)