

File No.25-14/47/2022-RC LNCPE

Dated: 17.01.2023

Sports Authority of India (SAI) is an autonomous organization under the Administrative control of the Ministry of Youth Affairs and Sports, Government of India 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) and NCOE Thiruvananthapuram is one among them.

SAI LNCPE Thiruvananthapuram invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy service as Young Professional on contract basis initially for a period of 02 Years and extendable up to 05 years (i.e. 2+1+1+1 years) subject to satisfactory performance review by respective Controlling Officer for its Regional Centre (LNCPE), Thiruvananthapuram

S. No.	Post	Number of Post
1	Young Professionals (Project & Admin)	UR-1

**\*Vacancies are indicative, may vary depending upon the vacancy arises for different category as per reservation policy**

The details of recruitment along with application form is available on SAI website <https://sportsauthorityofindia.nic.in/> & <https://www.lncpe.ac.in/>

SAI LNCPE reserves all the rights to withdraw this advertisement at any time without assigning any reason.

Principal  
SAI LNCPE  
Thiruvananthapuram

**Job Description:****(Table- I)**

Position	Job Description
<b>Young Professional (Project &amp; Admin)</b>	<p>To provide consultancy to:</p> <ul style="list-style-type: none"> <li>● Manage day to day administrative work of NCOE.</li> <li>● Oversee the function, management, planning, execution, verification &amp; reporting of Operations of the given projects.</li> <li>● Draft Expression of Interest (EOI) and Request For Proposals (RFPs) for Procurement of Goods and Services according to the GFRs, CVC Guidelines and Procurement Manual of Government of India;</li> <li>● Any other task assigned by the competent authority</li> </ul>

**Eligibility Criteria:****(Table- II)**

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
<b>Young Professional (Project &amp; Admin)</b>	B.Tech/MBA/PGDM (2 Years) from a recognized university.	MBA/Post Graduate Diploma (2 Years) specialization in Sports Management from a recognized university.	Minimum 01 year after acquiring essential qualification (In relevant field as mentioned in job description)	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 be shortlist in the ratio of 1:5 with following criteria for which necessary documents to be attached along with the application:

**(Table- III)**

Designation	Evaluation Criteria (Total Marks-100)
<b>Young Professional (Project &amp; Admin)</b>	<p>i. Weightage for marks Obtained in Essential Qualification (Total - 40 Marks) with further break-up as given below (If a candidate obtained two essential Qualification, mark obtained in the basic qualification will be considered for giving weightage. Example- In the case of candidate with B.Tech&amp; MBA, marks obtained in B.Tech will be considered:</p> <ol style="list-style-type: none"> <li>Greater or equal to 75% - 40 Marks</li> <li>60% - 75% - 30 Marks</li> <li>45% - 60% - 20 Marks</li> <li>Less than 45% - 0 Marks</li> </ol> <p>ii. Weightage for work Experience (30 marks) with further break-up as:</p> <ol style="list-style-type: none"> <li>Greater than 02 Years- 30 Marks</li> <li>1-2 Years- 20 Marks</li> </ol> <p>iii. Weightage for work Experience in Sports Sector (25 marks) with further break-up as:</p> <ol style="list-style-type: none"> <li>Greater than 02 Years- 25 Marks</li> <li>1-2 Years- 20 Marks</li> </ol> <p>iv. Experience in any Government/ Semi Govt./Autonomous/ PSU in relevant field as mentioned in JD(Minimum 01 Year).-05 Marks</p> <p><i>Note: If a candidate is working in Sports Sector and (or) in government sector as specified in iv, he/she will be eligible for weightage in ii, iii &amp; iv depending on number of Years of Experience.</i></p>

## **NOTE:**

- ❖ THE ABOVE-MENTIONED SHORT-LISTING CRITERIA (TABLE -III) WILL BE USED FOR CALLING THE CANDIDATES TO APPEAR IN THE INTERVIEW.
- ❖ THE FINAL MERIT LIST 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.

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

### **ii. 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.

### **iii. 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. SC/ST/OBC/EWS Certificate

**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).

1. The candidate must send the following documents in the below mentioned order. The structure of performa of application cannot be changed but applicant can add more rows. Self attested documents are to be attached.
2. The order of documents is as follows:
  - a) Application (in prescribed Performa attached)
  - b) Document for DOB:
  - c) Mark sheet of postgraduate degree.
  - d) Degree certificate of post-graduation course
  - e) Mark sheet of graduation degree.
  - f) Degree certificate of graduation course.
  - g) Work experience if any.
  - h) Last pay certificate
  - i) Documents supporting sports achievement if any
  - j) SC/ST/OBC/EWS CERTIFICATE (if belonging to category)
  - k) Aadhaar copy
3. 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.
4. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfillment of eligibility criteria does not entail that candidate will be considered for the interview.
5. 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 fulfill any of the eligibility conditions; their candidature will be cancelled by SAI.
6. **NOTE:** SELECTED CANDIDATES HAVE 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 02 (Two) years extendable up to 05 years (i.e. 2+1+1+1 years) subject to satisfactory performance review by respective Controlling Officer. The contract can be terminated by giving a 30 days' Notice period by either party, ie.by SAI or by the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

## **Age Limit & Salary:**

<b>Age Limit*</b>	<b>Salary**</b>
32 Years	Rs. 50,000/- to 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: -**

<b>S. No</b>	<b>Period of Experience in SAI</b>	<b>Relaxation in Age</b>
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/-.**

**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 will also depend on the periodic performance review subject to a maximum of 7%. **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.**

**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 DG, 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

**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(P&A)	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:** DG, SAI where DG, 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

**How to Apply:** - The candidate has to send the application along with necessary documents to The Principal, LNCPE, Kariavattom P O, Thiruvananthapuram , Pin:695581 with subject line **“Application for the post of Young Professional (Project and Administration)”** by Speed Post/registered post. Applications received through any other mode would not be accepted and summarily rejected.

**LAST DATE FOR RECEIPT OF APPLICATIONS:** 6<sup>h</sup> February, 2023 (Monday) before 5.30pm

**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 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.
- 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.

**Other Conditions:**

- The applications received will be scrutinized/ shortlisted on the basis of relevant experience and job description and the eligible candidates will be called for an 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 the 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.
- Decisions 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.
- SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- The DG SAI shall be the final authority in case of any dispute.
- The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- Any litigation matters pertaining to employment at SAI LNCPE, Thiruvananthapuram shall be restricted to the jurisdiction of the Kerala High court.
- Organization reserves the right to terminate the contract, by giving one month's notice to Candidates.
- 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 reserves the right to cancel the panel without assigning any reason.

CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION

## APPLICATION FORM

Paste your  
recent  
passport size  
colored  
photograph

**Post applied for:** .....

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/Mother's Name :  
(as per the matriculation certificate)
5. Nationality :
6. Category (Gen/EWS/OBC/SC/ST) :
7. Religion :
8. Caste :
9. Permanent Address :
10. Address for Communication :
11. Mobile number :
12. Email ID :  
(a valid and functional email ID to be provided)
13. Proof of Identity (Aadhaar ID no.) :

14. Academic Qualifications:

<b>Qualification</b>	<b>Name and Address of College / Institution</b>	<b>University</b>	<b>Year of Passing</b>

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

<b>Post/ Designation</b>	<b>Name and Address of the Organization</b>	<b>Duration of Tenure</b>		<b>Total Period</b>	<b>Nature of work</b>
		From	To		

16. Sports Participation:

(A) International Level

S.No.	Event	Position

(B) National Level

S.No.	Event	Position

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.

Signature of the Candidate

\*ATTACH SELF ATTESTED COPIES OF CERTIFICATES IN SUPPORT OF

1. DATE OF BIRTH,
2. SC/ST/OBC/EWS CERTIFICATE
3. EDUCATIONAL QUALIFICATIONS (including marklist)
4. WORK EXPERIENCE
5. LAST PAY CERTIFICATE
6. AADHAAR
7. SPORTS ACHEIVEMENT