



**Sports Authority of India**  
**(An Autonomous Organization under Ministry of Youth Affairs**  
**& Sports) Jawaharlal Nehru Stadium Complex (East Gate)**  
**Lodhi Road, New Delhi- 110 003**

No. SAI/Pers/2230/2023-Recruitment/HoC

Date: 02.05.2023

**Notice inviting applications for appointment as Consultant as Head (Communication) on contract basis in Sports Authority of India**

Applications are invited from eligible candidates for the post of Consultant as Head (Communication) on contract basis as per details given below:

**Pay and Eligibility criteria for Contract appointment as consultant: -**

| Name of the Post                      | Pay Range*                     | No of Posts | Eligibility & Experience   |
|---------------------------------------|--------------------------------|-------------|--|
| Consultant as Head of (Communication) | Rs. 1,45,000 –<br>Rs. 2,65,000 | 1           | <p><b>Essential Qualification:</b><br/>Graduation in any discipline from a recognized University/ Institution</p> <p><b>Desirable Qualification:</b><br/>Degree/Diploma in Mass Communication and Journalism from a recognized University/Institution</p> <p><b>Essential Experience:</b><br/>with minimum 8 years of experience in Media and Communications Sector</p> <p><b>Desirable Experience:</b><br/>with 2 years of experience in Media and Communication in Government/Autonomous Organizations/PSU</p> |

*\*Remuneration within the pay range will be decided by the Interview Panel at the time of Interview. The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed.*

**Job Description of Head (Communication):**

- Ensuring complete digital presence including social media for all the Scheme of SAI and associated athletes.
- Identifying/understanding the expectations of all stakeholders.
- Facilitating internal communication for various initiatives by developing systems and procedures for different activities of the department.
- Planning, developing, and implementing PR strategies across all media including press, social media and publications.
- Preparing annual report, newsletters, developing and updating web content, handling social media platforms, etc.
- Written and photographic documentation of various internal and external events and activities of the organization and creating best practices for promotion and communication (internal, press, social media etc).

**Tenure:** - Initially for a period of 3 years which can be extendable for another 2 years.

**Age (as on last date of receipt of the application):** 50 Years

**General Instructions**

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

**ONLINE APPLICATION WILL BE AVAILABLE FROM : 04.05.2023 (05.00 PM)**  
**LAST DATE FOR RECEIPT OF APPLICATIONS :19.05.2023 (till 05:00 PM).**

**Documents:**

**i. DEGREE AND MARKSHEET:** The certificate 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.

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

1. Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work
2. 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.
3. 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.
4. 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.
5. Selection of the candidate will be based on the interview for which no TA/DA will be paid.
6. The candidates will be called for the interview in the ratio 1:5. If the number of applications received is more than 5 times the number of vacancy advertised, a duly constituted selection committee shall scrutinize / shortlist the eligible candidates to be called for interview on the basis of suitable criteria.

7. Selection of retired government official as consultant on contract basis subject to the vigilance clearance received from parent department of the official and intimation to the Chief Vigilance Commission as per CVC guidelines vide circular no. 07/05/21 dated 03.06.2021.
8. 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.

**v. Terms and Conditions (For Contractual engagement):**

**Tenure:** The engagement will be for a period of 03 (Three) years further extendable for 02 more years depending upon the requirement and subject to the satisfactory performance. The contract can be terminated by giving a 30 days' Notice period by either party, ie. SAI or the employee. The SAI can terminate the contract at any time, without prior notice and without providing any reason for it.

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.

**Leave:** Selected candidates will be entitled for 8 days in a year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.

**Police Verification:** Police verification of the individual Consultants shall be done as per the latest instructions issued by IMHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice.

**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  |
|----------------------|--|--|
| Head (Communication) | Air in Economy Class or by Rail in AC Two Tier | Hotel accommodation of up to Rs.4500/- per day; taxi charges for AC taxi upto 50 kms within the city and food bills not exceeding Rs. 1000/- 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

**vi. 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 adverse to the interest of the Government.

**vii. Other Conditions:**

- a) 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.
- b) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- c) 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.
- d) 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.
- e) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- f) The DG SAI shall be the final authority in case of any dispute.
- g) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- h) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.
- i) 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.

**Director (Recruitment)**  
**Sports Authority of India**



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**Application for the Post of Consultant as Head (Communication) in SAI**

1. Name of the Post :
2. Name of the applicant :
3. Father's Name :
4. Address :
5. Date of Birth :
6. Contact No :
7. Email ID :
8. Educational Qualification (In chronological order) :

| S. No. | Qualification | University | Date of Passing (as per passing certificate) | Tot. Marks | Marks Obtained | Percentage |
|--------|---------------|------------|--|------------|----------------|------------|
|        |               |            |  |            |                |            |
|        |               |            |  |            |                |            |
|        |               |            |  |            |                |            |

9. Details of Employment, in chronological order :

| S.No. | Name of the Organization | Post held | From | To | Scale of pay (Level) | Nature of duties |
|-------|--------------------------|-----------|------|----|----------------------|------------------|
|       |                          |           |      |    |                      |                  |
|       |                          |           |      |    |                      |                  |
|       |                          |           |      |    |                      |                  |

(Enclose a separate sheet, duly authenticated by your Signature, if the space below is insufficient)

10. For applicant on Contract:

a) Expected Salary:

b) Present emolument and benefits:

(Attach copy of recent pay slip)

11. Additional information, if any, which you would like to mention in support of your suitability for the Post (Enclose a separate sheet, if the space is insufficient).

(Signature of Candidate)

Place:

Date: