



SPORTS AUTHORITY OF INDIA
KHELO INDIA DIVISION

F.No. F.No. KI/KIYG/HR/024/2019-20

Dated: 19/09/2019

ADVERTISEMENT NO. KI/KIYG/HR/024/2019-20

Sports Authority of India (Khelo India Division) an autonomous organization under Ministry of Youth Affairs & Sports (GOI), invites applications for recruitment by selection on Contractual Basis for the following Posts to develop and execute the tasks for different events under SAI/Khelo India:-

S. No.	Designation	Number of Counts
1	Junior Consultant (Administration)	02
2	Junior Consultant (Events)	05
3	Junior Consultant (Ideation, Research & Publicity)	02
4	Junior Consultant (Content)	01
5	Young Professional (Administration, Event, Partnership & Marketing)	13

The candidates can apply online through <http://sportsauthorityofindia.nic.in/saijobs> by 27th September 2019, 05:00 PM.

SAI reserves the right to withdraw this advertisement at any time without assigning any reason thereof.

Any recruitment related query can be mail to kheloindiarecruitment@gmail.com.

(Khelo India Division)
Sports Authority of India

A. Jr. Consultant (Events):

Eligibility:

MBA/ PGDM or Masters' Degree with 05 Years of overall experience with atleast 2 Years in Sports Management.

OR

Graduate with 07 years of overall experience with atleast 02 years in Sports Management.

Job Description

- Responsible for drafting detailed Scope of Work related to various Functional Areas (FA) for smooth conduct of various events held under Khelo India Scheme.
- Coordination with and collation of information from each Functional Area head for inputs into the corresponding FA for the RFP.
- Collating Inputs from the market & historical data to calculate an estimate for execution of operations for event.
- Interacting with empanelled Event Management Agencies (EMA) of SAI to assist in their efficiencies in the build up to the bid & facilitate any on-site requirement at Host State
- Oversee the function, management, planning, execution, verification & reporting of Operations falling under the scope of the Event Management agency.
- Ensure on time delivery and closure of the events.
- Responsible for creation and maintenance of Legacy of various events held under the umbrella of Khelo India Scheme in terms of Post event reports, Collation of data and information, compilation of documentaries etc.
- Closure of Games, verification of operations with proof & Reporting in relation to Games.
- Support in drafting and/or review contracts and agreements and monitor legal obligations under agreements to ensure compliance.
- Overseeing Post-games operations including but not limited to legacy creation, repository management & payments to the vendors for the Games.
- Perform consulting services for management through participation in projects designed to introduce new and/or changing processes, products or facilities. Provide value added recommendation to mitigate both project and end state risks
- Any other work assigned by the reporting authority.

B. Jr. Consultant (Administration):

Eligibility:

MBA/ PGDM or Masters' Degree with 05 Years of overall experience with atleast 02 Years in relevant field/Government Organization.



Ministry of Youth Affairs and Sports
Government of India



OR

Graduate with 07 years of overall experience with at least 02 years in relevant field/Government Organization.

Job Description:

- Manage day to day administrative work of the Khelo India Division.
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Oversee the function, management, planning, execution, verification & reporting of Operations of all the projects under Khelo India or FIT India Movement.
- Interacting with empanelled agencies to assist in their efficiencies in the build up to the bid & facilitate any on-site requirement in the assigned project.
- Conduct and maintain records various meetings with all the stakeholders related to Khelo India Scheme including drafting of Minutes of Meeting.
- Coordination with external stakeholders regarding communications at various levels to ensure smooth delivery of the function.
- Drafting of official letters to various divisions/departments/organisations etc. related to given project.
- Preparation of power-point Presentations for the given projects.
- Any other work assigned by the reporting authority.

C. Junior Consultant (Ideation & Publicity):

Eligibility:

MBA/ PGDM or Masters' Degree in Journalism or related field with 05 years of experience in print/television and digital media.

OR

Graduate with atleast 07 years of experience in print/television and digital media.

Job Description:

- The person will have to put in place a media strategy to promote the various aspects of Khelo India Scheme.
- The person must ensure that news and content relating to Khelo India Games, Mobile App, Khelo India athletes are promoted regularly on social media, in an engaging manner so as to create more following and traction for Khelo India social media handles.
- The person will have to engage with social media influencers to create an organic ecosystem on social media.
- The person will have to create engaging and social-media friendly content for platforms like Twitter, Facebook, Instagram around Khelo India Youth Games, Khelo India Mobile App and other aspects of the Khelo India Scheme.

- The person must be able to track social media trends and create content to go with it.

Age Limit:

There is an upper age limit of 55 Years for Junior Consultants

D. Junior Consultant (Content):

Eligibility:

MBA/ PGDM or Masters' Degree in Journalism or related field with 05 years of experience in print/television and digital media.

OR

Graduate with atleast 07 years of experience in print/television and digital media.

Job Description:

- The person will have to create engaging and social-media friendly content for platforms like Twitter, Facebook, Instagram around Khelo India Youth Games, Khelo India Mobile App and other aspects of the Khelo India Scheme.
- The person will have to ideate on engaging social media campaigns and mainstream media stories/campaigns and execute them.
- The person must be able to create text content in both Hindi and English.
- The person must be able to track social media trends and create content to go with it.

E. Young Professionals:

Eligibility:

Master's degree in relevant subject or technical qualifications like B. Tech., MBA/PGDM

OR

Graduate with atleast 1 Year of experience in Sports Management/Government Organization.

Job Description

- Handles RTIs, grievances and Parliament Questions pertaining to Khelo India Division
- Drafting of Presentations for different Khelo India Meetings
- Drafting of minutes for all Khelo India Meetings.
- Coordinating with different departments in queries related Khelo India Division.
- All work related to administration
- Maintain the data of the material/resources provided to manpower engaged in Khelo India.
- Drafting of letters, file noting, orders etc



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Government of India



- Manage the marketing strategy and communication plan for Khelo India.
- Planning & developing communication & PR strategies for brand positioning and reaching the appropriate audience that include campaigns, events, social media communications and PR.
- Identifying and networking through promotional opportunities, for example – conferences, seminars, media events etc., and evaluating success of all promotional and communication strategies.
- Any other work assigned by the reporting authority.

Age Limit:

There is an upper age limit of 35 Years for Young Professionals.

General:

- Good Knowledge of Computer- Windows and Microsoft office application especially Ms. Excel, Ms Word.
- Confident, self-driven and a team player.
- Ability to read, write and speak in English and Hindi

Terms and Conditions:

Remuneration:

S.N	Post	Number of Vacancies	Monthly Remuneration
1	Jr. Consultant	10	Rs. 75,000/- – 1,00,000/-
2	Young Professional	13	Rs. 45,000/- – 60,000/-

Higher remuneration can be given to the suitable candidates

Tenure: The contractual engagement will be initially for a period of 01 (one) year extendable upto 03 (three) or coterminous with the scheme whichever is earlier. The salary can be revised after one year based on performance. The contract can be terminated by giving one-month notice period.

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

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 with Khelo India secretariat, 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.

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) Candidates applied for more than one post will be interviewed only once.
- 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.



Ministry of Youth Affairs and Sports
Government of India



- 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 restricted to the jurisdiction of the Delhi courts.
- k) Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- m) Owing to the requirement in SAI, a list of panels may be drawn which will be valid for a period of one Year, SAI reserve the right to cancel the panel without assigning any reason.