



GYMNASTICS FEDERATION OF INDIA

भारतीय जिम्नास्टिक्स संघ

www.gymfedindia.com

Advertisement: Young Professionals (3)

The **Gymnastics Federation of India (GFI)** invites applications from eligible candidates for the position of Young Professional to support the Federation's administrative, operational, financial and IT activities.

Positions:

- Young Professional (Operations) – 1
- Young Professional (Finance) - 1
- Young Professional (IT) – 1

Total Positions - 3

Location: New Delhi, India

Contract Type: Full-time, initially for 2 years, may be extended based on performance and organizational requirements.

Roles Overview

The Young Professionals will support the Gymnastics Federation of India in the planning, coordination, and execution of its core functions, including administration, operations, finance, and digital systems.

The roles involve supporting national and international events, athlete programmes, coordination with State Associations, liaison with Government bodies (including the Ministry of Youth Affairs & Sports and Sports Authority of India), handling documentation, processing claims/payments, maintaining records and systems, and supporting routine office functions.

The Young Professionals will work closely with the President, Chief Operating Officer (COO), and GFI staff to ensure the smooth day-to-day functioning of the Federation.

Young Professional (Operations)**Key Responsibilities**

- Assist in coordination and conduct of national and international gymnastics events
- Support athlete-related programmes, camps, and selection activities
- Liaise with State Associations, committees, and officials
- Assist in preparation of reports, records, and official documentation
- Support implementation of GFI policies and daily operations
- Any other duties assigned by GFI Management / COO

Preferred Qualifications

- Graduate in any discipline
- Preferably Postgraduate degree in Sports Management / Business Administration / Public Administration or a related field.

Preferred Experience / Skills

- Minimum 1–2 years of relevant experience in sports administration, event coordination or related work
- Proficiency in MS Office
- Good communication and coordination skills
- Willingness to travel as required

Young Professional (Finance)

Key Responsibilities

- Assist in processing of bills, claims, payments, and reimbursements
- Support accounting, bookkeeping, and reconciliation activities
- Assist in preparation of financial statements, utilization certificates, and audit-related documentation
- Coordinate with banks, auditors, and Government agencies as required
- Support financial compliance with GFI, Government, and funding agency norms
- Perform any other duties as assigned by GFI Management / COO

Preferred Qualifications

- Graduate in Commerce / Accounting / Finance
- Preferably a Postgraduate degree in Commerce / Finance / Management
- Knowledge of accounting principles and financial processes preferred

Preferred Experience / Skills

- Minimum 1–2 years of relevant experience in sports administration, event coordination, finance, or related work
 - Proficiency in MS Office
 - Good communication and coordination skills
 - Willingness to travel as required
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Young Professional (IT)

Key Responsibilities

- Manage and maintain GFI's IT and digital infrastructure, including websites, databases, and digital records
- Provide technical support for event registration systems, accreditation platforms, and competition management / live results systems
- Support implementation and maintenance of athlete management systems and digital tools
- Coordinate with IT vendors and service providers for federation requirements
- Ensure data security, archiving, and compliance with applicable policies
- Assist departments in data compilation, reporting, and digital process improvement
- Perform any other IT-related duties as assigned by GFI Management / COO

Preferred Qualifications

- B.Tech in Computer Science / Information Technology / Electronics & Communication Engineering (ECE)

OR

- Master of Computer Applications (MCA)

Preferred Experience / Skills

- Minimum 1–2 years of professional experience in IT support, software systems, database handling, or website management
 - Experience with event registration systems, accreditation platforms, live results systems, or sports technology platforms preferred
 - Familiarity with data security and digital record management
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Remuneration

Negotiable, commensurate with qualifications and experience.

How to Apply

Interested candidates must submit:

- CV
- Cover Letter outlining suitability for the Young Professional Role

Email to: gfi@gymfedindia.com

Email Subject Line - Application for Young Professional (Operations / Finance / IT)

Application Deadline: 10th January 2026

About GFI

The **Gymnastics Federation of India (GFI)** is the national governing body for gymnastics in India and affiliated to World Gymnastics, Asian Gymnastics Union and the Indian Olympic Association. It is recognized by the Ministry of Youth Affairs and Sports, Government of India.

Among its various objectives, GFI aims to build a modern, athlete-centric high-performance system capable of producing world-class Gymnasts.
