

Organising Committee Khelo India School Games, Delhi 2017

Sub: - Engagement of Manager on Contract Basis in OC-KISG.

1. Organising Committee, Khelo India School Games, Delhi 2017 (OC-KISG) under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of Manager KISG on contract basis initially for a period of one year extendable by another one year under Khelo India, scheme of Govt of India.

2. **Requirement;** Following Managers will be required:

a. **Managers**

- i. Manager - Finance & Audit
- ii. Manager - Corporate & Govt. Liaisoning
- iii. Manager - Security
- iv. Manager - Transport
- v. Manager - Equipment

3. **Evaluation Criteria (Manager) .**

- a) Educational qualification - 10 pts.
- b) Experience of Government procedures, Rules & Regulations - 30 pts.
- c) Knowledge of Delhi city and functioning of Govt. deptt. - 20 pts.
- d) Experience in Corporate Matters - 20 pts.
- e) IT & Communication (Social media etc) - 20 pts.

4. Terms and Conditions of Managers shall be as under:

- a) **Age Limit:** There is no limit on the age.
- b) **Remuneration:** 50,000/- to 60,000/- depending upon experience.
- c) **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.
- d) **Extension:** Performance of the Managers would be continuously reviewed and his extension will be considered on the basis of performance review reports.
- e) **Leave:** He will be entitled for 15 days leave in a calendar year on pro-rata basis. Therefore, above individuals shall not draw any remuneration in case of his/her

absence beyond 15 days in a year. Also, un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

f) They will be reporting to CEO or COO, Khelo India School Games, Delhi 2017.

5. **Confidentiality:**

a) Managers, KISG may not, except with the previous sanction of OC, KISG in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymous 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, without the prior approval of COO or CEO, KISG.

b) During the period of engagement with OC-KISG, the Managers, 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 Managers, KISG engaged by the OC-KISG shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of OC-KISG.

6. **Other Conditions;**

a) In case he is required to proceed outstation from his place of posting on tour for official duty, he will be entitled to TA/DA as admissible under the rules as applicable to Officers of equivalent level in SAI & transport for local official travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside Delhi.

b) In case of performance of Managers, KISG is not found up to the mark, his/her services will be discontinued after giving one-month notice.

c) OC KISG reserves the right to terminate the contract, by giving thirty days' notice to Managers.

d) Eligible and willing candidates may report for walk in interview on 15 Nov 2017 at 09:30 am at following address;

Khelo India, School Games, Delhi 2017
Sports Authority of India

Reception Desk
Jawaharlal Nehru Stadium
CGO Complex East Gate,
Lodhi Road
New Delhi -110003

Note; In case of queries please contact Ms Shubhra Rai, Mob: 9654853971.

No. OC-KISG/RFP-HR/1001

Dated: 8th November 2017



(Prashant Singh)
Asstt. Director
Khelo India

1. Qualification Criteria for Manager (Finance & Accounts)

- a) Should have knowledge of Government rules & regulations, procedures and practices.
- b) Preferably Subordinate Accounts Services (SAS) qualified.
- c) Should have been part of at least two National/ International sporting Events.
- d) Should have min 25 years' experience in Finance & Accounts.
- e) Experience in handling Administrative matters, HR & Protocol & Vetting of Financial proposals.
- f) Should have working knowledge of computer.

2. Job Description for Manager (Finance & Audit)

- a) Processing of invoices/bills received from vendors for payment.
- b) To draw and disburse pay and allowances of the workforce.
- c) Maintenance of accounts, records related to all payments.
- d) Maintenance of personnel files of the workforce.
- e) Vetting of Financial proposals emanating from different functional areas.
- f) Liaison with the MYAS and other departments/Agencies.
- g) Internal audit of the accounts of KISG.
- h) Maintenance of records relating to finance, accounts and administration
- i) He/ she will report to CEO of OC, Khelo India School Games or any other appropriate authority.

3. Qualification Criteria for Manager (Corporate & Govt. Liaisoning)

- a) Should have min 05 years working experience in corporate affairs including at least 4 years of experience in the Govt office.
- b) Experience in handling Corporate matters, HR & Protocol.
- c) Should have good knowledge of Delhi city and functioning of Govt deptt.
- d) Should be computer & IT savvy.

4. Job Description for Manager (Corporate & Govt. Liaisoning)

- a) To manage particular aspect i.e. Marketing, & Coordination with Govt & private sector of Khelo India, School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec- 29 Dec 2017.
- b) To manage Corporate Liaisoning for events Organised by MYA &S and SAI.

- c) Ensure matters related to particular functional area designated to Manager of OC-KISG and SAI related events are handled in a befitting manner.
- d) Ensure communication with corporate and Govt are taken care of in the interest of OC-KISG.
- e) He/ She will manage works related to other events/ competitions organised by SAI/MYAS from time to time.
- f) His/ her services will also be utilised by MYAS.
- a) He/ she will report to CEO of OC, Khelo India School Games or any other appropriate authority.

5. Qualification Criteria for Manager (Security)

- a) Should have min 15 years working experience in the field of Security including at least 1 years of experience in Sports Events.
- b) Should have experience in handling latest security equipment.
- c) Should have good knowledge of Delhi city and functioning of Govt depts.
- d) Should be computer & IT savvy.

6. Job Description Manager (Security)

- a) To manage particular aspect i.e. security of Khelo India, School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec- 29 Dec 2017.
- b) To coordinate security aspects for the Khelo India School Games and events organised by MYA&S and SAI.
- c) Ensure matters related to particular functional area designated to Manager of OC-KISG and SAI related events are handled in a befitting manner.
- d) Ensure communication with the local police / CRPF / CISF and other Govt. security agencies are taken care of in the interest of OC-KISG.
- e) He/ She will manage works related to other events/ competitions organised by SAI/MYAS from time to time.
- f) He/ she will report to CEO of OC, Khelo India School Games or any other appropriate authority.

7. Qualification Criteria for Manager (Transport);

- a) Should have min 05 years working experience in the field of Transport operations including at least 1 years of experience handling transport in Sports Event.
- b) Experience in handling allocation of transport.
- c) Should have good knowledge of Delhi city and method of allocation of transport in Govt functioning.
- d) Should be computer & IT savvy.

8. Job Description Manager (Transport)

- b) To manage particular aspect i.e. Transport operations of Khelo India, School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec to 29 Dec 2017.
- c) To coordinate transport arrangements for the Khelo India School Games and events organised by MYA&S and SAI.
- d) Ensure matters related to particular functional area designated to Manager of OC-KISG and SAI related events are handled in a befitting manner.
- e) Ensure communication with the local Traffic Police and other Govt. transport agencies are taken care of in the interest of OC-KISG.
- f) He/ She will manage works related to other events/ competitions organised by SAI/MYAS from time to time.
- g) He/ she will report to CEO of OC, Khelo India School Games or any other appropriate authority.

9. Qualification Criteria for Manager (Equipment);

- e) Should have min 05 years working experience in the field of equipment procurement, stock maintenance, audit reports including at least 1 years of experience handling transport in Sports Event.
- f) Experience in handling vendors, purchase orders, invoicing and payment processes.
- g) Should have good knowledge of Delhi city.
- h) Should be computer & IT savvy.

10. Job Description Manager (Equipment)

- h) To manage particular aspect i.e. equipment procurement, stock maintenance, audit reports of Khelo India, School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec to 29 Dec 2017.
- i) To coordinate equipment procurement arrangements for the Khelo India School Games and events organised by MYA&S and SAI.
- j) Ensure matters related to particular functional area designated to Manager of OC-KISG and SAI related events are handled in a befitting manner.
- k) He/ She will manage works related to other events/ competitions organised by SAI/MYAS from time to time.
- l) He/ she will report to CEO of OC, Khelo India School Games or any other appropriate authority.

Proforma for Application to the Post of Manager, OC-KISG

Post applied for:

1. Name:
2. Father's/Mother's Name:
3. Date of Birth:
4. Nationality:
5. Postal Address:
6. Contact Number:
7. E-mail address:
8. Education Qualifications 10+2 onwards:

Recent Passport
Size Photograph

S.No	Certificate/Degree	Subject	Institute/ University	Year of Passing	Marks obtained

9. Work Experience :

S.No	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

DECLARATION

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled / rejected at any stage of selection.

Place:

Date:

(Signature of the Applicant)