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F. No. 20-106/2014 - SP II (NSDF)
Government of India
Ministry of Youth Affairs and Sports
Department of Sports
(National Sports Development Fund)

Shastri Bhavan, New Delhi – 110001
Dated 28th Oct. 2016

**Subject: Engagement of Staff for National Sports Development Fund (NSDF) under
Department of Sports**


Ministry of Youth Affairs & Sports (Department of Sports), Government of India proposes to engage following staff for National Sports Development Fund (NSDF) under Department of sports on contractual basis from amongst persons who have retired from the Government of India:

- i. APO (Sports) – 1 No.
- ii. APO (Projects) - 1 No.
- iii. APO (Public Engagement) - 1 No.

The panel of candidates shortlisted for the position after selection process may also be used for filling up similar positions which may arise elsewhere in the Department / its associated units or organizations.

2. Details of assignment, qualification and experience are enclosed as Annexure.
3. The application in the prescribed proforma enclosed as Appendix along with CV and self attested copy of the certificates / supporting documents, should reach the following officer latest by ~~22nd November~~ 2016.

Under Secretary (SP-II)
Room No: 15, 'C' Wing
Shastri Bhawan, New Delhi – 110 001
Tele: 011-23073206


(N.A. Sreejit)
Under Secretary to the Government of India

1. Details of assignment, qualification and experience

(i) APO (Sports) - 1 No.

Assignment

- a) To process applications from athletes / organizations for assistance, put up draft sanctions / payment instructions and settlement of their accounts. Monitor compliance of terms and conditions.
- b) Process cases relating to Prize Money tournaments and liaison with all concerned including SAI / NSF / host organisation, etc. in this regard for successful conduct of the event.
- c) Any other task assigned by Member Secretary/Project officer from time to time.

Minimum qualifications and experience

The candidate should have the following minimum qualifications and experience:

Category	Experience	Date of retirement / age.
Retired Government employees	<p>Persons who served in Central Govt. and held a post at the level of Under Secretary / Section officer in the grade pay of Rs. 6600/- or Rs. 5400/-</p> <p>Having working knowledge of Office software like MS office.</p> <p>Preference will be given for having experience of working with athletes / Sports federations / organizations and for experience of processing of proposals.</p>	<p>Person should have retired from Service not before 2013.</p> <p>In exceptional / deserving cases, retirement year can be relaxed upto 2010.</p>

(ii) APO (Projects) - 1 No.

Assignment

- (a) Prepare and process tender documents, evaluate bids, prepare work orders, monitor progress of work assigned to successful bidder as per terms of contract, release of funds, etc.
- (b) Any other task assigned by Member Secretary/Project Officer from time to time.

Minimum qualifications and experience

The candidate should have the following minimum qualifications and experience:

Category	Experience	Date of retirement / age.
Retired Government employees	Persons who served in Central Government and held a post at the level of Under Secretary / Section officer in the grade pay of Rs 6600 /- or Rs. 5400 / -. Having working knowledge of Office software like MS office. Preference will be given for having experience of tendering / monitoring of project execution.	Person should have retired from Service not before 2013. In exceptional / deserving cases, retirement year can be relaxed upto 2010.

(iii) APO (Public Engagement) 1 No.

Assignment

- a) To liaison with prospective donors including PHD chamber of Commerce, FICCI, CII, ASSOCHAM, corporates, etc. Formulate draft agreements / MOUs and do client servicing as per the agreements / MOUs with donors to NSDF. Work would also involve interaction / liaison with athletes for participating in client functions, press conferences, functions of this Ministry, etc.
- b) Liaison with organizations like Air India, Hospitals, Insurance companies, etc for discounted offers for athletes .
- c) To prepare press releases and arrange for media coverage of athletes supported under NSDF. Prepare draft advertisements and liaison with DAVP.
- d) Deal with media / public relation aspect of Prize Money tournaments and liaison with all concerned for successful conduct of the event.
- e) Any other task assigned by Member Secretary/Project Officer.

Minimum qualifications and experience

The candidate should have the following minimum qualifications and experience:

Category	Experience	Date of retirement / age.
Retired Government employees	<p>Persons who served in Central Government and held a post at the level of Under Secretary / Section officer in the grade pay of Rs 6600 /- or Rs. 5400 / -.</p> <p>Having working knowledge of Office software like MS office.</p> <p>Preference will be given for having experience of dealing with media.</p>	<p>Person should have retired from Service not before 2013.</p> <p>In exceptional / deserving cases, retirement year can be relaxed upto 2010.</p>

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2. Emoluments and contract period for the above posts :-

The engagement will be initially for a period of one year on contractual basis which may be extended for further periods till the completion of the task subject to review of performance;

The remuneration will be in accordance with DoPT letter no. 3/19/2009 – Estt. (Pay II) dated 5.4.2010 as modified from time to time (copy enclosed).

Appointed persons will be reimbursed Mobile telephone bill of Rs. 500/- per month. They shall not be entitled to Dearness allowance, Transport facility, Residential accommodation / HRA, CGHS / Medical reimbursement, etc.

Detailed terms and conditions will be intimated along with offer letter if selected.

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Application for the position in NSDF under Department of Sports.

- i. Position Applied for :- APO (Sports) / APO (Projects) / APO (Public Engagement) (PI tick).

Note :- In case of application for more than 1 post please submit separate application form for each position applied for along with supporting documents. Each application should be self contained.

S.N.	Particulars	Details
1.	Name	
2.	Contact details: Present Address Permanent Address Tele/Mob No: Email:	
3.	Date of retirement from service. Attach self attested copy of pension order	
4.	Page No. of self attested copy of pension order	
5.	Grade pay and Service from which retired	
6.	Present assignment, if any- give details of work.	

7. Work Experience relevant to the assignment stated for the post applied for :-

S.N.	Details of relevant Experience	Organization and Designation during such experience	Period of experience in completed months
A		B	E

8. It is certified that the undersigned has Working knowledge of Office software like MS office.

9.	Whether SC/ST/OBC	
10.	Additional Information, if any.	
11.	Reference: (i) (ii)	Give 2 references who are well acquainted with the applicant.
12.	Details of disciplinary action undergone / proceedings underway, if any	

It is undertaken that the above information is true. If at any stage, any part of the information is found to be false, the assignment may be terminated forthwith and the necessary action including recovery of remuneration paid may be taken.

Name & Signature of the Applicant.....

Date:
Place:

Note 1 :- Please number each page of the application and mention total no. of pages.

Note 2 :- Application without a copy of Pension Order or which is not duly filled in will be summarily rejected without any further communication.

Note 3 :- Documents in support of experience of work, etc. will have to be submitted when required by the Department.