

SPORTS AUTHORITY OF INDIA
KHELO INDIA DIVISION


F.No.KI/WKF/1003/2018/S.M

Dated: 09/08/2018

ADVERTISEMENT NO. KI/WKF/1003/2018/S.M 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 Program for different events under Khelo India:

S.N	Designation	Division	No. of Counts
1	Sr. Manager (Scouting)	Khelo India Talent Search and Development (Scouting)	02
2	Sr. Manager (Operations)	Khelo India Talent Search and Development (Operations)	05
3	Sr. Manager (Accreditation of Academies)	Khelo India Talent Search and Development (Accreditation of Academies)	01
4	Sr. Manager (Events)	Events	03
5	Sr. Manager (Branding & Strategy)	Marketing & Communication	01

The details of recruitment and application form is available on the website of SAI i.e. www.sportsauthorityofindia.nic.in and <https://kheloindia.gov.in/> the complete application should reach at the kheloindiarecruitment@gmail.com on 22nd August, 2018 till 5:00 PM.


(Prashant Singh)
AD (Khelo India)

A. Sr. Manager (Scouting):

1. Supervision and Monitoring of Talent Identification and Development of athletes under Khelo India in all Zonal Centre.
2. He will be chief coordinator for all activities of Khelo India and will deal with the concerned NSFs.
3. He will assist Head TID in all matters of the scheme.
4. In charge for talent scouting and development programme including planning and operations for the department.
5. He/She will report to Head, KITD
6. He/She will handle all work related to Scouting.
7. Matters pertaining to Khelo India Talent Development and coordination with other team members and Head, KITD.
8. Compilation of all the data of selected athletes during events under Khelo India.
9. He/She will be responsible to operate the complete procedure related to Talent Identification during Khelo India events.
10. Identifying/understanding the expectations of all stakeholders.
11. Facilitating internal communication for various initiatives by developing systems and procedures for different activities of the department.

B. Sr. Manager (Operations):

1. Coordination with the Academies to send Talent Identified during Khelo India event in Academies.
2. He will be in coordination with Sr. Manager Scouting.
3. All the work pertaining to counselling of Talent selected in Khelo India Talent Development.
4. Responsible for the respective National Sports Federations/SAI/State Govts. Operations management and supervision of all the academies & athletes management.
5. For Games time coordination with GTCC, catering, transportation of athletes, technical officials team officials, chef de mission, deputy chef de missions, state coordinators etc.
6. Identifying/understanding the expectations of all stakeholders.

7. Facilitating internal communication for various initiatives by developing systems and procedures for different activities of the department.
8. He/She will report to Head, KITD
9. Coordination with all the representatives from Academies.

C. Sr. Manager (Accreditation of Academies):

1. Will maintain all work related to Academies under Khelo India Division and SAI.
2. Overall incharge of Academy, responsible for all the matters pertaining to the Talent Identification and Development of athletes and related activities, coaching programmes, report/returns, RTI, legal matters, official language, implementation of Khelo India Scheme and audit of accounts, Maintenance and up keep of infrastructure of the academy, budget and Finance of the Academy and its audit will be under him.
3. Identifying/understanding the expectations of all stakeholders.
4. Facilitating internal communication for various initiatives by developing systems and procedures for different activities of the department.
5. He/She will report to Head, KITD

D. Sr. Manager (Sports):

3. For Games time coordination with GTCC, transportation of athletes, technical officials team officials, chef de mission, deputy chef de missions, state coordinators etc.
4. Handle entries of the athletes participating in upcoming events.
5. Handle matters related to Sports Equipments to be used in the upcoming events.
6. To ensure the maintenance of Field of Play for smooth conduct of events.
7. To ensure that the participants, spectators and guests are comfortable by mode of catering, accommodation and security.
8. To ensure that the event has all the necessary officials for the implementation of the events smoothly.
9. Development of a timeline for planning of such events and their respective schedules.
10. Coordination with all disparate stakeholders.



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E. Sr. Manager (Commercial):

1. Will be responsible for putting together bids related to events, negotiating and agreeing contracts. Dispute resolution/settlement of contractual claims.
2. Preparation of tenders through close liaison with Seniors.
3. He/She will report to General Manager, Events.

F. Sr. Manager (Operation):

1. Will assist the GM in Planning and operations management for various events under the KHELO India scheme including coordination with GTCC, NSFs, operations, commercials and contracts and logistics He/She will drive the strategy and implementation of all events of Khelo India National Programme for Development of Sports Scheme.
2. To Manage and co-ordinate the event process.
3. To assist their General Manager, Events in management of all Games Operations and Technical Conduct between various National and States Sports Associations, National Sports Federations for the next editions of the Games under Khelo India.
4. To manage other sporting events organized by MYAS and SAI.
5. To ensure the successful games operations of events within the ambit of Khelo India Scheme, while maintaining a consistent, professional and first class service at all times.
6. To assist and managing proper conduct of cross-functional area review exercises with the disparate functional area heads and other stakeholders.
7. To assist and manage in proper conduct of model event review exercises and test events review exercises prior to the conduct of the main event.

G. Sr. Manager (Branding & Strategy):

1. Manage the marketing strategy and communication plan for Khelo India.
2. Planning & developing communication & PR strategies for brand positioning and reaching the appropriate audience that include campaigns, events, social media communications and PR.

3. Identifying and networking through promotional opportunities, for example – conferences, seminars, media events etc., and evaluating success of all promotional and communication strategies.
4. Identifying/understanding the expectations of all stakeholders.
5. Facilitating internal communication for various initiatives by developing systems and procedures for different activities of the department.
6. Preparing annual report, newsletters, developing and updating web content, handling social media platforms, etc.
7. 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).
8. Services may also be utilized by SAI/MYAS as and when required for various promotional activities.

Eligibility Criteria:

MBA with 7 years' experience with atleast 2 years in relevant field
OR

Graduate with min 10 years of work experience with atleast 3 years in relevant field
OR

Players having represented India in Senior age category with at least 3 years of sports management experience

a) Tenure: The contractual engagement will be initially for a period of one year extendable by three (3) years.

b) Age Limit:

There is an upper age limit of 55 years.

c) Remuneration:

S.No.	Post	Number of Vacancies	CTC
1	Sr. Manager	12	Approx Rs. 1.5 Lakh per month

d) 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.

e) 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.

f) Extension:

Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.

g) 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 unavailed 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, Senior 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 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 as applicable to Officers of equivalent level in SAI & provided transport for local official travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside of Delhi.

d) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days 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.



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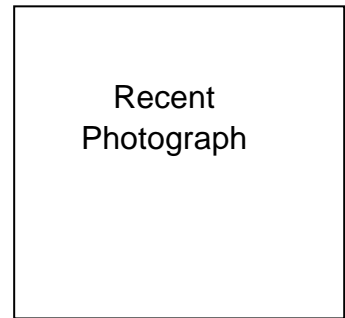


- i) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- j) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.
- k) Organization reserves the right to terminate the contract, by giving fifteen days' notice to Candidates.
- l) Eligible and willing candidates may submit their applications in the prescribed Performa attached at Annexure II on or before 22nd Aug, 2018 (05:00 PM) on email Id of Khelo India Division recruitment team kheloindiarecruitment@gmail.com. to Assistant Director, Khelo India.

Note; In case of queries please contact +911124364245

Performa for Application

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. Educational Qualifications Matriculation onwards:

S. No.	Certificate/Degree	Subject	Institute/ University	Year of Passing	Percentage/ CGPA

8. Work Experience:

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

Total Experience (in months).....

9. Sports Participation:

(A) International Level

S.No.	Event	Position

(B) National Level

S.No.	Event	Position

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)