

**SPORTS AUTHORITY OF INDIA**  
**REGIONAL CENTRE GUWAHATI**

**NOTICE:—INVITING APPLICATIONS FOR ENGAGEMENT OF ACCOUNTS OFFICER IN SAI REGIONAL CENTRE GUWAHATI AS CONSULTANT ON CONTRACT BASIS.**

Sports Authority of India (SAI) invites application for engagement of services of retired persons as Accounts Officer (01 post) on contract basis initially for a period of one year extendable up to 05 years on annual periodical review basis.

**2.0 About SAI**

**2.1** SAI is an autonomous organization under the Ministry of Youth Affairs & Sports (MY AS) registered under the Societies Registration Act, 1860, with the mandate of development and promotion of Sports in the country. SAI's main object today is to achieve excellence in sports and train & prepare sports persons to participate in International competitions. It has international standard sports infrastructure spread across country along with trained coaches to achieve its objective. The Authority is substantially funded by the Government of India.

**3.0 Nature of work**

The officers who retired from Central/State Government/Union Territories offices/ PSUs/ Autonomous Bodies/ Statutory Bodies under Central/ State Government can apply for appointment as Accounts Officer having experience/ specialization in the following fields:-

1. Administration/ Personal matters viz. Pension, Revision of Pay, etc.
2. Procurement of Equipment etc. including through GEM.
3. Matter related to Audit, Conduct of internal / concurrent Audit, furnishing replies to all audit reports etc.
4. Preparation of Budget, expenditure vouchers, cheques and release of grant etc.
5. Preparation of Tender /e-tender/ contract/ agreements/ MOU.
6. Timely filing of TDS Returns etc.
7. Compliances of foreign Coaches Salary & Pension.
8. All matters concerning Taxation including TDS calculations, deductions, deposit, filling of return etc.
9. All banking related activities including preparing monthly Bank reconciliation statements and monitoring expenditure against the allocated budget on monthly basis.
10. Maintenance of Books of Accounts viz Cash Books / Ledger/ Broad Sheets / Assets Register / ECR.
11. Preparing of monthly / quarterly / Annual Accounts & along with all schedules and reports.
12. Financial concurrence for proposals.
13. Preparation of U.C.
14. All other duties pertains to D.D.O.
15. Access of PFMS (Public Financial Management System) portal and operation of TSA (Treasury Single Account) and CNA(Centralized Nodal Account).
16. Any other duties assigned by Head of the Division / In-charge of the Center.

**4.0 Eligibility Criteria:**

<b>Name of the post</b>	<b>Accounts Officer</b>
<b>No. of Post</b>	<b>01(One)</b>
Age limits	Not exceeding 65 years for retired Central/ State Government Officers as on date of Application for engagement purely on contract basis.
Essential Qualification	Retired in Pay Level-07 in Accounts/ Audit Department or Completed 5 years' service in Accounts/ Audit Department before retirement in Level-06 as per 7th CPC in Central/ State Government/ Union Territories offices/ PSUs /Autonomous Bodies/ Statutory Bodies under Central/ State Government. <b>Desirable</b> i. B.Com / M.Com back ground. ii. Knowledge of working on computers. Should be able to work on Tallyprogramme & MS Office.
Method of recruitment	<b>Contract:-</b> They should have retired as Accounts Officer/Section Officer/Junior Accounts Officer <b>or</b> completed 05 years service as Assistant Accounts Officer/ Junior Accounts Officer from the Central/ State Government/ Union Territories offices/ PSUs /Autonomous Bodies/ Statutory Bodies under Central/ State Government and possess the essential qualification and experience as mentioned above.

Remuneration	Last Pay Drawn minus Pension
Term of engagement	Appointment shall be purely on contract basis initially for a period of 01 (one) year, which can be extended from year-to-year basis up to maximum of 05 (five) years or till the age of 65 years whichever is earlier.

## 5.0 Selection Process:

The candidate fulfilling the eligibility criteria will be called for interview and the selection will be made on the basis of the recommendation of duly appointed Selection/ Interview Committee.

## 6.0 TERMS AND CONDITIONS:

- a) **Remuneration:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No annual increment /percentage increase and Deafness Allowance shall be allowed during the contract.
- b) **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.
- c) **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.
- d) **Transport Allowance:** He / She will be entitled for the transport allowances of Rs. 4212/- per month during the period of contract.
- e) **Extension:** His/her Performance would be continuously reviewed and his/her extension will be considered on the basis of periodic review /requirement.
- f) **Leave:** He/she will be entitled for 18 days leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/ her absence beyond 18 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.

## 7.0 Confidentiality:

- a) He/she 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, 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) He/she 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.

## 8.0 Other Conditions:

- a) **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 (Pay Grade Level 7) & provided transport for local official travel in Guwahati.**
- b) In case performance is not found satisfactory, his/her services will be discontinued after giving 15 days notice. In case he/she wants to discontinue he will have to give 30 days advance notice which will be subject to approval by the Competent Authority.
- c) He/she would be required to attend office on regular basis and would not take up any other assignments during the contract period.
- d) No request for any kind of transfer would be entertained whatsoever. However, depending upon the requirement, SAI can transfer him within the period of engagement to any other place in India.
- e) During the course of his/her engagement he/she is required to maintain office decorum and discipline failing which his/her services are also liable to be terminated at any time without assigning any reason.
- f) During the contractual engagement he/she will be paid fixed monthly remuneration of “**Last Pay Drawn minus Pension**”.
- g) He will abide by the CCS (Conduct) Rules, 1964.
- h) Without any prejudice to the above condition, the candidate will be terminated from his/her services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the term the employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.

- i) The ED/RD, SAI Regional Centre Guwahati shall be the final authority in case of any dispute.
- j) The engagement will be purely on contract basis and does not confer any right to claim to employment in SAI.
- k) Any litigation matters pertaining to employment at SAI Regional Centre Guwahat shall be restricted to the jurisdiction of the Hon'ble Gauhati High Court.

## 9.0 General Instruction

### 9.1 How to apply:-

The candidate has to apply online through the link <https://sportsauthorityofindia.nic.in/saijobs>

### 9.2 LAST DATE FOR RECEIPT OF APPLICATION:-

The schedule for applying online is given below:-

- i) Date of opening of online registration:- 04.08.2023 from 5:00 P.M.
- ii) Closing date of submission for online application:-17.8.2023 till 5:00 P.M.

### 9.3 Document:-

i) DEGREE AND MARKSHEET:- The certificate must be one issued by the competent authority (i.e. university or other examining body) awarding the particular qualification.

ii) WORK EXPERIENCE:- Documents claiming work experience must be clearly mention the following:-

- a) Name of the establishment
- b) Signature of competent authority/issuing authority clearly stating their position of authority in the organization.
- c) Duration of work experience.
- d) The field in which the candidate has worked or the post held in the establishment.

iii) OTHER DOCUMENTS:-

- a) Proof of Date of Birth: Adhaar Card/10th Marksheet/12th Marksheet
- b) One recent passport sized color photograph

iv) GENERAL INSTRUCTION:-

All the instruction given below must be strictly followed or else the application is liable to be rejected:-

1. Application are invited only from Indian citizen who fulfill eligibility criteria of essential educational qualification and essential work.
2. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. SAI RC Guwahati reserve the right to discard experience certificate which do not provide correct details as mentioned above.Website link could be provided to ascertain genuineness.
3. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfillment of eligibility criteria doesn't entail that candidate will be considered for the interview.
4. The candidate should note that their candidature at all the stage will be purely provisional subject to satisfying the prescribed eligibility condition if on verification at any stage before or after interview, it is found that they do not fulfill any of the eligibility condition their candidature will be cancel by SAI RC Guwahati.
5. Selection of the candidate will be based on the interview for which no TA/DA will be paid.
6. Selection of the retired government official as consultant on contract basis subject to the vigilance clearance received from parent department of the official and intimation to the Chief vigilance commission as per CVC guidelines vide no. 07/05/21 dated 03.06.2021.
7. NOTE: SELECTED CANDIDATE WILL BE REQUIRED TO PRODUCE THE ORGINAL CERTIFICATES MENTIONED IN APPLICATION AT THE TIME OF JOINING. FAILING TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE.