



(PERSONNEL DIVISION)

Jawaharlal Nehru Stadium
Complex (East Gate-10)
Lodhi Road, New Delhi-110003

SAI/Pers./2474/2023

Date: 10.01.2023

Office Order 21/2023

Subject: Approved strength for the post of Jr. Consultant & Young Professionals (Accounts/Finance) to SAI, Head Office, Stadia and Regional Centres-reg.

The approval of the Competent Authority is hereby conveyed for the sanction strength approved for the post of Jr. Consultant & Young Professionals (Accounts/Finance) to SAI, Head Office, Stadia and Regional Centres are as follows:-

S. No.	Deployment	JC	YP
1.	Head Office (Including Stadia)	1*	11**
2.	NERC Imphal	1	3
3.	RC Guwahati	1	3
4.	NS NIS Patiala	1	3
5.	NRC Sonapat	1	3
6.	RC Chandigarh	1	3
7.	NSWC Gandhinagar	1	3
8.	NSRC Lucknow	1	3
9.	CRC Bhopal	1	3
10.	NSEC Kolkata	1	3
11.	RC Mumbai	1	3
12.	NSSC Bangalore	1	3
13.	LNCPE Trivandrum	1	3
	Total	13	47

* One JC (Accounts) for Finance in SAI Head Office.

**One each at Five stadiums, DDO, two (02) in Accounts, one (01) in Finance and two (02) at Khelo India (Academies and Secretariat).

2. The above vacancies of JCs/YP (Accounts/Finance) sanctioned for SAI Head Office shall be filled by SAI Head Office and posts sanctioned for RCs shall be filled by concern Regional Centres by following the Reservation Roster.
3. The Job Description, Eligibility Criteria and Criteria for shortlisting of Candidates for above mentioned posts is Annexed herewith for reference.
4. The criteria for shortlisting and other terms and conditions including the age relaxation for the persons who rendered service in Sports Authority of India as mentioned para 04 (b) of the Annexure shall be followed in all YP/JC recruitment.
5. The maximum age limit to apply in any recruitment of Jr. Consultant shall be 45 years.
6. This issues with the approval of DG, SAI.

(C. Dhandapani)
Dy. Director (Rectt.)

Encls: As Annexure-I.

To,

1. Principal, LNCPE
2. CVO, SAI
3. Heads of Institution/Regional Centres
4. All Divisional Heads in SAI Head Office
5. All Stadia Administrator
6. DDO, HO
7. DD to DG, SAI
8. SO to Secretary, SAI
9. Official language Division- for Hindi version
10. Office order folder
11. Personal file of the individual

1. Job Description: -

(TABLE-I)

Position	Job Description
Young Professional (Accounts/ Finance)	<ul style="list-style-type: none"> Administration/ Personal matters viz. Pension, Revision of Pay, etc. Matter related to Audit, Conduct of internal Audit, furnishing replies to all audit reports etc. Preparation of Budget and maintaining expenditure/vouchers, and release of grant, BRS etc. Preparation/Scrutiny/examination/vetting of Tender/e-tender/ contract/ agreements/ MOU. Timely filing of TDS, GST Returns etc., Compliances of foreign Coaches Salary & Pension All matters concerning Taxation including TDS calculations, deductions, deposit, filling of return etc. Monitoring expenditure against the allocated budget time to time. Maintenance of Books of Accounts viz Cash Books / Ledger/ Broad Sheets/Assets/Register / ECR etc. Preparing of monthly / quarterly / Annual Accounts along with all schedules and reports. Preparation of U.C. Any other duties assigned by Head of the Division
Junior Consultants (Accounts/ Finance)	<ul style="list-style-type: none"> Scrutiny of Estimates Scrutiny of Tender Documents Scrutiny of evaluation of offers, Ranking of financial bids etc. in term of GFR and manuals notified Ministry of Finance from time to time in respect of Procurement of Goods, Works and services (Consultancy and Non – Consultancy). Financial advice on proposal on various matters examination, advice on service matter such as pay fixation, pension fixation, TA / DA , LTC etc.

2. Eligibility Criteria: -

(TABLE-II)

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
Young Professional (Accounts/ Finance)	Bachelors' Degree in Accounting / Finance / Commerce/ Masters' Degree in Finance / Accounts / Commerce or two years PG Diploma in Financial Management or Accounting/CA/ ICMA from a recognized Institution/ University	Knowledge in Tally Software/ex cel/ data analytics	Minimum 03 years' experience (In relevant field as mentioned in JD) after attaining Bachelors' Degree in Accounting / Finance / Commerce from a recognized University/ Institution OR Minimum 01 year experience (In relevant field as mentioned in JD) after attaining Masters' Degree in Finance / Accounts / Commerce or two years PG Diploma in Financial Management or Accounting/CA/ICMA from a recognized Institution/ University	Experience in any Government/ Semi Govt./ Autonomous/ PSU in relevant field.
Junior Consultants (Accounts/ Finance)	Masters' Degree in Finance /Accounts / Commerce or two years PG Diploma in Financial Management or Accounting/CA/ ICMA from a recognized Institution/ University	Working knowledge of Computer	Minimum 05 years' experience (In relevant field as mentioned in JD) after attaining Essential Qualification	Experience in any Government/ Semi Govt./ Autonomous/ PSU in relevant field.

Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification. The period of Ph. D/ research/ fellowship will not be counted as an experience

3. CRITERIA FOR SHORTLISTING OF CANDIDATES FOR THE INTERVIEW: -

Candidates will shortlist in the ratio of 1:5 with following criteria for which necessary documents to attached along with application. Considering the requirement of effective experience in government and private sector in general and sports sector in particular the marking criteria is designed as below for scrutiny:-

(TABLE-III)

Designation	Evaluation Criteria (Total Marks – 100)																																
Young Professional (Accounts/ Finance) / Junior Consultants (Accounts/ Finance)	<p>i. Weightage for marks in Essential Qualification (30 Marks) with further break-up as given below:</p> <p>i. Greater or equal to 60% - 30 marks ii. 50% - 60% - 20 marks iii. 45% - 50% - 10 marks iv. Less than 45%. - 0 marks</p> <p>ii. Weightage work experience (35 Marks) with further break-up as:</p> <table border="1"> <thead> <tr> <th>With Bachelor as EQ (YP)</th> <th>With Master as EQ (YP)</th> <th>For JC</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Greater than 05 years-</td> <td>Greater than 03 years-</td> <td>Greater than 07 years</td> <td>-35 marks</td> </tr> <tr> <td>04 – 05 years-</td> <td>02-03 years-</td> <td>06-07 years</td> <td>-25 marks</td> </tr> <tr> <td>03 – 04 years-</td> <td>01-02 years-</td> <td>05-06 years</td> <td>-15 marks</td> </tr> </tbody> </table> <p>iii. Weightage for work Experience in Sports Sector (25 marks) with furtherbreak-up as:</p> <table border="1"> <thead> <tr> <th>With Bachelor as EQ (YP)</th> <th>With Master as EQ (YP)</th> <th>For JC</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Greater than 03 years-</td> <td>Greater than 02 years-</td> <td>Greater than 05 years</td> <td>-25 marks</td> </tr> <tr> <td>02-03 years-</td> <td>01 – 02 years-</td> <td>04 – 05 years</td> <td>-15 marks</td> </tr> <tr> <td>01-02 years-</td> <td>06 months to 1 year-</td> <td>03 -04 years</td> <td>-05 marks</td> </tr> </tbody> </table> <p>iv. Weightage work experience in any government/ Semi Govt. / Autonomous / PSU in a relevant field as mentioned in JD (10 Marks) with further break-up as:</p> <p>i. Greater than 02 years - 10 marks ii. 01-02 years - 05 marks</p> <p><i>Note: If a candidate is working in Sports Sector and (or) in the government sector as specified in iv, he/she will be eligible for weightage in ii, iii & iv depending on the number of Years of Experience</i></p>	With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks	Greater than 05 years-	Greater than 03 years-	Greater than 07 years	-35 marks	04 – 05 years-	02-03 years-	06-07 years	-25 marks	03 – 04 years-	01-02 years-	05-06 years	-15 marks	With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks	Greater than 03 years-	Greater than 02 years-	Greater than 05 years	-25 marks	02-03 years-	01 – 02 years-	04 – 05 years	-15 marks	01-02 years-	06 months to 1 year-	03 -04 years	-05 marks
With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks																														
Greater than 05 years-	Greater than 03 years-	Greater than 07 years	-35 marks																														
04 – 05 years-	02-03 years-	06-07 years	-25 marks																														
03 – 04 years-	01-02 years-	05-06 years	-15 marks																														
With Bachelor as EQ (YP)	With Master as EQ (YP)	For JC	Marks																														
Greater than 03 years-	Greater than 02 years-	Greater than 05 years	-25 marks																														
02-03 years-	01 – 02 years-	04 – 05 years	-15 marks																														
01-02 years-	06 months to 1 year-	03 -04 years	-05 marks																														

- THE ABOVE-MENTIONED SHORTLISTING CRITERIA (TABLE-III) WILL BE USED FOR CALLING THE CANDIDATES TO APPEAR IN THE INTERVIEW
- THE FINAL MERIT WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.

4. Terms and Conditions:

a. Tenure: The contractual engagement will be initially for a period of two years which could be extended by one year at a time up to a maximum tenure of five years i.e., 2+1+1+1 years. The contract can be terminated by giving a 30 days' Notice period by either party, i.e., SAI or the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

b. Age Limit & Salary: -

(TABLE-IV)

Designation	Age Limit*	Consolidated Monthly Salary
Young Professional (Account/ Finance)	32 Years	Rs.50,000/-**
Junior Consultants (Accounts/ Finance)	45 Years	Rs.80,250/-***

**Age relaxation will be applicable to the candidates belongs to OBC, SC & ST as per DoPT norms.*

Age relaxation to the persons serving in Sports Authority of India shall be considered as below: -

(TABLE-V)

S. No	Period of Experience in SAI	Relaxation in Age
1	2 years – 3 years	1 year
2	3 years – 5 years	2 years
3	5 years – 7 years	3 years
4	7 years – 9 years	4 years
5	9 years – 11 years	5 years
6	11 years – 13 years	6 years
7	13 years - 15 years	7 years
8	15 years - 17 years	8 years

**** The initial remuneration for the present recruitment shall be fixed as Rs. 50,000/-.**
Last pay drawn document: Candidates shall get their monthly remuneration document from their previous employer. If the last pay drawn is more than the remuneration mentioned in the advertisement, then pay may be fixed accordingly subjected to a maximum of Rs 70,000/-. In such case all the candidate selected above that candidate in merit shall draw equal remuneration.

***** The initial remuneration for the present recruitment shall be fixed as Rs. 80,250/-.**

Last pay drawn document: Candidates shall get their monthly remuneration document from their previous employer. If the last pay drawn is more than the remuneration mentioned in the advertisement, then pay may be fixed accordingly subjected to a maximum of Rs 1,00,000. In such case all the candidate selected above that candidate in merit shall draw equal remuneration.

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. 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.

e. Extension: Performance of the selected candidates would be continuously reviewed, and their extension will be considered on the basis of periodic review / requirement. Remuneration 7% increment will also depend on the periodic performance review after the initial period of two years. **In case a candidates' initial remuneration is fixed at the maximum salary of the pay range as mentioned, i.e. Rs. 70,000/- for YP and Rs. 1,00,000/- for JC, the same shall be frozen for an initial period of 02 years.**

f. Leave: The Individual Consultants shall be entitled to leave at the rate of 2.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by DG, SAI. Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S- 36012/03/2015-SS-I dated 12th April 2017. Also unavailed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

g. **TA/DA:** To undertake domestic tours subject to the approval of Competent Authority: -

(TABLE-VI)

Post	Mode of Journey	Re-imbusement of Hotel, Taxi and Food Bills
Young Professional (Account/ Finance)	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs.2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.
Junior Consultants (Accounts/ Finance)	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs.2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

h. **Relaxation:** DG, SAI where DG, SAI is of the opinion that, it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules

5. **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, 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) The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is averse to the interest of the Government.

6. **Other Conditions:**

- a) The place of posting is at SAI, Head Office, New Delhi/respective Regional Centres.
- b) 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.
- 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.
- d) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month 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.
- 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 amenable to jurisdiction of courts in Delhi/respective Regional Centres.
- k) Owing to the requirement in SAI, a panel shall be drawn which will be valid for a period of one Year and can be utilized by any Scheme/project funded by Government of India along with SAI. SAI reserve the right to cancel the panel without assigning any reason.