

Recruitment Notice for the post of Catering Manager

Sports Authority of India, SAI RC Guwahati invites applications for selection of Catering Manager on contract basis at NCOE, Itanagar initially for a period of 01 year which could be extended on satisfactory performance. The details as follows:

1. Post	Catering Manager
2. No. of post	01
3. Educational Qualification	<p style="text-align: center;">Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized institution.</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Graduate in Hotel Management/Catering Management from a recognized Institution/University.</p>
4. Experience	Three years experience in the relevant field after obtaining the essential qualifications.
5. Remuneration	Rs.30,000/- to Rs. 50,000/- per month
6. Vacancy	01 – NCOE ITANAGAR

Details of mandatory qualifications, experience and terms and conditions etc. for the post are annexed and also available on the website of Sports authority of India, Head Office (<http://sportsauthorityofindia.nic.in/>)

Sd/

(Satish k Sarhadi)

SAI, RC, Guwahati

Sports Authority of India

SAI ,Regional Centre,

Guwahati

Engagement of Catering Manager at SAI,NCOE Itanagar on contractual basis.

Eligibility:-

1. Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized institution.

Or

Graduate in Hotel Management/Catering Management from a recognized Institution/University.

2. **Experience:** Three years experience in the relevant field after obtaining the essential qualifications.

Terms and Conditions

1. **Tenure :-** Initially contractual engagement will be for a period of one year which could be further extended for a maximum period of two years on satisfactory performance.
2. **Age Limit :-** The maximum age shall not be more than 50 years on the last date of receipt of applications. Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted and no subsequent request for its change will be considered or granted.

3. Remuneration: - Monthly remuneration will be decided on the basis of performance of the candidates in the interview and on the recommendation of the Selection Board.
4. 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 certificates/ Service Tax, as applicable.
5. 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 to them.
6. Extension : - Performance of the person would be continuously reviewed and hi/her extension will be considered on the basis of periodic review / requirement.
7. Leave : - The employee will be entitled for 30 days leave in a calendar year on pro- data basis. Therefore, the contractual employee shall not draw any remuneration in case of his/her absence beyond 30 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.

Part-I

GENERAL INSTRUCTIONS

(All the instructions given below must be strictly followed or else the application is liable to be rejected)

1. **WHO CAN APPLY:** Online applications are invited from both male and female candidates possessing Indian citizenship , who fulfill the essential eligibility criteria as mentioned above on contract basis in Sports Authority of India.
2. **HOW TO APPLY:** The candidate has to apply only online through email id recruitmentsaircghy@gmail.com

Candidate should email the application form along with required self attested

documents to the above email.

- I. Applications received through any other mode would not be accepted and summarily rejected.
- II. The applicant must possess a valid and functional email id.
- III. The e-mail ID entered in the form should remain active until the recruitment process is completed. No change in the e-mail ID will be entertained.

DATE OF OPENING: 17/09/2021 at 00:01 AM

DATE OF CLOSING: 07/10/ 2021 at 5:00PM

- 3. CALL LETTERS FOR INTERVIEW:** The Call Letters for interview shall be communicated electronically in the valid and functional email id provided by the candidate .

CANDIDATES SHOULD CHECK THE WEBSITE AND THEIR REGISTERED EMAIL REGULARLY FOR UPDATES REGARDING INTERVIEW DATES AND OTHER RELEVANT DETAILS. ANY VARIATION IN THE DETAILS PROVIDED AND DOCUMENTS SUBMITTED ONLINE WILL LEAD TO REJECTION OF THE CANDIDATE. ANY UPDATES AND NOTIFICATIONS WILL BE HOSTED ON THE WEBSITE.

The Catering Manager shall be responsible for the following:

1. He/She will be responsible to manage a team of catering staff and running day to day Catering Operation for Breakfast, Lunch & dinner etc. for resident sports persons/trainees.
2. The catering manager will also be responsible for quality of food, service, hygiene status of mess & dining hall etc.
3. Keeping to budgets and maintaining financial and administrative records.
4. Ensure compliance with health and safety regulations.
5. Planning menus in consultation with chefs & Nutritionist.

6. Monitoring the quality of the product and service provided in consultation with chefs & Nutritionist.
7. Organise, lead and motivate the catering team
8. Maintain stock levels and order new supplies as required in consultation with chefs, Nutritionist & competent Authority of SAI.

Other Terms & Conditions:

1. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving thirty day notice. In case of extreme impropriety by the employee the contract may be terminated immediately without notice.
2. 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.
3. 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.
4. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
5. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
6. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Gauhati High Courts.
7. SAI reserves the right to terminate the contract, by giving 30 (thirty) day notice to Candidates.

8. The SAI shall be the final authority in case of any dispute.

General Instructions

- a) Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- b) Application Form not in the prescribed format or incomplete / unsigned or received without copy of Age Certificate, qualification, experience., copy of mark-sheet of Board/ University etc shall not be considered and are liable to be rejected.
- c) Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.

CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION.

Sd/

(Satish K Sarhadi)

SAI, RC, Guwahati

Application form for Appointment of Catering Manager on

Contract basis at SAI, NCOE Itanagar

Performa for Application



Post applied for:

1. Full Name:
2. Father's/Husband's Name:
3. Mother's Name.....
4. Date of Birth:.....
5. Aadhar Number:.....
6. Nationality:
7. Category (Gen/OBC/SC/ST).....

8. Permanent Address:

9. Residential Address.....

10. Contact Number:

11. E-mail address:

12. Educational Qualifications Matriculation onwards:

S. N.	Certificate/Degree	Subject	Institute/ University	Year of Passing	Percentage/ CGPA

Note: Certificates to be attached.

13. Work Experience:

S. N.	Organization/Institute	Designation	Period From - To	Nature of Work	Last pay drawn

Note: Experience Certificates to be attached.

Total Experience (in months).....

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 my candidature is liable to be cancelled/terminated. I will have no claim for absorption after termination/completion of tenure contract. I shall abide by terms & condition as prescribed. In the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and hereby undertake to abide by them.

Place:

Date

(Name & Signature of the Applicant)