



भारतीय खेल प्राधिकरण

SPORTS AUTHORITY OF INDIA

UDHAV DAS MEHTA (BHAI JI) CENTRAL REGIONAL CENTRE

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F.No. /SAI/RDCC/Bhopal/Catering Manager/2021-22

Date:21/09/2021

**SPORTS AUTHORITY OF INDIA INVITES APPLICATIONS FOR CATERING MANAGER ON CONTRACT BASIS**

Sports Authority of India an autonomous organization under the Administrative control of the Ministry of Youth Affairs and Sports with its Head office at Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003, invites applications from the eligible candidates for engagement as Catering Manager on contract basis at SAI, NCOE, Bhopal initially for a period of 01 year which could be extended on satisfactory performance. The details of the post and eligibility criteria are as under:-

Sr. No.	Name of the Post	Number of person required	Monthly remuneration (Rs.)	Age Limit	Qualification and experience required.
1	Catering Manager	01	30,000/- to 50,000/-	Not more than 45 years	Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized Institution.  OR  Graduation in Hotel Management/Catering Management from a recognized Institution/University  OR  3 Years Diploma in Hotel Management completed before 2000 from a recognized institution/university.  <b>Experience</b> — Three years experience in the relevant field after obtaining the essential qualification.

The requirement can be increased/decreased at the discretion of the SAI. Candidate who fulfill the eligibility criteria and experience may be present at **Sports Authority of India, Udhav Das Mehta (Bhai Ji) Central Regional Centre, Gram Gora, Bishen Kheri, Suraj Nagar, Bhopal on 18th October 2021 at 10:00 AM** for the **Walk in Interview** along with the prescribed application form, original documents, self-attested photocopies of certificate/documents and 02 passport size photographs. Applications through other means will not be accepted. Detailed advertisement and application form are available on the website [sportsauthorityofindia.nic.in](http://sportsauthorityofindia.nic.in)

**Director**  
**SAI, CRC, Bhopal**

## **1. About Sports Authority of India (SAI)**

SAI is an autonomous organization under the Ministry of Youth Affairs and Sports registered under the Societies Registration Act, 1860, with the mandate of development and promotion of Sports in the country. SAI's main objective today is to achieve excellence in sports and train & prepare sportspersons to participate in international competitions. It has international standard sports infrastructure spread across the country along with trained coaches to achieve its objectives.

## **2. Terms & Conditions for contractual engagement.**

- a) **Tenure:** -Initially contractual engagement will be for a period of one year which could be further extended on satisfactory performance.
- b) **Age Limit:** - The maximum age shall not be more than 45 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.
- c) **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.
- 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 certificates/ Service Tax, 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 to them.
- f) **Extension:** - Performance of the person would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- g) **Leave:** - They will be entitled for 30 days leave in a calendar year on pro- rata basis. Therefore, the contract 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.

### **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. Organize, 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.

### **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) 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 and (or) submitted any supporting document which found as not genuine at any stage shall be liable for disqualification.
- c) Candidate who will be called for interview has to produce original as well as self attested photocopy of all the documents uploaded at the time of application, other relevant document at the time of interview along with signed copy of application submitted online, failing which he/she will not be allowed to appear for interview.
- d) Decision of 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.
- e) SAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises without issuing any further notice or assigning any further notice/any reasons

thereafter. The decision of the SAI will be final and no appeal will be entertained against this issue.

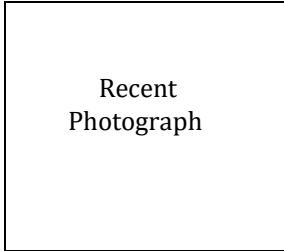
- f) In case of any dispute, jurisdiction of Court will be at Bhopal only.
- g) Please do visit your email account regularly for further updates.
- h) Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
- i) In case of any dispute, English version of the Employment notice will be treated as valid.
- j) 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.
- k) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving thirty-day notice.
- l) 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.

***CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.***

**SAI, CRC, Bhopal  
Director**

**Application Format**

**Post applied for: Catering Manager**



- 1. Name: .....
- 2. Father's/Husband's Name: .....
- 3. Mother's Name: .....
- 4. Date of Birth: .....
- 5. Whether SC/ST/OBC .....
- 6. Nationality: .....
- 7. Permanent Address: .....  
.....  
.....  
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- 8. Present Address: .....  
.....  
.....  
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- 9. Contact Number: .....
- 10. E-mail Address: .....

**11. Education Qualifications Matriculation onwards:**

Sr. No.	Certificate/ Degree	Subject	Institute/ University	Year of Passing	Marks obtained


**12. Work Experience:**

<b>Sr. No.</b>	<b>Organization/ Institute</b>	<b>Period From - To</b>	<b>Nature of Work</b>	<b>Remarks</b>

**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)**