



Sports Authority of India
(Autonomous Body under MYA&S)

No. 1(1) SAI/TOPS/Staff/2017-18/19-20/20-21- Vol I

Dated: 02.05.2022

Subject: Engagement of Staff on Contract basis in SAI.

Target Olympic Podium Scheme (TOPS) Division, Sports Authority of India (SAI), Delhi, under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of staff on contract basis. The employment is initially for a period of two years extendable by one year. The details of the job description and responsibilities, etc. for the posts are at Annexure I. The advertisement is available at the website of SAI & MYA&S; <http://sportsauthorityofindia.nic.in/> and <http://yas.nic.in/>

1. Requirement:

S. No.	Post	Number of Vacancies
1	Head (Partnership)	1
2	Manager (Partnership)	1
3	Manager (Communication)	1

Specific requirements, short listing and interview information is in succeeding paragraphs

Deputy Director
Target Olympic Podium Scheme (TOPS)
Sports Authority of India

A. Head (Partnership)

Head (Partnership) will undertake following tasks:

- I. Initiate strategic tie-ups with the international training centres, institutes, agencies, etc for Indian sporting development.
- II. Corporate collaboration.
- III. Bringing in sponsorship for the athletes under TOPS
- IV. To implement and monitor plans to ensure that quality relationships are built with key stakeholders.
- V. Support the partnerships and fundraising team to ensure quality communication and clear processes and structures are developed to track and maintain new and existing funding partnerships through our CRM (Sales force) system.
- VI. Actively engage in fundraising activities to facilitate corporate investments in sports development.
- VII. Develop and maintain mutually beneficial partnerships with the private organizations, PSU and services and various State entities.
- VIII. Together with the team, develop a clear growth strategy and targets for the Partnerships and Fundraising Team
- IX. Ad hoc projects from time to time to ensure strategic milestones are met.
- X. Present regular updates to the Finance Committee and the Board.
- XI. To oversee all fundraising efforts and activities with particular focus on sustainable growth opportunities within the Philanthropy, Government and Corporate sector.

Eligibility Criteria:

1. **Essential Qualification:** Graduation in any discipline from a recognized University/ Institution.
2. **Desirable Qualification:** MBA/2 year PG diploma in Management or equivalent qualification in marketing from a recognized University/ Institution.
3. **Essential Experience:** Minimum 8 years of experience in relevant field like Sales/ Marketing/ Partnership/ Media and Communications/ Business Administration Sector.
4. **Desirable Experience:** -
 - a. Experience in Partnership/ Marketing/ Media and Communication in Government/ Autonomous Organizations/ PSU.
 - b. Excellent knowledge of office software like MS office, Excel, Power point etc. and research tools.
 - c. Candidates who have participated in nationals and international level in Olympic Sports Disciplines would be given preference.

B. Manager (Partnership)

Manager (Partnership) will undertake following tasks:

- I. To support training and enablement internally and with partners, along with enabling co-selling and co-marketing initiatives.
- II. To prepare partnership proposals / presentations / donor reports etc. as required from time to time.
- III. Identifying and networking through promotional opportunities.
- IV. Negotiating attractive partnership deals and ensuring mutually beneficial partnership terms that are in line with business objectives and strategy.
- V. Maintaining and deepening relationships with existing partners and sourcing new partners and executing exciting partnership solutions.
- VI. Develop and maintain an internal network of potential contributors, including corporate entities.
- VII. Coordinate with various partners and relevant stakeholders to organize and execute engagement activities.

Eligibility Criteria:

- I. **Essential Qualification:** Graduation in any discipline from a recognized University/ Institution.
- II. **Desirable Qualification:** MBA/2 year PG diploma in Management or equivalent qualification in marketing from a recognized University/ Institution.
- III. **Essential Experience:** Minimum 1 year experience in relevant fields like Sales/ Marketing/ Partnership/ Media and Communications/ Business Administration Sector.
- IV. **Desirable Experience:**
 - Experience in Partnership/ Marketing/ Media and Communication in Government/ Autonomous Organizations/ PSU.
 - Excellent knowledge of office software like MS office, Excel, Power point etc. and research tools.
 - Candidates who have participated in nationals and international level in Olympic Sports Disciplines would be given preference.

C. Manager (Communication)

Manager (Communication) will undertake following tasks:

- I. To Plan and manage the design, content, and production of all marketing materials.
- II. Identifying / understanding the expectations of all the stakeholders.
- III. To develop and maintain an internal network of media representatives and key public influencers.
- IV. Create communication and marketing strategies for new products, launches, events, and promotions.
- V. To draft press release, newsletter and other communication material as required from time to time.
- VI. To ensure regular digital update of key activities of TOP Scheme, Assistance to NSF Scheme, Khelo India Scheme, etc.
- VII. Prepare detailed media activity reports.

Eligibility Criteria:

- I. **Essential Qualification:** Graduation in any discipline from a recognized University/ Institution.
- II. **Desirable Qualification:** MBA/2 year PG diploma in Management or equivalent qualification in marketing from a recognized University/ Institution.
- III. **Essential Experience:** Minimum 1 year experience in relevant fields like Media and Communications Sector.
- IV. **Desirable Experience:**
 - Experience in Media and Communication in Government/ Autonomous Organizations/ PSU.
 - Excellent knowledge of office software like MS office, Excel, Power point etc. and research tools.
 - Candidates who have participated in nationals and international level in Olympic Sports Disciplines would be given preference.

1. **CRITERIA FOR SHORTLISTING OF CANDIDATES FOR INTERVIEW.**

Candidate will be shortlisted in the ratio of 1:5 with following criteria for which necessary documents to be attached along with the application:

Designation	Evaluation Criteria (Total Marks-100)
Head (Partnership)	<p>i. Weightage for marks obtained in essential qualification (maximum - 40 Marks) with further break-up as given below:</p> <ol style="list-style-type: none">a) Greater or equal to 75% - 40 marksb) 60% to less than 75% - 30 marksc) 45% to less than 60% - 20 marksd) Less than 45% - 0 marks <p>ii. Weightage for work experience (maximum 30 marks) with further break-up as:</p> <ol style="list-style-type: none">a) 15 years and above - 30 marksb) 10 years to less than 15 Years- 25 marksc) 8 years to less than 10 years- 20 marksd) Less than 8 years- 0 marks <p>iii. Weightage for work experience in sports sector (maximum 20 marks) with further break-up as:</p> <ol style="list-style-type: none">a) Above 8 years- 20 Marksb) 5 years to less than 8 years- 15 Marksc) Below 5 years- 0 Marks <p>iv. Sports participation at national and international level in olympic disciplines: maximum 5 marks</p> <p>v. Experience in Government/ Autonomous Organizations/ PSU: maximum 5 marks.</p> <p>Note: If a candidate is working in Sports Sector, he/she will be eligible</p>

	for weightage in ii & iii depending on number of years of experience
Manager (Partnership) AND Manager (Communication)	<p>i. Weightage for marks obtained in essential qualification (maximum- 40 marks) with further break-up as given below:</p> <p>a. Greater or equal to 75% - 40 marks b. 60% to less than 75% -30 marks c. 45% to less than 60% - 20 marks d. less than 45% - 0 marks</p> <p>ii. Weightage for work experience (maximum 30 marks) with further break-up as:</p> <p>a. Above 3 years- 40 marks b. 1 year to less than 3 years- 30 marks c. Less than 1 year- 0 marks</p> <p>iii. Weightage for work experience in sports sector (maximum 20 marks) with further break-up as:</p> <p>a. Above 3 years- 20 Marks b. 1 year to less than 3 years- 15 Marks Below 5 years- 0 Marks</p> <p>iv. Sports participation at national and international level in olympic disciplines- maximum 5 marks</p> <p>iv. Experience in Government/ Autonomous Organizations/ PSU: maximum 5 marks.</p> <p>Note: If a candidate is working in Sports Sector, he/she will be eligible for Weightage in ii depending on number of Years of Experience.</p>

2. **INTERVIEW PROCESS:**

- a) The final selection will be based on interview of candidates by a committee.
- b) The interview will be of 100 marks.
- c) The shortlisted candidates will be called for the interview and assessed as follows:

CATEGORIES FOR EVALUATION	MAXIMUM MARKS(100marks)
Domain Expertise in the relevant field	30
Practical knowledge on Sports Field Management	30
Aptitude for working in a sports organization	10
Knowledge related to recent advancements in the relevant field	10
Communication and analytical skills	20

- d) A panel of final shortlisted candidates will be formed on the basis of merit which shall be valid for a period of 1 year from its notification.
- e) Merely qualifying for the interview does not confirm final selection.
- f) Candidates must produce all the original documents at the time of physical joining for verification else candidature may be cancelled.

Terms and Conditions for contractual engagement

- a) **Tenure:** The contractual engagement will be initially for a period of two years extendable by one year on the basis of satisfactory performance.
- b) **Age Limit:** The upper age limit for the respective posts is as follows:
- Head (Partnership)- 50 years as on the date of advertisement
 - Manager (Partnership)- 32 Years as on the date of advertisement
 - Manager (Communication)- 32 Years as on the date of advertisement

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:**

NO	Position	Remuneration (per month)	Vacancies
1.	Head (Partnership)	Rs. 1,45,000 -2,65,000/-*	1
2.	Manager (Partnership)	Rs. 45,000-60,000/-*	1
3.	Manager (Communication)	Rs. 45,000-60,000/-*	1

**Remuneration within the pay range, matching the last pay, will be decided by the interview panel at the time of interview.*

- 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 reviewed annually or as per requirement 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, un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- h) **Posting:** Selected candidates shall be posted at SAI Head Office, New Delhi or in any of the SAI Centers across India and the posting so made is purely in public interest.
- i) **How to Apply:** - The candidate has to apply only online through the link <https://sportsauthorityofindia.nic.in/saijobs>. Applications received through any other mode would not be accepted and summarily rejected. Before registering/submitted applications on the website, the candidates should possess the following:
- Valid E-mail ID:** The e-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in the e-mail ID will be allowed once entered.
 - Self-attested documents** to be uploaded while submitting application online:
 1. Certificate of Date of birth.
 2. Certificates of essential educational qualifications & experience.
 3. Scanned copy of passport size color photograph and signature.
 4. Scanned copy of No Objection Certificate from their present employer, in case

working in Central/ State Government/ Autonomous Organizations on regular basis.

LAST DATE FOR RECEIPT OF APPLICATIONS: The schedule for applying online is given below:

- (i) Date of opening of online registration- **5 PM on 04.05.2022**
 - (ii) Closing date for submission of online application- **5 PM on 24.05.2022**
 - (iii) Link <https://sportsauthorityofindia.nic.in/saijobs>
- j) Candidates who are working in Central/ State Government/ PSUs/ Autonomous Organizations have to produce No Objection Certificate from their employer along with all original as well as photocopy of all the documents at the time of joining.
- k) **GENERAL INSTRUCTIONS**
- i. 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.
 - ii. 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.
 - iii. Candidates should ascertain that they satisfy all the essential educational qualifications as stipulated in the advertisement. Candidates having qualification above the essential qualifications are eligible to apply. Merely having the qualifications does not entail candidates to be called for interview. However, the final decision will be taken by the SAI.
 - iv. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for submission of application, to avoid the possibility of disconnection/inability/failure to log on the SAI website on account of heavy load on internet/website jam.
 - v. SAI does not assume any responsibility for the candidates not being able to submit their applications within the stipulated time and date on account of the aforesaid reasons or for any other reason beyond the control of SAI.
 - vi. 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.
 - vii. 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.
 - viii. 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.
 - ix. In case of any dispute, jurisdiction of Court will be at New Delhi only.
 - x. Please do visit your email account regularly for further updates.
 - xi. Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
 - xii. Canvassing in any form will lead to disqualification.

1) **CONFIDENTIALITY:**

- i. 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.
- ii. During the period of engagement with SAI, the selected candidates 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.
- iii. 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.

m) **OTHER CONDITIONS:**

- i. The applications received will be scrutinized and the eligible candidates will be interviewed at no cost to SAI.
- ii. Candidates applied for more than one post will be interviewed only once.
- iii. 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.
- iv. The vacancies may vary based on requirement of SAI.
- v. 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 per relevant rules.
- vi. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days' notice.
- vii. 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.
- viii. 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.
- ix. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- x. The DG SAI shall be the final authority in case of any dispute.
- xi. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- xii. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.
- xiii. Organization reserves the right to terminate the contract, by giving fifteen days, notice to Candidates.

Deputy Director
Target Olympic Podium Scheme (TOPS)
Sports Authority of India