

Date: 07/12/2022

**Adv no. SAI/RC-GHY/Recruitment/Catering Manager/2022-23/**

**SPORTS AUTHORITY OF INDIA INVITES CANDIDATES FOR WALK-IN INTERVIEW  
FOR THE POST OF CATERING MANAGER ON CONTRACT BASIS**

Sports Authority of India is 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.SAI, RC Guwahati invites eligible Indian citizens for walk-in interview for the post of "Catering Manager" purely on contractual basis for 1 (one) year initially, extendable further on satisfactory performance. Details of Qualification, Experience & Monthly Remuneration are given below: -

Name of the Post	Number of Post	Monthly remuneration (Rs.)	Age Limit	Qualification and experience required.
Catering Manager	01	30,000/- to 50,000/-	Not more than 57 years	<p>Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized Institution.</p> <p>OR</p> <p>Graduation in Hotel Management/Catering Management from a recognized Institution/University</p> <p><b>Experience</b> — Three years experience in the relevant field after obtaining the essential qualification.</p>



Candidates satisfying all the conditions of eligibility may be present at Sports Authority of India, Regional Centre, New Field Sports Complex, MD Shah Road, Paltan Bazaar, Guwahati, Assam, Pin-781008 on 20<sup>th</sup> December 2022 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.

**Terms & Conditions for contractual engagement.**

- a) Tenure: -Initially contractual engagement will be for a period of 01 year which is extendable depending on satisfactory performance. However, periodic evaluation shall be made on performance and if found not satisfactory contract shall be terminated at any time by giving one month notice.
- b) Age Limit: - The maximum age shall not be more than 57 years on the date of walk-in interview. 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 walk-in interview will be accepted and no subsequent request for its change will be considered or granted.
- c) Remuneration: - Monthly remuneration will be Rs 30,000 – Rs 50,000 INR which will be decided on the basis of performance of the candidates in the interview and on the recommendation of the Selection Board. Annual increment will be there of maximum of 7 %, if the performance is found satisfactory of the candidate.
- 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. Candidate will have to appear for interview at their own expenses and TA/DA will be paid for the same purpose.



- 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 coming for walk-in interview has to produce original as well as self-attested photocopy of all the documents, other relevant document at the time of interview along with signed copy of application form, 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 Guwahati 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.

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- 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.
- m) With reference to press release/advertisement as on Sports Authority of India Website.
- n) Please take the Print out of the Application form given below and come with filled application and self-attested photocopies for interview if you are eligible for the post with all original documents.

**\*\*CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION\*\***

**Regional Director (I/C)  
Sports Authority of India  
Regional Centre, Guwahati**



Application Format

Post Applied for: Catering Manager

Recent Photograph

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:

Sr No.	Organization/Institute	Period From - to	Nature of Work	Remarks



Regional Centre, New Field Sports  
Complex, Md. Shah Road, Paltan  
Bazar, Guwahati-781008 (Assam)

### 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)