



(RECRUITMENT CELL)

East Gate. No. 10,
J N Stadium Complex,
Lodhi Road, CGO Complex,
New Delhi-03

SAI/Rectt./Mess Staff- CHEF /2023

Date: 08.11.2023

SPORTS AUTHORITY OF INDIA INVITES APPLICATIONS FOR THE POST OF CHEF ON CONTRACT BASIS

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.

In an effort for strengthening the sports ecosystem and to bring more laurels in the Olympics, SAI has established 23 National Centers of Excellence (NCOEs).

SAI invites applications from eligible, qualified, and motivated Indian Citizens for engagement as Chef on contract basis initially for a period of 03 Years and further extendable by two years (in cycles of 1 year each) for a maximum period of Five years based on satisfactory performance/ requirement of SAI. The details of the post is as under:-

Sr. No.	Name of Post	Number of Vacancy
1	Chef	02*

***Number of vacancies is indicative and SAI is at liberty to appoint Chef based on actual workload. Further, SAI intends to fill the anticipated vacancies arising in future for a period of 01 year from the extended panel of waitlisted candidates. SAI reserves the right to cancel the panel without assigning any reason.**

The deployment of the chef shall be on All-India basis i.e. they may be posted under any of the schemes of SAI across India based on requirement.

Candidates who fulfil the eligibility criteria and experience may submit their application, the prescribed self-attested photocopies of certificate/documents and passport-size photographs via the SAI Online portal below. Applications through other means will not be accepted.

The details of recruitment along with application form is available on SAI website i.e; <http://sportsauthorityofindia.nic.in>

- **Opening date for submission of Online Application: 09.11.2023 (05.00 PM).**
- **Closing date for submission of Online application: 24.11.2023 (05:00 PM)**

SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment-related query, e-mail sai.persdiv.recruitment@gmail.com

**ASSISTANT DIRECTOR
RECRUITMENT CELL
SAI HEAD OFFICE**

I. SPECIFIC REQUIREMENTS, SHORTLISTING AND INTERVIEW INFORMATION

i. ESSENTIAL ELIGIBILITY CRITERIA-

Educational Qualifications & Work experience-

Bachelor of Hotel Management & Catering Technology/Bachelor of Hotel Management/BSC in Culinary Arts/BA in Culinary Arts from a recognized University/Institution with **2 year of experience as a Chef.**

OR

UG Diploma in Culinary arts/Food Production or Equivalent from a recognized University/Institution (UG Diploma must be of 1-2 year duration) with **3 years of work experience as a Chef.**

II. CRITERIA FOR SHORTLISTING OF CANDIDATES FOR INTERVIEW.

Of all the total applications received, short listing of candidates to provide an optimum ratio for the interview will be carried out on the following basis:

CATEGORIES FOR EVALUATION	SCORING OF MARKS	MAXIMUM MARKS (50)
Additional Qualification (only the highest qualification will be marked)	Masters in Culinary Arts/Masters in Hotel Management.	10
	PG Diploma in Culinary Arts	07
Work Experience as Chef	2 marks will be awarded for every completed 1 year of work experience as Chef upto a maximum of 10 marks. (To be read with *)	10
Work experience as Executive Chef	4 marks will be awarded for every completed 1 year of work experience as Executive Chef upto a maximum of 20 marks. (To be read with *)	20
Work Experience in Sports Organization	Additional 5 marks will be awarded for every completed 1 year of work experience as Chef at a recognized State/National level sports organization (Govt or Private) working with Teams/Players upto a maximum of 10 marks	10

*This Work Experience is over above the essential work experience mentioned in the Essential Eligibility Criteria.

The requirement can be increased /decreased at the discretion of the SAI

III. INTERVIEW PROCESS:

A) The interview will be of 100 marks.

B) The shortlisted candidates will be called for the interview and assessed as follows:

CATEGORIES FOR EVALUATION	MAXIMUM MARKS (100marks)
Knowledge of food preparation and practice	30
Knowledge of Inventory control	20
Human Resource Management	15
Knowledge of Sports Ecosystem	15
Communication & Soft skills	20

NOTE:

- **OF THE TOTAL APPLICATIONS RECEIVED, CANDIDATES WILL BE SHORTLISTED FOR THE INTERVIEW BASED ON THE CRITERIA MENTIONED ABOVE.**
- **MERIT LIST: IT IS TO BE NOTED THAT MERE QUALIFYING AT THE INTERVIEW DOES NOT CONFIRM FINAL SELECTION. SEPARATE MERIT LIST WILL BE PREPARED PURELY ON THE BASIS OF MARKS OBTAINED BY THE CANDIDATES IN INTERVIEW.**
- **THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS, AT THE TIME OF PHYSICAL JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.**

IV. DEGREE AND MARKSHEET: The certificate must be one issued by the Competent Authority (i.e., University or other examining body) awarding the particular qualification.

V. WORK EXPERIENCE:

Documents claiming work experience must clearly mention the following:

- a. Name of the establishment
- b. Signature of competent authority/issuing authority clearly stating their position of authority in the organization.
- c. Duration of work experience (Date of joining and Date of relieving shall be mentioned).
- d. The field in which the candidate has worked or the post held in the establishment.

VI. OTHER DOCUMENTS:

- a. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet.
- b. One recent passport size color photograph.

VII. 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 candidates, who fulfill the essential eligibility criteria as mentioned above on contract basis in Sports Authority of India.
 - i. After initial registration is completed online, the candidate must upload the following documents in the below mentioned order. Self-attested documents in PDF format are to be uploaded.
 - ii. The order of documents is as follows:
 - a) Candidate details.
 - b) Document for DOB.
 - c) Online application printout.
 - d) Mark sheet of essential qualification degree as mentioned above.
 - e) Work experience if any.
 - f) Latest Last Pay Certificate.
 - g) Documents supporting sports achievement if any.
 - iii. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. SAI reserves the right to discard experience certificates which do not provide correct details as mentioned above. Website links could be provided to ascertain genuineness.
 - iv. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfilment of eligibility criteria does not entail that candidate will be considered for the interview.
 - v. Any experience claimed during the course of completion of the degree will not be counted. Any experience which is not relevant to the above discipline /fields will not be counted.
 - vi. The Candidates should note that their candidature at all the stages will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification at any stage, before or after Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature will be cancelled by SAI.

VIII. HOW TO APPLY: The Candidate has to apply only online through the link <https://sportsauthorityofindia.nic.in/saijobs> Application 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:

- i. **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.
- ii. Self-attested documents to be uploaded while submitting application online:
 1. Application form with recent passport size photograph
 2. **Proof of Date of Birth-** Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth.
 3. **Proof of identity-** Aadhar card/Passport/ Voter ID.
 4. **Bachelor's Degree and Marksheet**
 5. **Master's degree and Marksheet**
 6. Additional Qualification Document

iii. **Work Experience Document:** Documents claiming work experience must clearly mention the following:

- i. Name of the establishment/Organization/ Department.
- ii. Signature of competent authority/issuing authority clearly stating their position of authority and nature of work and duties performed in the organization.
- iii. Duration of employment/work experience (Date, Month & Year).
- iv. The field in which the candidate has worked or the post held in the establishment.
- v. Scanned copy of No Objection Certificate from their present employer, in case working in Central/ State Government/ Autonomous Organizations.
- vi. Latest Last pay drawn certificate.

NOTE: NON SELF-ATTESTED DOCUMENTS WILL BE REJECTED.

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

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 CANDIDATURE. ANY UPDATES AND NOTIFICATIONS WILL BE HOSTED ON THE WEBSITE.

NOTE: SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE THE ORIGINALS OF THE CERTIFICATES MENTIONED ABOVE AT THE TIME OF JOINING. FAILURE TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF PHYSICAL JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE

IX. TERMS & CONDITIONS FOR CONTRACTUAL ENGAGEMENT:

Tenure: Initial contractual engagement will be for a period of three years. The tenure can be further extended by two years (in cycles of 1 year each) for a maximum period of five years subject to the following conditions:

- (i) Contract extension on the basis of satisfactory performance/ requirement of SAI.
- (ii) **Age limit:** The candidate must not have attained 50 years of age as on the closing date of advertisement.

The date of birth, accepted by the SAI is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. Aadhar Card/Passport/Voter Id will also be accepted. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted. The expression Matriculation/Higher Secondary Examination Certificate in this part of the Instruction include the alternative certificates mentioned above.

(iii) Remuneration: -

Designation	Consolidated Monthly Remuneration
Chef	Rs 75000/- to 1,00,000/-

The initial salary offered will be Rs. 75,000/- and even after subsequent annual increments (if applicable), it cannot be more than Rs. 1,00,000/-.

Annual Increment @ 7% (maximum) may be considered subject to satisfactory performance.

(iv) 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.

(v) 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. In case he/she is required to proceed outstation from the place of posting for official duty, he/she will be entitled to TA/DA as mentioned in point 10 below.

(vi) Extension: - Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review /requirements.

(vii) Leave: - The Individual 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 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 unveiled leave in a calendar year will lapse and will not be carried forward to the next calendar year.

(viii) Termination: - The contract can be terminated by giving a 30 days' Notice period or one month remuneration in lieu thereof, by either party, i.e. SAI and the employee. In cases of extreme impropriety by the employee the contract may be terminated immediately without notice.

(ix) 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 by order and for reasons to be recorded in writing, relax any of the provisions of these rules.

(x) TA/DA: - To undertake domestic tours subject to the approval of Competent Authority

Post	Mode of Journey	Re-imbursment of Hotel, Taxi and Food Bills
Chef	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.

X. OTHER CONDITIONS:

- a) 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.
- b) 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.
- c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- d) Candidates must apply within the scheduled time period, no application received after the last date shall be entertained.
- 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 modify/alter/restrict/enlarge/cancel Recruitment process, if need so arises without issuing any further notice or assigning any further notice/any reason thereafter. The decision of the SAI will be final and no appeal will be entertained against this issue. A panel of eligible candidates will be created to cater to future requirement. The panel made by SAI can also be utilized by various other Govt. Organization which are supported under various schemes of SAI/ Ministry of Youth Affairs & Sports.
- h) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- i) The DG SAI shall be the final authority in case of any dispute.
- j) Any litigation matters pertaining to employment at SAI shall be amenable to jurisdiction of courts in Delhi.
- k) SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- l) 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.
- m) Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
- n) In case of any dispute, English version of the Employment notice will be treated as valid.
- o) SAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if the need so arises without issuing any further notice or assigning any further notice any reason thereof. The decision of the SAI will be final and no appeal will be entertained against this issue.
- p) Please do visit your email account regularly for further updates.

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

*Assistant Director
Recruitment Cell,
SAI, HO*