



(RECRUITMENT CELL)

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

SAI/Rectt./Mess Staff-Catering Manager/2023/522

Date: 13.11.2023

**SPORTS AUTHORITY OF INDIA INVITES APPLICATIONS FOR THE POST OF CATERING MANAGER 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 Catering Manager on contract basis initially for a period of 03 years which could be further extended by two years (in cycles of 1 year each) for a maximum period of five years subject to the Contract extension on the basis of satisfactory performance/ requirement of SAI. The details of the post is as under:-

S. No.	Post	Number of Posts
1.	Catering Manager	05*

\*Number of vacancies is indicative and SAI is at liberty to appoint Catering Manager based on actual workload. The place of posting will be on All-India basis in the centers where SAI schemes are being implemented,

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>

- **Date of Opening Online Application: 13/11/2023 05:00 PM**
- **Closing date for submission of online application: 28/11/2023 05:00PM**

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.

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](mailto:sai.persdiv.recruitment@gmail.com)

*S. Pradeep*  
13/11/23

**ASSISTANT DIRECTOR  
RECRUITMENT CELL SAI  
HEAD OFFICE**

## I. JOB DESCRIPTION

(Table-1)

Position	Job Description and Responsibilities
<b>Catering Manager</b>	<ol style="list-style-type: none"> <li>1. He/ She will be responsible to manage a team of catering staff and running day to day Catering Operation for Breakfast, Lunch &amp; dinner etc. for resident sports persons/trainees.</li> <li>2. The catering manager will also be responsible for quality of food, service, hygiene status of mess &amp; dining hall etc.</li> <li>3. Keeping to budgets and maintaining financial and administrative records.</li> <li>4. Ensure compliance with health and safety regulations.</li> <li>5. Planning menus in consultation with chefs &amp; Nutritionist.</li> <li>6. Monitoring the quality of the product and service provided in consultation with chefs &amp; Nutritionist.</li> <li>7. Organize, lead and motivate the catering team.</li> <li>8. Maintain stock levels and order new supplies as required in consultation with chefs, Nutritionist &amp; competent Authority of SAI.</li> <li>9. Any other duties as deemed fit based on the requirement in the field</li> </ol>

## II. Eligibility Criteria (Table- II)

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	<p>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;"><b>OR</b></p> <p>Graduation in Hotel Management/Catering Management from a recognized Institution/University</p> <p style="text-align: center;"><b>OR</b></p> <p>3 Years Diploma in Hotel Management completed before 2000 from a recognized institution/university.</p> <p><b>Experience</b> — Three years' experience in the relevant field as mentioned in JD after obtaining the essential Qualification.</p>

*[Handwritten Signature]*

Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification. The period of Ph.D/research/fellowship will not be counted as an experience.

- The requirement can be increased /decreased at the discretion of theSAI

**NOTE:**

- THE FINAL MERIT LIST WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.
- 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.

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

**IV. 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.

**V. OTHER DOCUMENTS:**

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

**VI. GENERAL INSTRUCTIONS** (All the instructions given below must be strictly followed or else the application is liable to be rejected)



**VII. WHO CAN APPLY:** Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work experience (as mentioned in Table-II).

- 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 in Table II.
  - e. Work experience if any.
  - f. Latest Last Pay Certificate .
  - g. Documents supporting sports achievement if any.
- 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. 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.
- 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.

***Age relaxation to the persons who rendered service in Sports Authority of India shall be considered as below: -***

S. No	Period of Experience in SAI	Relaxation in Age
1	2 years – 3 years	1 year
2	3 years – 5 years	2 years
3	5 years – 7 years	3 years
4	7 years– 9 years	4 years
5	9 years – 11 years	5 years
6	11 years – 13 years	6 years
7	13 years - 15 years	7 years
8	15 years - 17 years	8 years

**VIII. Terms & Conditions for contractual engagement:**

- a. **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 Contract extension on the basis of satisfactory performance/ requirement of SAI.
- 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 initially fixed at the base level of the pay range mentioned above i.e. Rs. 30,000/- per month (all inclusive). Annual increment @ 7% (Maximum) will be given based on the recommendation of reporting officer and reviewing committee subject to the upper ceiling of maximum of pay range i.e. Rs. 50,000/- per month.
- 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 of SAI.
- g. **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.
- h. **Posting :** SAI Head Office or any in any of the SAI Centres across India and the posting so made is purely in public interest.
- i. **TA/DA:** To undertake domestic tours subject to the approval of Competent Authority

Mode of Journey	Re-imbusement of Hotel, Taxi and Food Bills
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.

**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

**X. 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.
- i i . Self-attested documents to be uploaded while submitting application online:
1. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet..
  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.
  5. Latest Last pay drawn certificate.

**XI. LAST DATE FOR RECEIPT OF APPLICATIONS:** The schedule for applying online is given below: -

- **Date of Opening Online Application: 13/11/2023 05:00 PM**
- **Closing date for submission of online application: 28/11/2023 05:00 PM**

**XII. CONFIDENTIALITY:**

- a. 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.
- b. During the period of engagement, Employee 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.
- c. 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.


**XIII. 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 the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- c. 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.
- d. 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.
- e. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- f. The DG SAI shall be the final authority in case of any dispute.
- g. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- h. Any litigation matters pertaining to employment at SAI shall be amenable to jurisdiction of courts in Delhi.
- i. 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.
- j. SAI or the candidate reserves the right to terminate the contract, by giving 30(thirty) day notice to the other party or one month remuneration in lieu thereof.
- k. The SAI shall be the final authority in case of any dispute.
- l. Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
- m. In case of any dispute, English version of the Employment notice will be treated as valid.



- n. 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.
- o. 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.
- p. Application Forms not in the prescribed format or incomplete/unsigned or received without a copy of essential qualification certificates, experience certificates, copy of mark-sheet of Board/ University etc shall not be considered and are liable to be rejected.
- q. 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.
- r. 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.
- t) The decision of the SAI will be final and no appeal will be entertained against this issue.
- u.) Please do visit your email account regularly for further updates.

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

  
13/11/23  
**Assistant Director**  
**Recruitment Cell,**  
**SAI, HO**