

No.ADM/S&YA/GNL/KISCE-RECTT./2020-21/ 14

Date: 13/01/2025

VACANCY ADVERTISEMENT FOR INVITING APPLICATIONS FOR VARIOUS POSTS INTO THE KHELO INDIA STATE CENTRE OF EXCELLENCE (KISCE) IN THE DEPARTMENT OF SPORTS AND YOUTH AFFAIRS, SILVASSA, DADRA AND NAGAR HAVELI

1. Applications are invited from all the interested and eligible applicants for following posts in the KISCE at New Sports Complex, Silvassa, Dadra and Nagar Haveli.

Name of the Post	No. of vacancies	Salary (approx.)	Eligibility criteria & Conditions	Application From
i. Strength & Conditioning Expert	01	Rs.60,000/- to Rs.80,000/-	Annexure – S&C-I	Annexure- II
ii. Nutritionist	01	Rs.75,000/- to Rs.1,00,000/-	Annexure – NU-I	
iii. Young Professional	01	Rs.40,000/-	Annexure – YP-I	
iv. Masseur Grade-II (Female)	01	Rs.35,000/-	Annexure – MS-I	

2. Duly filled application in block letters along with the enclosures and two coloured passport size photographs (one pasted in the space provided in the application form and one attached) should reach within **15 days** from the date of publication of this advertisement (Last date : **31/01/2025**) at the following address :

Office of the Director-cum-Joint Secretary, New Sports Complex, Silvassa – 396230 (Dadra & Nagar Haveli)

- Application form along with self-certified enclosures should be send in C4 (229 ×324) sized envelope. Do not fold any paper inside.
- Envelope must be super-scribed with “Application for the _____ into the KISCE) in the Department of Sports and Youth Affairs, Silvassa, Dadra and Nagar Haveli.”
- In the bottom- right side of the envelope mention your Name and Complete address with pin-code and contact number.
- All applications should be mailed through Registered Post / Speed post only. Also, email the duly filled application form with attested enclosures at dnhsportsyouthaffairs@gmail.com.
- Selection process: (i) Short-listing of applications (ii) Interview of short-listed candidates.
- List of Enclosures:
 - Two coloured passport size photograph (one pasted in the space provided in the application form and one attached).
 - Photocopies of all educational qualifications duly self-attested.
 - Photocopies of proof of work experience issued by the current organisation.
 - Photocopies of proof of sports activities / achievements issued by the competent authority.
 - Copy of Aadhaar issued by UIDAI.
 - Address proof
 - Date of Birth proof

Soft copy of the Application form along with annexures can also be downloaded from www.dnh.gov.in / www.ddd.gov.in
For more details, please contact: **0260-2632407/2964908** between 10:00 AM to 06:00 PM Email-id: dnhsportsyouthaffairs@gmail.com


(Arun Gupta, DANICS)

Director-cum-Joint Secretary, (S&YA)

To,
The Director, Information & Technology, DNH & DD with request to upload the same on UT Administration website please.
Copy to,
The Secretary (S&YA), DNH & DD for kind information please.

STRENGTH & CONDITIONING EXPERT

A. Job Description :

Role Title	Strength & Conditioning Expert
Reports to	Director-cum-Joint Secretary of Sports & Youth Affairs
Organisation	Khelo India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	—

B. Roles and Responsibilities :

- Evaluation of the nutritional status and dietary needs of athletes using established department protocols / standards and generate individual reports.
- Developing sport specific monthly cyclic menu chart for athletes and standardize all recipes provided in the menu.
- Making regular mess visits for menu compliance, taste, and right cooking procedures.
- Monitoring hygiene, sanitation and cleanliness of the kitchen, dining and allied area.
- Promoting healthy eating and lifestyle habits and develop personalized nutrition plans and individualized counselling sessions.
- Organizing, develop, analyse, test, and prepare special meals in cases of sickness or addressing nutritional deficiencies.
- Conducting group counseling by motivating athletes towards achieving compliance and other suggested recommendations.
- Coordinating with sports science support team, Sports science head, Centre head and other administrative staff.
- Undertake any other duties assigned by High Performance Director, Sports Science Head and Regional Head.

C. Eligibility Criteria and Remuneration :

- Essential : Bachelors or Masters degree of Sports & Exercise Science /Sports Science/ Sports Coaching OR Any graduation with ASCA Level-1 or above/CSCS/UK SCA accredited coach/Diploma in fitness training / Certificate course in Fitness Training from Government Institution.
- Experience : 1 year experience in the field of sports science/ medicine
- Desirable :
 - Masters' or higher Degree in relevant field from any recognized University/ Institution
 - Bachelors' degree means minimum 3 years undergraduate academic degree or equivalent from any recognized university / Institution after passing 10+2 from a recognized Education Board.
 - Masters' degree means 2 years post graduate academic degree from any recognized university/Institution after passing minimum 3 years bachelors' degree.
 - Ph. D means 3 years research degree from any recognized university/ Institution after passing 2 years Masters' degree
- Rs.60,000/- to 80,000/- per month.

D. Terms and Conditions :

- Tenure:** There shall be an initial contract for two years that can be extended to further two years subject to satisfactory performance, periodic reviews, result etc. and at all times coterminous with the Khelo India Scheme. Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of performance review reports.
- Age Limit:** 35 years
- 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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.

- iv. **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.
- v. **Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- vi. **Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- vii. 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.
- viii. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- ix. 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.
- x. Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.
- xi. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xiv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xv. 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.
- xvi. Candidates applied for more than one post will be interviewed only once.
- xvii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

E. 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 KISCE, DoS&YA, Silvassa, 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.
- 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.

NUTRITIONIST**A. Job Description :**

Role Title	Nutritionist
Reports to	Director-cum-Joint Secretary of Sports & Youth Affairs
Area	Health and Nutrition
Organisation	Khelo India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	—

B. Roles and Responsibilities :

- Evaluation of the nutritional status and dietary needs of athletes using established department protocols / standards and generate individual reports.
- Developing sport specific monthly cyclic menu chart for athletes and standardize all recipes provided in the menu.
- Making regular mess visits for menu compliance, taste, and right cooking procedures.
- Monitoring hygiene, sanitation and cleanliness of the kitchen, dining and allied area.
- Promoting healthy eating and lifestyle habits and develop personalized nutrition plans and individualized counselling sessions.
- Organizing, develop, analyse, test, and prepare special meals in cases of sickness or addressing nutritional deficiencies.
- Conducting group counseling by motivating athletes towards achieving compliance and other suggested recommendations.
- Coordinating with sports science support team, Sports science head, Centre head and other administrative staff.
- Undertake any other duties assigned by High Performance Director, Sports Science Head and Regional Head.

C. Eligibility Criteria and Remuneration :

- Essential : MSC/M.Phil /Ph.D in Nutrition.
- Experience : Minimum one year
- Desirable :
 - IOC Diploma in Sports Nutrition
 - NIN 6-month Certificate course in Sports Nutrition Sports
 - Nutrition Certificate/diploma from any reputed International Sporting Organizations. Candidates who have represented India at international level and hold a Bachelor's degree or candidates with MBA or Post Graduation in Sports Management would be preferred.
- Rs. 75,000/- to 1,00,000/- per month.

D. Terms and Conditions :

- Tenure:** There shall be an initial contract for two years that can be extended to further two years subject to satisfactory performance, periodic reviews, result etc. and at all times coterminous with the Khelo India Scheme. Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of performance review reports.
- Age Limit:** 35 years
- 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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
- 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.

- v. Extension: Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- vi. Leave: Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- vii. 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.
- viii. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- ix. 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.
- x. Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.
- xi. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xiv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xv. 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.
- xvi. Candidates applied for more than one post will be interviewed only once.
- xvii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

E. 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 KISCE, DoS&YA, Silvassa, 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.
- 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.

YOUNG PROFESSIONAL

A. Job Description:

Role Title	Young Professional
Reports to	Director-cum-Joint Secretary of Sports & Youth Affairs
Area	Sports management and general management
Organisation	Khelo India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	

B. Roles and Responsibilities:

- i. Maintain the data of material/resources to manpower engaged in KISCE.
- ii. Assisting, coordinating and managing the implementation of KISCE, DoS&YA, Silvassa.
- iii. All work related to administration at KISCE.
- iv. Coordinating with different departments in queries related to KISCE.
- v. Drafting of letters, file noting, orders, etc.
- vi. Any other work assigned by the reporting authority.
- vii. General:
 - a. Good knowledge of Computers- Windows and Microsoft Office applications especially MS Word, MS Excel
 - b. Confident, self-driven and team player
 - c. Ability to read, write and speak in English, Hindi and Gujarati language Performance management:

C. Eligibility Criteria and Remuneration:

- i. Essential: Masters degree or equivalent qualification/ Bachelor's degree with Post Graduate Diploma in Sports Management or equivalent from a recognized University with minimum 50% marks OR Graduate with at least three years of work experience.
- ii. Desirable: Candidates who have represented India at international level and hold a Bachelor's degree or candidates with MBA or Post Graduation in Sports Management would be preferred.
- iii. Rs.40,000/- (Forty thousand only).

D. Terms and Conditions:

- i. **Tenure:** There shall be an initial contract for two years that can be extended to further two years subject to satisfactory performance, periodic reviews, result etc. and at all times coterminous with the Khelo India Scheme. Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of performance review reports.
- ii. **Age Limit:** 35 years
- iii. **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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
- iv. **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.
- v. **Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- vi. **Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.

- vii. 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.
- viii. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
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- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
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- 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.

MASSEUR GRADE-II (Female)**A. Job Description :**

Role Title	Masseur (Massage Expert)
Reports to	Director-cum-Joint Secretary of Sports & Youth Affairs
Area	Sports science
Organisation	Khelo India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	

B. Roles and Responsibilities:

- Massaging various parts of the body by hand or machines.
- Removing stiffness, sprains and pains with massage.
- Working towards toning up muscles by improving blood circulation and stimulating the nervous system.
- To advise players on relaxation techniques to help prevent muscle problems and relieve stress.

C. Eligibility Criteria and Remuneration:

- Essential : Diploma or Certificate Course in massage therapy
- Experience : 01 (one) year minimum
- Rs. 35,000/- (Thirty five thousand only).

D. Terms and Conditions:

- Tenure:** There shall be an initial contract for two years that can be extended to further two years subject to satisfactory performance, periodic reviews, result etc. and at all times coterminous with the Khelo India Scheme. Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of performance review reports.
- Age Limit:** 35 years
- 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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
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- 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.
- In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- 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.
- Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.



UT Administration of Dadra & Nagar Haveli and Daman & Diu

खेलो इंडिया राज्य उत्कृष्टता केंद्र

Khelo India State Centre of Excellence

Department of Sports & Youth Affairs, Silvassa



- xi. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xiv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xv. 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.
- xvi. Candidates applied for more than one post will be interviewed only once.
- xvii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

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- 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 the/she may gather as part of this assignment.
- ii. During the period of engagement with KISCE, DoS&YA, Silvassa, 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.
- 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.



Annexure –II

Application form for the Post of **STRENGTH & CONDITIONING EXPERT/ NUTRITIONIST / YOUNG PROFESSIONAL / MASSEUR GRADE-II (FEMALE) UNDER KHELO INDIA CENTRE FOR EXCELLENCE SCHEME** at Silvassa, U.T of Dadra and Nagar Haveli and Daman-Diu

(Tick mark against the applied post)

A. Personal Details		Paste recent colored passport sized photograph.
1. Full Name :		
2. Father's / Mother's Name :		
3. Gender :	Male / Female / Others	
4. Present Postal address :		
5. Email-id:		
6. Contact No. :		
7. Nationality :		
8. Date of Birth (DD/MM/YYYY)		
9. Aadhar No.		

B. Educational Details :				
	Name of Course/ Degree	Board / University /College	Percentage & Division *	Subjects covered
1.	Std. 10 th (SSC)			
2.	Std. 12 th (HSC)			
3.	Diploma / Certificate			
4.	Bachelor Degree			
5.	Master Degree			
6.	Doctorate / Philosophy			

C. Work Experience Details :			
Name of Organisation	Duration of Work in months(Also mention Date of Joining and Date of Leaving)	Position and Salary per month	Job responsibilities

D. Sports Activities / Achievements :			
SN	National Event	Position	Any other info
SN	International Event	Position	Any other info



UT Administration of Dadra & Nagar Haveli and Daman & Diu

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Khelo India State Centre of Excellence
Department of Sports & Youth Affairs, Silvassa



E. Declaration :

I, _____ hereby declare that :

- i. All the information mentioned by me in the above application form is true to best of my knowledge and belief.
- ii. I understand that if at any stage, it is found that any information is suppressed or wrong or false or found ineligible, then, my candidature / appointment shall be liable to be cancelled.
- iii. I have understand all the details mentioned in the concerned post and I shall abide by the rules and regulations.

Date:

(Signature of the Candidate)

Place :

List of Enclosures :

- i. Two coloured passport size photograph. (one pasted in the space provided in the application form and one attached)
- ii. Photocopies of all educational qualifications duly self-attested.
- iii. Photocopies of proof of work experience issued by the current organisation.
- iv. Photocopies of proof of sports activities / achievements issued by the competent authority.
- v. Copy of Aadhaar issued by UIDAI.
- vi. Address proof
- vii. Date of Birth proof

