

## **Recruitment Notice for the post of Catering Manager**

Sports Authority of India, Central Regional Centre, Bhopal invites applications for selection of Catering Manager on contract basis initially for a period of 01 year which could be extended on satisfactory performance. The details as follows:

1. Post	Catering Manager
2. No. of post	01
3. Educational Qualification	Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized institution. <p style="text-align: center;"><b>Or</b></p> Graduate in Hotel Management/Catering Management from a recognized Institution/University.
4. Experience	Three years experience in the relevant field after obtaining the essential qualifications.
5. Remuneration	Rs.30,000/- to Rs..50,000/- per month

Details of mandatory qualifications, experience and terms and conditions etc. for the post are available on the website of SAI Head Office & SAI Bhopal <http://sportsauthorityofindia.nic.in/> and <http://saicrc.in/>

For selection to the above post, Walk-in-Interview is to be conducted at Sports Authority of India, Central Regional Center, Bhopal on **16.09.2019 at 11:30 AM**. Eligible and interested candidates to be present in this department on **16.09.2019 at 10:00 am** for the Walk In Interview along with the prescribed application form and original documents and their self attested photocopies and 02 passport size photographs.

**(Rajinder Singh)**  
**Director**

**Sports Authority of India**  
**Central Regional Centre, Bhopal**

**Sub: Engagement of Catering Manager at SAI CRC Bhopal on contractual basis.**

**Eligibility:-**

1. Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized institution.  

**Or**

Graduate in Hotel Management/Catering Management from a recognized Institution/University.
2. **Experience:** Three years experience in the relevant field after obtaining the essential qualifications.

**Terms and Conditions**

1. **Tenure:** The contractual engagement will be initially for a period of one year which could be extended on satisfactory performance.
2. **Remuneration:** The remuneration for the post of Catering Manager will be Rs.30,000/- to Rs.50,000/-.
3. **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.
4. **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. is admissible.
5. 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 as applicable to Officers of equivalent level in SAI.
6. **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.

**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. Organise, 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.

**Other Terms & Conditions:**

1. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving thirteen days notice.
2. 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.
3. 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.
4. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
5. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
6. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Bhopal courts.

7. SAI reserves the right to terminate the contract, by giving 30 (thirteen) days' notice to Candidates.
8. The SAI shall be the final authority in case of any dispute.
9. Eligible and willing candidates are required to bring applications in the prescribed performa along with the copy of certificates (including original) for Walk in Interview on **16.09.2019 by 10:00 AM** the following address:

The Director In-Charge  
Sports Authority of India  
Central Regional Centre,  
Gram Gora, Bishenkheri,  
Post Suraj Nagar, Bhopal (M.P.)-462044  
Email: [rdsaibho-mp@gov.in](mailto:rdsaibho-mp@gov.in)  
Phone: 0755-2696930 & 2970816

**Note:** In case of queries contact: 0755-2970816, 2696930, [rdsaibho-mp@gov.in](mailto:rdsaibho-mp@gov.in)

## Application form for Appointment of Catering Manager on Contract basis at SAI CRC Bhopal

### Performa for Application

Recent Colour  
Photograph

**Post applied for:** .....

1. Full Name: .....
2. Father's/Husband's Name: .....
3. Mother's Name.....
4. Date of Birth: .....
5. Aadhaar Number:.....
6. Nationality: .....
7. Category (Gen/OBC/SC/ST).....
8. Permanent Address: .....
9. Residential Address.....
10. Contact Number: .....
11. E-mail address: .....
12. Educational Qualifications Matriculation onwards:

S. N.	Certificate/Degree	Subject	Institute/ University	Year of Passing	Percentage/ CGPA

13. Work Experience:

S. N.	Organization/Institute	Designation	Period From - To	Nature of Work	Last pay drawn

**Note:** Experience Certificates to be attached.

Total Experience (in months).....

**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 my candidature is liable to be cancelled/terminated. I will have no claim for absorption after termination/completion of tenure contract. I shall abide by terms & condition as prescribed. In the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and hereby undertake to abide by them.

**Place:**

**Date:**

**(Name & Signature of the Applicant)**