

Organising Committee Khelo India School Games, Delhi 2017

Sub: - Engagement of Senior Manager on Contract basis in OC-KISG.

The Organising Committee of Khelo India School Games, Delhi 2017 (OC-KISG) under the Ministry of Youth Affairs and Sports, Government of India invites applications for appointment of Senior Managers KISG on contract basis initially for a period of one year extendable by another one year, for the Games Secretariat of Khelo India.

1. Requirement:

Sr. Managers

- | | | |
|------------------|---|--------------------|
| i. Sr. Manager | - | Marketing |
| ii. Sr. Manager | - | Operations |
| iii. Sr. Manager | - | Operations (Games) |
| iv. Sr. Manager | - | Event Management |
| v. Sr. Manager | - | Coordination |

2. Evaluation Criteria (Sr. Manager).

- | | |
|---|-----------|
| a) Education qualification | - 10 pts. |
| b) Experience in the specific functional area detailed in the job description at National/ International level events | - 30 pts. |
| c) Experience in sports event management | - 20 pts. |
| d) Experience of Managing Govt set up & multi stakeholders | - 20 pts. |
| e) IT & Communication (Social media etc) | - 20 pts. |

Terms and Conditions of employment shall be as under:

3. a) **Remuneration:** Commensurate with experience and last pay drawn.
- b) **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.

- c) **Extension:** Performance of the Sr. Managers would be continuously reviewed and his extension will be considered on the basis of performance review reports.
- d) **Leave:** He will be entitled for 15 days leave in a calendar year on pro-rata basis. Therefore, above individuals shall not draw any remuneration in case of his/her absence beyond 15 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.
- e) They will be reporting to CEO or COO, Khelo India School Games, Delhi 2017.

4. Confidentiality:

- a) Sr. Managers, KISG may not, except with the previous sanction of OC, KISG in the bonafide discharge of his/her duties, 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, without the prior approval of COO or CEO, KISG.
- b) During the period of engagement with OC-KISG, the Sr. Managers, 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 Sr. Managers, KISG engaged by the OC-KISG shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of OC-KISG.

5. Other Conditions;

- a) In case he is required to proceed outstation from his place of posting on tour for official duty, he will be entitled to TA/DA as admissible under the rules as applicable to Officers of equivalent level in SAI& transport for local official travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside Delhi.
- b) In case of performance of Sr. Managers KISG is not found up to the mark, his/her services will be discontinued after giving one month notice.
- c) OC KISG reserves the right to terminate the contract, by giving thirty days notice to Sr. Managers & Managers.

d) Eligible and willing candidates may report for walk in interview on **15 Nov 2017** at **09:30 am** at following address;

Khelo India, School Games, Delhi 2017
Sports Authority of India
Reception Desk
Jawaharlal Nehru Stadium
CGO Complex East Gate,
Lodhi Road
New Delhi -110003

Note: In case of queries please contact Ms Shubhra Rai, Mob: 9654853971.

No. OC-KISG/RFP-HR/1001

Dated: 8th Nov 2017



(John Chandy)

COO

OC- KISG

Qualification Criteria for Sr. Manager (Marketing);

- a) Post graduate/Graduate having min 10 years of working experience and over and above atleast 5 years in managing sponsors, broadcast partners and marketing activities of sports events of national or international stature.

OR

International athlete with atleast 15 years of working experience including 5 years of experience in managing sports events.

- b) Should be computer & IT savvy.
- c) Should be under 35 years of age
- d) Experience of handling International competition /league will be desirable.

Job Description for Sr. Manager (Marketing)

- a) To manage sponsor services, broadcast services for Khelo India Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec- 29 Dec 2017.
- b) Ensure matters related to particular functional area designated to Sr. Manager of OC-KISG and SAI related events are handled in a befitting manner.
- c) Ensure communication related issues are handled to meet games time requirement.
- d) He/ She will manage other events/ competitions organised by SAI/MYAS from time to time.
- e) His/ her services will also be utilised by MYAS.
- f) He/ she will report to CEO or COO, Khelo India, School Games, Delhi 2017

Qualification Criteria for Sr. Manager (Operations);

- a) Post graduate/Graduate having min 10 years of working experience and over and above atleast 5 years in managing venue development, functional area set up overlays, spectator services, volunteers, security, accreditation of sports events of national or international stature.

OR

International athlete with atleast 10 years of playing experience including 5 years of experience in managing sports events.

- b) Should be computer & IT savvy.
- c) Should be under 35 years of age
- d) Experience of handling International competition /league will be desirable.

Job Description for Sr. Manager (Operations)

- a) To manage venue development, functional area set up, overlays, spectator services, volunteers, security, accreditation of Khelo India School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec- 29 Dec 2017.
- b) To manage other competitions or events organised by MYA &S and SAI.
- c) Ensure matters related to particular functional area designated to Sr. Manager of OC-KISG and SAI related events are handled in a befitting manner.
- d) Ensure communication related issues are handled to meet games time requirement.
- e) He/ She will manage other events/ competitions organised by SAI/MYAS from time to time.
- f) His/ her services will also be utilised by MYAS.
- g) He/ she will report to CEO or COO, Khelo India, School Games, Delhi 2017.

Qualification Criteria for Sr. Manager (Operations - Games);

- a) Post graduate/Graduate having min 10 years of working experience and over and above atleast 5 years in managing operations, FOP set up, participant entry systems, games technical official management of sports events of national or international stature.

OR

International athlete with atleast 10 years of playing experience including 5 years of experience in managing sports events.

- b) Should be computer & IT savvy.
- c) Should be under 35 years of age
- d) Experience of handling International competition /league will be desirable.

Job Description for Sr. Manager (Operations- Games)

- a) To manage Games Operations including FOP set up, participant entry systems, games technical official management of Khelo India School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec- 29 Dec 2017.
- b) To manage other competitions or events organised by MYA &S and SAI.
- c) Ensure matters related to particular functional area designated to Sr. Manager of OC-KISG and SAI related events are handled in a befitting manner.
- d) Ensure communication related issues are handled to meet games time requirement.
- e) He/ She will manage other events/ competitions organised by SAI/MYAS from time to time.
- f) His/ her services will also be utilised by MYAS.
- g) He/ she will report to CEO or COO, Khelo India, School Games, Delhi 2017.

Qualification Criteria for Sr. Manager (Coordination);

- a) Post graduate/Graduate having min 10 years of working experience and over and above atleast 5 years in coordination/liaison between state sports associations, NSF's, Government authorities sports events of national or international stature.

OR

International athlete with atleast 10 years of playing experience including 5 years of experience in managing sports events.

- b) Should be computer & IT savvy.
c) Should be under 35 years of age
d) Experience of handling International competition /league will be desirable.

Job Description for Sr. Manager (Coordination)

- a) To manage all coordination efforts between states, sports associations, national sports federations for Khelo India School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec- 29 Dec 2017.
- b) Coordinate between state sports associations, NSF's; Government authorities in relation to KISG 2017.
- c) To manage other competitions or events organised by MYA &S and SAI.
- d) Ensure matters related to particular functional area designated to Sr. Manager of OC-KISG and SAI related events are handled in a befitting manner.
- e) Ensure communication related issues are handled to meet games time requirement.
- f) He/ She will manage other events/ competitions organised by SAI/MYAS from time to time.
- g) His/ her services will also be utilised by MYAS.

h) He/ she will report to CEO or COO, Khelo India, School Games, Delhi 2017

Qualification Criteria for Sr. Manager (Event Management);

a) Post graduate/Graduate having min 10 years of working experience and over and above atleast 5 years in managing host city activation events, Event branding, dignitary hospitality, opening & closing ceremony of sports events of national or international stature.

OR

International athlete with atleast 10 years of playing experience including 5 years of experience in managing sports events.

- b) Should be computer & IT savvy.
- c) Should be under 35 years of age
- d) Experience of handling International competition /league will be desirable.

Job Description for Sr. Manager (Event Management)

- a) To manage host city activation events, Event branding, dignitary hospitality, opening & closing ceremony of Khelo India School Games of Khelo India School Games, Delhi 2017 (KISG), wherein 6500 Athletes & 3600 Officials are going to participate. The event will be held in Delhi w.e.f. 21 Dec- 29 Dec 2017.
- b) To manage other competitions or events organised by MYA &S and SAI.
- c) Ensure matters related to particular functional area designated to Sr. Manager of OC-KISG and SAI related events are handled in a befitting manner.
- d) Ensure communication related issues are handled to meet games time requirement.
- e) He/ She will manage other events/ competitions organised by SAI/MYAS from time to time.
- f) His/ her services will also be utilised by MYAS.
- g) He/ she will report to CEO or COO, Khelo India, School Games, Delhi 2017.

Proforma for Application to the Post of Sr. Manager, OC-KISG

Post applied for:

1. Name:
2. Father's/Mother's Name:
3. Date of Birth:
4. Nationality:
5. Postal Address:
6. Contact Number:
7. E-mail address:
8. Education Qualifications 10+2 onwards:

Recent Passport
Size Photograph

S.No	Certificate/Degree	Subject	Institute/ University	Year of Passing	Marks obtained

9. Work Experience :

S.No	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

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)