

Organising Committee

Khelo India School Games, Delhi 2017

Sub: - Engagement of Chief Operation Officer (COO) on contract basis.

1. Organising Committee, Khelo India School Games, Delhi 2017 (KISG) under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of Chief Operation Officer (COO) KISG on contract basis initially for a period of one years extendable by another one year under Khelo India , scheme of Govt of India.
2. **Requirement ;** One Chief Operation Officer, Khelo India School Games, Delhi 2017 (COO, KISG).
3. **Education Qualification ;**
 - a) MBA having min 10 years of working experience with atleast five years in managing sports events of national or international stature.
 - OR
 - b) International athlete with atleast 10 years experience including 5 years of experience in managing sports events.
 - c) He should be computer & IT savvy.
 - d) Experience Of handling International competition /league will be desirable.
4. Job Profile is given at **Annexure – I**.
5. **Evaluation Criteria.**

a) Education qualification	- 10 pts.
b) Experience in National/ International level Events (Especially sports competition management)	- 30 pts.
c) Experience of Marketing ,Branding & Sponsorship	- 20 pts.
d) Experience of Managing Govt set up & multi stakeholders	- 20 pts.
e) IT & Communication (Social media etc)	- 20 pts.
6. Terms and Conditions of COO shall be as under:
7.
 - a) **Tenure:** The contractual engagement will be initially for a period of one year which could be further extended for a maximum period of one year. The salary can be revised after one year based on performance.
 - b) **Age Limit:** The maximum of age shall not be more than 45 years on 31 Dec 2017.
 - c) **Remuneration:** Commensurate with experience and last pay drawn.

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 /Service Tax Certificates, as applicable.

e) **Extension:** Performance of the COO would be continuously reviewed and his extension will be considered on the basis of performance review reports.

f) **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.

g) He will be reporting to CEO or Jt CEO, Khelo India School Games, Delhi 2017.

8. **Confidentiality :**

a) COO, 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 the CEO, KISG.

b) During the period of engagement with OC-KISG, the COO, 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 COO, 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.

9. **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 the level of Director in SAI & transport for local travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside Delhi.

b) In case of performance of COO, 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 COO.

d) Eligible and willing candidates may report for walk in interview on 29 Sep 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 : 15 Sep 2017

(Col KS Banshtu)
Sr Manager, KISG

Job Description

- ✓ To manage all aspects 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. 22 Dec- 31 Dec 2017.
- ✓ To manage other competitions or events Organised by MYA &S and SAI.
- ✓ Ensure matters related to branding /marketing & sponsorship of OC-KISG and SAI related events are handled in a befitting manner.
- ✓ Ensure communication related issues are handle to meet games time requirement.
- ✓ He will mange other events/ competitions organised by SAI/MYAS from time to time.
- ✓ His services will also be utilised by Khelo India Games Secretariat.
- ✓ He will report to CEO or Jt CEO, Khelo India, School Games, Delhi 2017.

Performa for Application to the Post of COO, 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)