

F. No. 20-106/2014 - SP II (NSDF)
Government of India
Ministry of Youth Affairs and Sports
Department of Sports
(National Sports Development Fund)

Shastri Bhavan, New Delhi – 110001
Dated 8th Dec. 2016

Subject: Engagement of Research Officer for National Sports Development Fund (NSDF) under Department of Sports

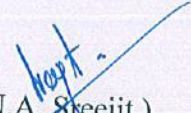
Ministry of Youth Affairs & Sports (Department of Sports), Government of India proposes to engage following staff for National Sports Development Fund (NSDF) under Department of sports on contractual basis:

- i. Research Officer (Sports) – 1 No.
- ii. Research Officer (Resource Mobilization) – 1 No.

The panel of candidates shortlisted for the position after selection process may also be used for filling up similar positions which may arise elsewhere in the Department/its associated units or organizations.

2. Details of assignment, qualification and experience are enclosed as Annexure.
3. The application in the prescribed proforma enclosed as Appendix along with self attested copy of the certificates / supporting documents, should reach the following officer latest by 30th December 2016.

Under Secretary (SP-II)
Room No: 15, 'C' Wing
Shastri Bhawan, New Delhi – 110 001
Tele: 011-23073206


(N.A. Sreejit)
Under Secretary to the Government of India
Tel: 23386390
23382292

(1) RESEARCH OFFICER (SPORTS) - 1 contractual position.

Assignment:

- a) To make extensive study/research to identify potential young sportspersons in different sports disciplines that should include performance details at International/National/State levels.
- b) To give detailed analysis of applicants to NSDF, their past performance, future potential, specific comments on the proposal / assistance applied for, specific recommendation on the proposal along with justification.
- c) To make comparative study/analysis with the performance of sportspersons (both accomplished and young) in other countries; also to collect details of the preparations of such sportspersons;
- d) To assist the Department/Expert Committee in identifying reputed Institutes/Coaches having world class facilities and excellent support personnel for sending our sportspersons for training; also to make analysis of the reasonableness of the rate of coaching fee and other components.
- e) To assist various Committees of NSDF by giving desired inputs so as to arrive at a considered decision.
- f) To devise systems, standards and time bound performance benchmarks of athletes/ organizations assisted under NSDF in consultation with SAI / experts and track performance evaluation vis a vis the said benchmarks;
- g) To track performance of athletes in major competitions and to generate quarterly, half yearly and annual reports of the athletes being supported; track their performance vis a vis time bound benchmarks.
- h) To assist the selected athletes in preparing request for financial assistance as per approved formats, procuring supporting documents and submitting applications.
- i) To meet and interact with the selected athletes, chief coaches and officials of National Sports Federations and support staff of athletes on regular basis.
- j) The Research Officer will assist 'Target Olympic Podium (TOP) Scheme Athlete Identification Committee' in its task for identification and review selection of talented potential medal prospects for Olympics and their support staff.
- k) He will also provide research inputs on sportspersons, institutions etc.
- l) To attend any other tasks connected with the above as assigned by the Department of Sports/NSDF Secretariat.

Minimum qualifications and experience

The candidate should have the following minimum qualifications and experience:

Category	Minimum Qualifications	Experience	Age limit as on last date of application for the position
Retired Government employees	-	<p>Persons who served in Central Government Sports Authority of India(SAI) and held a post at the level of Dy Secretary in the grade pay of Rs 7600 /- or above.</p> <p>Having working knowledge of Office software like MS office, making presentations, etc.</p> <p>Experience of working with athletes / Sports federations / organizations is desirable.</p>	<p>Person should have retired from service not before 2013 / is retiring from Govt. service in December 2016. In exceptional / deserving cases retirement year can be relaxed upto 2010.</p>
Open market	<p>Post Graduate / BE / MBA</p> <p>Note – ‘Post graduate’ would not include diploma.</p>	<p>Should have worked at least for three years in a reputed organization / PSU / Autonomous Body / Sports Authority of India (SAI).</p> <p>Having excellent knowledge of Office software like MS office, making presentations, etc.</p> <p>Experience of working with athletes / Sports federations / organizations is desirable.</p>	<p>22 to 40 years which can be relaxed in deserving cases</p>

Emoluments and contract period

The engagement will be initially for a period of one year on contractual basis, which may be extended for further periods till the completion of the task subject to review of performance;

In case of retired government employees, the remuneration will be in accordance with DoPT letter no.3/19/2009 – Estt (Pay II) dated 5.4.2010 as modified from time to time.

For other candidates, the remuneration will be up to Rs 80,000/- per month, which would be fixed based on qualifications and experience. The remuneration would be increased @ 10% per year after satisfactory completion of 1 year of service every year subject to extension of contract / service.

Both types of candidates will be reimbursed Mobile telephone bill of Rs. 500/- per month. They shall not be entitled to Dearness allowance, Transport facility, Residential accommodation / HRA, CGHS / Medical reimbursement, etc.

Detailed terms and conditions will be intimated along with offer letter if selected.

(2) RESEARCH OFFICER (RESOURCE MOBILIZATION) – 1 Contractual position

Assignment:

- a) To liaison with prospective donors including PHD Chamber of Commerce, FICCI, CII, ASSOCHAM, Corporates, PSUs / PSBs, Private Sector, etc. Formulate draft agreements/MoUs and do client servicing as per agreements/MoUs with donors to NSDF. Work would involve interaction/liaison with athletes for participating in client functions, functions of Ministry, etc.
- b) To synergize the efforts and resources being deployed by all entities including PSUs and PSBs for development of sports
- c) To organize interactions of the Ministry of Youth Affairs and Sports with Corporates/PSUs/PSBs/ Private and other entities in order to mobilize funds for NSDF.
- d) Identifying avenues for channelizing funds collected from donors.
- e) To organize meetings for resource mobilization for sports.
- f) To draft press releases and do event management for resource mobilization.
- g) Any other task assigned by Member Secretary/Project Officer.

Minimum qualifications and experience

The candidate should have the following minimum qualifications and experience:

Category	Minimum Qualifications	Experience	Age limit as on last date of application for the position
Retired Government employees	-	Persons who served in Central Government/Sports Authority of India(SAI) and held a post at the level of Dy Secretary in the grade pay of Rs 7600 /- or above. Having working knowledge of Office software like MS office, making presentations,	Person should have retired from service not before 2013 / is retiring from Govt. service in

		etc. Experience of fund raising & working with athletes / Sports federations / organizations is desirable.	December 2016. In exceptional / deserving cases retirement year can be relaxed upto 2010.
Open market	Post Graduate / BE / MBA. Note – ‘Post graduate’ would not include diploma.	Should have worked at least for three years in a reputed organization / PSU / Autonomous Body/Sports Authority of India(SAI). Having excellent knowledge of Office software like MS office, making presentations, etc. Experience of fund raising & working with athletes / Sports federations / organizations is desirable.	22 to 40 years which can be relaxed in deserving cases

Emoluments and contract period

The engagement will be initially for a period of one year on contractual basis, which may be extended for further periods till the completion of the task subject to review of performance;

In case of retired government employees, the remuneration will be in accordance with DoPT letter no.3/19/2009 – Estt (Pay II) dated 5.4.2010 as modified from time to time.

For other candidates, the remuneration will be Rs 80,000/- per month. The remuneration would be increased @ 10% per year after satisfactory completion of 1 year of service every year subject to extension of contract / service.

Both types of candidates will be reimbursed Mobile telephone bill of Rs. 500/- per month. They shall not be entitled to Dearness allowance, Transport facility, Residential accommodation / HRA, CGHS / Medical reimbursement, etc.

Detailed terms and conditions will be intimated along with offer letter if selected.

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Application for the position of Research Officer in NSDF under Department of Sports

S. No.	Particulars	Details
1	Name	
2	Contact details: Present Address Permanent Address Tele/Mob No: Email:	
3	Date of Birth (DOB) (attach self attested copy of supporting document)	
4.	Page number of self attested proof of DOB attached.	
5.	Age as on last date of submission of application (In Years and Months)	
6.	Whether Retd. Govt. servant If yes attach self attested copy of pension order	
7.	Page No. of self attested copy of pension order	
8.	Present assignment, if any	

9. Educational Qualification :- (mention only that qualification for which self attested certificate is attached).

Note: Any qualification for which self attested certificate / degree is not attached will not be considered. Mark sheets will not be considered.

S.No.	Course	Year of Passing	Institution/University	Division/Class	Page No. of self attested photocopy of certificate
A	B	C	D	E	F

10. Work Experience :- (Mention only that experience for which self attested experience certificate is attached. Any experience for which certificate is not attached will not be considered. Salary slip will not suffice):

S. No.	Organization and last Designation held in the organization.	Start date of service	End date of service	Total Period of service in the organization in completed months.	Nature of assignment	No. of completed months of service relevant to the experience required	Present pay / last pay drawn	Page no. of self attested copy of experience certificate
A	B	C	D	E	F	G	H	I

Total experience as stated in Col. E above. (in completed months):

Total experience as stated in Col. G above. (in completed months):

11. Knowledge of Office software like MS office, making presentations, etc. – Please tick whatever is applicable.
- (i) For – applicants from Retd Govt. servants - It is undertaken that the undersigned has Working knowledge of Office software like MS office, making presentations, etc.
- (ii) For applicants from open market - It is undertaken that the undersigned has excellent knowledge of Office software like MS office, making presentations, etc.

12.	Whether SC/ST/OBC (attach certificate)	
13.	Page No. of self attested copy of supporting document for S.N. 12 above.	
14.	Additional Information, if any. (Pl. attach copy of self attested supporting document)	
15.	Reference: (i) (ii)	State 2 references who are well acquainted with the applicant.
16.	Details of disciplinary action undergone / proceedings underway, if any	

17.

Page No. of Index of application form and self attested copy of supporting documents.

It is undertaken that the above information is true.

Name & Signature of the Applicant.....

Date:
Place:

Note 1 :- Please number each page of the application and mention total no. of pages.

Note 2 :- Applicants have to bring original of the documents whose self attested copies have been attached with the application form for verification, as and when called for by the Department.

Note 3 :- Application without supporting documents or which are not duly filled in will be summarily rejected without any further communication.

Note 4 :- For experience, internship shall not be considered. The person should be a full time employee in the organization. Part time work experience will not be considered. However, experience of contractual appointment will be considered.

Note 5 :- 'Post graduate' would not include post graduate diploma.