

No. 23-2/MYAS/MDS/2018
Government of India
Ministry of Youth Affairs & Sports
Department of Sports
Mission Directorate-Sports Development

Subject: - Engagement of Consultant on contract basis in Mission Directorate - Sports Development.

Mission Directorate - Sports Development, Department of Sports, Ministry of Youth Affairs and Sports, for and on behalf of the President of India, invites applications for engagement of consultant on contract basis initially for a period of **one year** extendable annually depending upon performance of the concerned individual.

2. Requirement: As on date, one position of consultant is required to be filled up.

3. Job Description:

S.No.	Functional Area	Job Description
1.	a) Implementation of "Rural and Indigenous/Tribal Games" vertical of the Khelo India Scheme. b) Implementation of Ek Bharat Shrestha Bharat (EBSB) Programme of the Department of Sports	i.Processing proposals related to according approvals/sanctions, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, e-procurement and GEM, management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government, etc., related to the functional areas; ii.Ensure timely conduct of the activities approved under the functional areas; iii.Coordination with the various agencies involved in and related to functional areas; iv.To compile all relevant Data related to functional areas and submit monthly reports to the Department of Sports; v.Any other work that may be incidental to implementation of activities under the functional areas.

Note : The above job descriptions are only illustrative and any other item of work can be assigned as and when required to the person engaged on contract basis. The personnel engaged may be required to work beyond normal working hours and weekends.

4. Essential Qualification/experience for consultant:

S. No.	Category	Qualification / requirements in the case of retired employees of Central / State Govt., or Autonomous Bodies / PSUs	Qualifications / requirement in the case of engagement from open market
1.	Consultant	Govt. employees who served in Central / State Govt., or Autonomous Bodies / PSUs and retired at the Grade Pay of Rs.7600/- and above but below the Grade Pay of Rs.10000 (as per 6 th CPC) and	(i) Masters' Degree / MBA in Sports Management or Graduate with MBA (for

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S. No.	Category	Qualification / requirements in the case of retired employees of Central / State Govt., or Autonomous Bodies / PSUs	Qualifications / requirement in the case of engagement from open market
		having at least 10 years' experience in the functional area indicated in para 3 above and sports administration.	candidates from Open Market only). (ii) At least 10 years' experience for organizing international and national sports events in Executive capacity. (iii) Experience of working with sports associations in Executive capacity. (iv) Experience of having work with Government or Non-Government sports bodies with in sports administration.

N.B.: Experience and qualification requirements will be relaxable in deserving cases with the approval of the Competent Authority.

5. Age limit

- i. In case of Retired Officers, generally, the maximum age limit for all categories will be 65 years. In exceptional/deserving cases, age beyond 65 years can be relaxed upto 70 years.
- ii. For engagement from open market age limit will be 45 years, which can be relaxed in deserving cases

6. Procedure for selection

6.1. Engagement of Consultant will be done within the framework of provisions contained in :-

- (i) Chapter on Procurement of Goods & Services of GFRs, 2017.
- (ii) Chapter VII Selection of Individual Consultants (Para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants.

6.2 Based on the requirement, MDSD will prepare an advertisement which will be published in Newspapers. The same will also be placed on MYAS and Khelo India website, viz., <https://yas.nic.in> and <https://kheloindia.gov.in>.

6.3 All the applications received in response to the vacancies advertised will be scrutinized and short- listed by the MDSD as per requirement and in the light of the guidelines. Thereafter, the MDSD would submit a proposal before the Selection Committee, which would recommend a panel of Officers, wherever possible, including a wait-list for engagement.



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6.4 The composition of the Selection Committee shall be as under:-

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|------|-----------------------------------|---|----------|
| i. | Joint Secretary – in Charge (MDS) | - | Chairman |
| ii. | Director – in Charge (MDS) | - | Member |
| iii. | Deputy Secretary (Finance) MYAS | - | Member |

6.5 After meeting of the Selection Process, the minutes will be issued and file will be submitted to Secretary (Sports), MYAS for approval. Thereafter Mission Directorate of MDS will issue offers to the selected candidates and appointment orders, if they accept the offer.

7. **Remuneration:** The fixed monthly remuneration payable to the consultant will be decided on the basis of recommendation of the Selection Committee. However, the remuneration will be within the range of Rs. 60,000/- to Rs. 1,00,000/-. The remuneration payable to the persons engaged in the above positions may be increased annually subject to evaluation of their annual performance, in case their contract is extended beyond a particular year. However, the decision on increase of remuneration and the quantum of remuneration to be increased will be at the sole discretion of the competent authority and will not constitute any right of the engaged persons for such increase.

8. **Drawal of Pension:-** A retired Government official engaged as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement. His/her engagement shall not be considered as a case of re-employment.

9. **Allowances:-** The Consultant shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, CGHS, Medical Reimbursement etc.

10. **Leave:-** The Consultant shall be entitled for **08** days leave on prorata basis in a calendar year. He / She shall not be eligible for any remuneration in case of his/her absence beyond **08** days in a calendar year. The un-availed leave will lapse and will not be carried forward to the next calendar year.

11. **TA/DA:-** Headquarter of each individual will be decided at the time of her/his contract appointment. In case she/he is required to perform journey/tour in connection with official duties, TA/DA entitlement will be as under:-

- i. In case of retired employees, as per entitlement on their last pay drawn.
- ii. In other cases, as per entitlement on minimum of the pay scale of equivalent post in Central Govt.
- iii. In case of experts who cannot be compared with any post in Central Govt. TA/DA entitlement will be decided with the approval of Mission Director on case to case basis as per TA rules.

12. **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 payment, for which the MDS will issue TDS Certificates, as applicable.



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13. Confidentiality: -

- i. The Personnel engaged as consultant on contract basis may not, except with the previous sanction of Mission Directorate - Sports Development in the bona-fide 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 pseudonymous 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 Mission Directorate - Sports Development.
- ii. 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. shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Mission Directorate - Sports Development.

14. **Period of contract:** The engagement on contract basis will be initially for a period of **one year** extendable annually depending upon performance of the concerned individual.

15. **Termination of Contractual appointment:** The contractual assignment can be terminated at any time by giving one month's notice from either side or payment of one month's remuneration in lieu thereof without assigning any reason.

The application may be forwarded in the prescribed Proforma at Annexure - I to the Address mentioned therein. Applications will also be accepted on line to E-mail ID: arunkumar.s@nic.in. Applications shall reach the addressee within 10 days from the date of advertisement in the newspaper. Any application received thereafter shall not be entertained and will be summarily rejected.



(Arun Kumar Singh)

Under Secretary to the Govt. of India

Annexure -1**Proforma for application to the post of Consultant**

To

The Under Secretary,
Mission Directorate - Sports Development,
Department of Sports, Ministry of Youth Affairs
and Sports, Government of India,
Cafeteria Building, Pragati Vihar Hostel,
CGO Complex, Lodhi Road,
New Delhi-110003.

Affix Recent Photograph

1. Name:
2. Father's/Mother's Name
3. Date of Birth:
4. Nationality:
5. Address for communication:.....
6. Contact Number: Land line:..... Mobile:
7. E-mail address:.....
8. Education Qualification (from Matriculation onwards):

S. No.	Certificate/Degree	Subject	Institute/ University	Month and Year of Passing	Marks obtained
(1)	(2)	(3)	(4)	(5)	(6)

9. Work Experience:

S. No.	Organization/Institute	Period From - To	Nature of Work	Remarks
(1)	(2)	(3)	(4)	(5)

Please attach extra sheets where required.

10. Whether SC/ST/OBC:

11. Reference:

(i)

(ii)

DECLARATION

I hereby declare that all statements made in this application are true and correct 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)