



Ministry of Youth Affairs and Sports  
Government of India



**SPORTS AUTHORITY OF INDIA**  
**KHELO INDIA DIVISION**

F.No.KI/WKF/1003/2018/M&A.M

Dated: 21/08/2018

ADVERTISEMENT NO. KI/WKF/1003/2018/M&A.M Sports Authority of India (Khelo India Division) an autonomous organization under Ministry of Youth Affairs & Sports (GOI), invites applications for recruitment by selection on Contractual Basis for the following Posts to develop and execute the Program for different verticals under Khelo India:

S.N	Designation	No. of Counts
1	Manager (Zone)	06
2	Manager (Admin)	01
3	Manager (IT)	01
4	Manager (Finance)	01
5	Manager (Accounts)	01
6	Manager (Marketing & Communications)	01
7	Asst. Manager (Operations, Zonal Structure, Accreditation of Academies, Events, Admin & HR, IT, Marketing & Communications)	25

The details of recruitment and application form is available on the website of SAI i.e. [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) and Khelo India i.e. <https://kheloindia.gov.in/>. The complete application should reach at the [kheloindiarecruitment@gmail.com](mailto:kheloindiarecruitment@gmail.com) on or before 05<sup>th</sup> September, 2018 till 5:00 PM.

  
(Prashant Singh)  
AD (Khelo India)



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**A. Manager (Zone):**

1. Overall operational management of the academies across regions.
2. Responsible for all the matters pertaining to the Talent Identification and Development of athletes and related activities, maintenance and upkeep of infrastructure of Zonal centre.
3. Any other work assigned by the superior authority will be under the administrative control of Head Office.
4. For matters pertaining to Talent Identification and Development of athletes and related activities will submit the proposal to Head Office.
5. Supervision and Monitoring of Talent Identification and Development of athletes under Khelo India in all Zonal Centre.
6. Identifying/understanding the expectations of all stakeholders.
7. Facilitating Internal communication for various initiatives by developing systems and procedures for different activities of the department.
8. Any other task assigned by the higher authority.

**B. Manager (Admin):**

1. Manage day to day administrative work of the Khelo India Division.
2. Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
3. Liaising with senior officials within the Contracting Authority to identify the requirements and commence the tendering process accordingly.
4. Negotiate with external vendors to secure advantageous terms.
5. Will be responsible to manage tender documents related to Khelo India scheme.
6. Draft and/or review legal matters, contracts and agreements and monitor legal obligations under agreements to ensure compliance.
7. Perform consulting services for management through participation in projects designed to introduce new and/or changing processes, products or facilities. Provide value added recommendation to mitigate both project and end state risks
8. Any other task assigned by the higher authority.



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**C. Manager (IT):**

1. For Handling all IT work related to Khelo India.
2. Developing and implementing IT policy and best practice guides for the organisation
3. Running and sharing regular operation system reports with senior authorities
4. To handle work pertaining to maintain website of Khelo India and mobile applications.
5. Any other task assigned by the higher authority.

**D. Manager (Finance):**

1. Financial planning and management of all finance related matters for Khelo India.
2. Reviewing financial reports, monitoring accounts, and preparing activity reports and financial forecasts.
3. collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements
4. Undertaking research into pricing, competitors and factors affecting performance
5. Controlling income, cash flow and expenditure
6. Managing budgets, developing and managing financial systems/models
7. Examination of all financial proposals, claims of officials and non-officials, in the light of extant Financial Rules and procedures, emanating from different Functional Areas of Khelo India Scheme for approval of the competent authority.
8. To coordinate with the Audit parties (Internal Audit by the Ministry and CAG's audit and furnish replies to the audit observations and provide information/document, as sought by the audit parties.
9. Drafting Agenda for FC/OC/GC relating to financial issues.
10. Providing information respect of Requests received under Right to Information Act and Parliament's Questions.
11. Contributes to the safeguarding of corporate assets and the interests of members by ensuring that appropriate internal controls are in place and opening effectively.
12. Any other task assigned by the higher authority.



#### **E. Manager (Accounts):**

1. Overall budget control of Khelo India Scheme.
2. Managing the accounts of all Khelo India projects
3. Accounts manager look for the proper accounting of the Khelo India Division.
4. Maintenance of all Books of Accounts (Cash Book, Ledger etc)
5. Compilation of vertical-wise and consolidated monthly, Quarterly and Annual Accounts
6. To furnish Utilisation Certificates to the Ministry, through SAI, in respect of Grants in aids received from the Ministry.
7. To provide necessary inputs for agenda of the meetings (OC,FC AIU, GC etc)
8. Any other task assigned by the higher authority.

#### **F. Manager (Public Relation):**

1. Driving the PR strategy and other media related matters for Khelo India Scheme
2. Planning & developing communication & PR strategies for brand positioning and reaching the appropriate audience that include campaigns, events, social media communications and PR.
3. Identifying and networking through promotional opportunities, for example – conferences, seminars, media events etc., and evaluating success of all promotional and communication strategies.
4. Identifying/understanding the expectations of all stakeholders.
5. Facilitating internal communication for various initiatives by developing systems and procedures for different activities of the department.
6. Any other task assigned by the higher authority.

#### **G. Asst. Manager :**

Will aid and assist their assigned Officer/G.M/Sr. managers/ Manager in ensuring a smooth operational roll out of the plans/ Events



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**a) Eligibility Criteria:**

➤ **Manager (Zonal, Admin, IT, PR,):**

MBA with 5 Yrs experience with atleast 2 years in relevant field/ Sports Management  
OR

Graduate with 7 years of experience with atleast 2 years in relevant field/Sports management  
OR

10 years of experience with government in relevant field/Sports Management

**Age Limit:**

There is an upper age limit of 55 Years for Manager (Zonal, Admin, IT, PR)

➤ **Manager (Finance):**

CA with 5 Yrs experience with atleast 2 years in relevant field/ Sports Management

**Age Limit:**

There is an upper age limit of 55 Years for Manager (Finance, Accounts)

➤ **Manager (Accounts):**

25 years of experience with government in relevant field/Sports Management

**Age Limit:**

There is an upper age limit of 65 Years for Manager (Finance, Accounts)

➤ **Asst. Manager:**

Master's degree in relevant subject or technical qualifications like B. Tech., MBA  
OR

Graduate with atleast 1 Year of experience in Sports/ Government of India

**Age Limit:**

There is an upper age limit of 35 Years for Asst. Manager

**General:**

- Good Knowledge of Computer- Windows and Microsoft office application especially Ms. Excel, Ms Word.
- Good knowledge of Tally Accounting Package for Manager (Finance) and Manager (Accounts).
- Confident, self driven and a team player.
- Ability to read, write and speak in English and Hindi

**b) Tenure:** The contractual engagement will be initially for a period of one year extendable upto three (3) years.



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**c) Remuneration:**

S.N	Post	Number of Vacancies	CTC
1	Manager	11	Approx Rs. 1 Lakh per month
2	Asst. Manager	25	Rs. 45,000 – 60,000 per month

**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) 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. would be admissible.

**f) Extension:**

Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.

**g) 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 unavailed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

**Confidentiality:**

a) Selected persons will not be allowed to 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.

b) During the period of engagement with Khelo India secretariat, Managers and Asst. 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 Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

**Other Conditions:**

a) The applications received will be scrutinized/ shortlisted on the basis of relevant experience and job description and the eligible candidates will be called for interview at cost to the applicant.



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- b) Candidates applied for more than one post will be interviewed only once.
- c) 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 & provided transport for local official travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside of Delhi.
- d) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days notice.
- e) In case you want to discontinue you shall have to give one month advance notice which will be subject to approval by the Competent Authority.
- f) 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.
- g) 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.
- h) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- i) The DG SAI shall be the final authority in case of any dispute.
- j) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- k) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.
- l) Organization reserves the right to terminate the contract, by giving fifteen days' notice to Candidates.
- m) Eligible and willing candidates may submit their applications in the prescribed Performa attached at Annexure II on or before 05<sup>th</sup> September, 2018 (05:00 PM) on email Id of Khelo India Division recruitment team [kheloindiarecruitment@gmail.com](mailto:kheloindiarecruitment@gmail.com), to the Asst. Director (Khelo India).

Note; In case of queries please contact +911124364245

Performa for Application

Post applied for: .....

Recent  
Photograph

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. Educational Qualifications Matriculation onwards:

S. No.	Certificate/Degree	Subject	Institute/ University	Year of Passing	Percentage/ CGPA



8. Work Experience:

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

Total Experience (in months).....

9. Sports Participation:

(A) International Level

S.No.	Event	Position

(B) National Level

S.No.	Event	Position

**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)

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