



**SPORTS AUTHORITY OF INDIA
PERSONNEL DIVISION**

**Head Office, East Gate-10,
JLN Stadium, Lodhi Road,
New Delhi-110003**

No. SAI/Pers./2474(YP-Acct.&Fin.)/2023

Date: 11.01.2023

Sports Authority of India (SAI) is an autonomous organization under the Administrative control of the Ministry of Youth Affairs and Sports with its Head office at Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003.

2. SAI invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Young Professional on contract basis initially for a period of 02 Years and extendable on yearly basis upto maximum period of 5 years for Delhi region.

S. No	Name of the post	UR	EWS	OBC	SC	ST	Total
1	Young Professional (Accounts/Finance)	7	1	2	1	0	11

Number of vacancies is indicative and SAI is at liberty to appoint YP (Accounts/Finance) based on actual workload.

3. The details of recruitment along with application form is available SAI website i.e; <http://sportsauthorityofindia.nic.in/>

4. SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to dydirectorpers@gmail.com.

**Dy. Director (Rectt.)
Sports Authority of India**

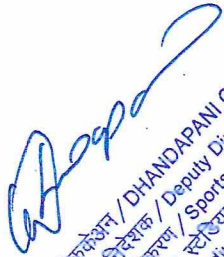

विकास चोकक्यान / DHYAN CHOKKIAN
उप निदेशक / Deputy Director
भारतीय खेल प्राधिकरण / Sports Authority of India
जवाहरलाल नेहरू स्टेडियम परिसर (पूर्व द्वार)
Jawaharlal Nehru Stadium Complex (East Gate)
लोदी रोड, नई दिल्ली-3 / Lodhi Road, New Delhi-3

TABLE - I

5. JOB DESCRIPTION:

Position	Job Description
Young Professional (Accounts/ Finance)	<ul style="list-style-type: none"> Administration/ Personal matters viz. Pension, Revision of Pay, etc. Matter related to Audit, Conduct of internal Audit, furnishing replies to all audit reports etc. Preparation of Budget and maintaining expenditure/vouchers, and release of grant, BRS etc. Preparation/Scrutiny/examination/vetting of Tender/e-tender/ contract/ agreements/ MOU. Timely filing of TDS, GST Returns etc., Compliances of foreign Coaches Salary & Pension All matters concerning Taxation including TDS calculations, deductions, deposit, filling of return etc. Monitoring expenditure against the allocated budget time to time. Maintenance of Books of Accounts viz Cash Books / Ledger/ Broad Sheets/Assets/Register / ECR etc. Preparing of monthly / quarterly / Annual Accounts alongwith all schedules and reports. Preparation of U.C. Any other duties assigned by Head of the Division

TABLE -II

5.1 ELIGIBILITY CRITERIA:

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
Young Professional (Accounts/ Finance)	Bachelors' Degree in Accounting / Finance / Commerce/ Masters' Degree in Finance / Accounts / Commerce or two years PG Diploma in Financial Management or Accounting/CA/ ICMA from a recognized Institution/ University	Knowledge in Tally Software/excel/ data analytics	Minimum 03 years' experience (In relevant field as mentioned in JD) after attaining Bachelors' Degree in Accounting / Finance / Commerce from a recognized University/ Institution OR Minimum 01 year experience (In relevant field as mentioned in JD) after attaining Masters' Degree in Finance / Accounts / Commerce or two years PG Diploma in Financial Management or Accounting/CA/ICMA from a recognized Institution/ University	Experience in any Government/ Semi Govt./ Autonomous/ PSU in relevant field.

Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification. The period of Ph. D/ research/ fellowship will not be counted as an experience