



(RECRUITMENT CELL)

East Gate. No. 10,  
JLN Stadium Complex,  
Lodhi Road, CGO Complex,  
New Delhi-03

File No.:01-04001(02)/74/2024-Recruitment Cell/664

Date:11.07.2024

**ADVERTISEMENT FOR THE POST OF MANAGER (ATHLETE RELATION) FOR  
TARGET OLYMPIC PODIUM SCHEME (TOPS) DIVISION SAI, HEAD OFFICE**

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.

SAI invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Manager (Athlete Relation) on contract basis initially for a period of 02 years and extendable on yearly basis upto maximum period of 05 years (2+1+1+1).

The details of the job description and responsibilities, etc. for the posts are at Annexure I, available on the website of SAI & MYA&S; <http://sportsauthorityofindia.nic.in/> and <http://yas.nic.in/>

**Requirement: -**

S. No.	Post	Number of Vacancies
1	Manager (Athlete Relation)	02*

\*Number of vacancies is indicative and SAI is at liberty to appoint Manager (Athlete Relation) based on actual workload. The place of posting will be in TOPS Division, New Delhi and in the centers where the SAI schemes are being implemented.

SAI intends to fill the anticipated vacancies arising in future for a period of 01 year from the extended panel of waitlisted candidates. SAI reserves the right to cancel the panel without assigning any reason.

Candidates who fulfil the eligibility criteria and experience may submit their application, the prescribed self-attested photocopies of certificate/documents and passport-size photographs via the SAI Online portal below. Applications through other means will not be accepted.

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

- **Opening date for submission of online application: 12.07.2024 (05.00 PM)**
- **Closing date for submission of online application: 27.07.2024 (05.00 PM)**

SAI intends to fill the anticipated vacancies arising in future for a period of 01 year from the extended panel of waitlisted candidates. SAI reserves the right to cancel the panel without assigning any reason.

SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment-related query, e-mail [sai.persdiv.recruitment@gmail.com](mailto:sai.persdiv.recruitment@gmail.com).

*R. Pandey*  
11/7/24

**DEPUTY DIRECTOR  
RECRUITMENT CELL  
SAI HEAD OFFICE**

**I. Manager (Athlete Relation)**

**Manager (Athlete Relation) will undertake following tasks: -**

- I. Maintain regular interaction with athletes, coaches, support staff and parents.
- II. Develop a mutual relationship of trust and professionalism with the athletes and relevant stakeholders.
- III. Be aware of training conditions and other relevant on ground information related to athlete at all times.
- IV. Understand and convey athlete requirements and pain points (if any) to the research team for analysis and prompt resolution.
- V. Act as one stop service point for the athletes assigned to him/her.
- VI. Ensure the processing of athlete's proposal in SAI from start to end.
- VII. Upload and maintain athlete details on NSRS and any other digital database/portal as applicable from time to time.
- VIII. Any other task assigned by a competent authority or reporting officer

**II. ESSENTIAL EDUCATION QUALIFICATIONS****Essential Qualification & Experience:-**

Persons having master's degree (2 years)/ master's degree (1 year) from any foreign University in relevant subject (Sports Management) or technical qualifications like B. Tech or MBA or equivalent qualifications in relevant field with minimum 1 year of experience in relevant field like relationship manager/ sports management/ operations/events etc.

Or

Bachelor's degree with Minimum 3 years of experience in relevant field like relationship manager/ sports management/ operations/events etc. This will be counted only if the same is acquired after completion of essential qualification.

**Desirable Qualification:**

Post Graduate Diploma (2 Years) specialization in Sports Management from a recognized university.

**Desirable Experience:**

- Experience in any Government/ Semi Govt./Autonomous/ PSU / Private Sector are also considerable.
- Strong written and verbal communication skills.
- Understanding of results and competition formats in Olympic sports.
- Candidates who have participated in nationals and international level in Olympic Sports Disciplines would be given preference

**III. INTERVIEW PROCESS**

1. The interview will be of 100 marks.
2. The shortlisted candidate will be called for the interview and assessed as follows: -

<b>CATEGORIES FOR EVALUATION</b>	<b>MAXIMUM MARKS (100 MARKS)</b>
Domain Expertise in the relevant field	30
Practical knowledge on Sports Field Management	30
Aptitude working in a sports organization	10
Knowledge related to recent advancement in the relevant field	10
Communication and analytical skills	20

**NOTE:**

**MERIT LIST: IT IS TO BE NOTED THAT MERE QUALIFYING AT THE**

*R. Purush*

**INTERVIEW DOES NOT CONFIRM FINAL SELECTION.**

**SEPARATE MERIT LIST WILL BE PREPARED PURELY ON THE BASIS OF MARKS OBTAINED BY THE CANDIDATES IN INTERVIEW.**

**THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS AT THE TIME OF PHYSICAL JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.**

#### **IV. TERMS AND CONDITIONS FOR CONTRACTUAL ENGAGEMENT**

- a) **Tenure:** The contractual engagement will be initially for a period of two years extendable by one year at a time up to a maximum tenure of five years i.e. 2+1+1+1 on the basis of satisfactory performance/ requirement of SAI.
- b) **Age Limit:** The upper age limit is **32 years as on the closing date of submission of applications.**

Age relaxation to the persons serving in Sports Authority of India shall be considered as below:

<b>S. No</b>	<b>Period of Experience in SAI</b>	<b>Relaxation in Age</b>
1.	2 years – 3 years	1 year
2.	3 years – 5 years	2 years
3.	5 years – 7 years	3 years
4.	7 years – 9 years	4 years
5.	9 years – 11 years	5 years
6.	11 years – 13 years	6 years
7.	13 years - 15 years	7 years
8.	15 years - 17 years	8 years

Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination. Certificate or an equivalent certificate will be accepted and no subsequent request for its change will be considered or granted.

#### **c. Remuneration:**

<b>S. No.</b>	<b>Position</b>	<b>Monthly Remuneration (Rs.)</b>	<b>Vacancies</b>
1.	Manager (Athlete Relation)	50,000/-	02

**THE REMUNERATION WILL BE FIXED INITIALLY AT Rs. 50,000/- (Rupees Fifty Thousand Only) AND ANNUAL INCREMENT UPTO A MAXIMUM OF 7% WILL BE APPLICABLE SUBJECT TO PERFORMANCE REVIEW BY THE REPORTING OFFICER AND THE REVIEWING COMMITTEE. THE PAY RANGE IS RS. 50,000/- TO RS. 70,000/- i.e. THE MONTHLY REMUNERATION POST ANNUAL INCREMENTS CAN REACH A MAXIMUM OF RS. 70,000/-.**

**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. Annual increment upto a maximum of 7% will also depend on the periodic performance review.

**g. Leave:** The Individual Consultants shall be entitled to leave at the rate of 2.5 days of each completed month with no accumulation of leave beyond a calendar year on pro rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by DG, SAI. Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit

*Appendix*

(Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S-36012/03/2015-SS-I dated 12th April 2017. Also, un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

**h. Posting:** Selected candidates shall be posted at SAI Head Office, New Delhi or in any of the SAI Centers across India and the posting so made is purely in public interest.

**i. TA/DA :** To undertake domestic tours subject to the approval of Competent Authority:-

Post	Mode of Journey	Re-imbusement of Hotel, Taxi and Food Bills
Manager (Athlete Relation)	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs.2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

**V. How to Apply:** - The candidate has to apply only online through the link <https://sportsauthorityofindia.nic.in/saijobs>. Applications received through any other mode would not be accepted and summarily rejected. Before registering/submitted applications on the website, the candidates should possess the following: -

- i. **Valid E-mail ID:** The e-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in the e-mail ID will be allowed once entered.
- ii. **Self-attested documents** to be uploaded while submitting application online:
  - Certificate of Date of birth.
  - Certificates of essential educational qualifications & experience.
  - Scanned copy of passport size color photograph and signature.
  - Scanned copy of research paper and/or achievement in sports at national & international level
  - Latest Last pay drawn certificate.

**VI. LAST DATE FOR RECEIPT OF APPLICATIONS:** The schedule for applying online is given below:-

- **Date of opening of online registration- 12.07.2024 (05.00 PM)**
- **Closing date for submission of online application- 27.07.2024 (05.00 PM)**

Link <https://sportsauthorityofindia.nic.in/saijobs>

## VII. GENERAL INSTRUCTIONS

- i. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- ii. Candidates, who do not satisfy the eligibility conditions and (or) submitted any supporting document which found as not genuine at any stage shall be liable for disqualification.
- iii. Candidates having qualification above the essential qualifications are eligible to apply. Merely having the qualifications does not entail candidates to be called for interview. However, the final decision will be taken by the SAI.
- iv. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for submission of application, to avoid the possibility of disconnection/ inability/ failure to log on the SAI website on account of heavy load on internet/ website jam.
- v. SAI does not assume any responsibility for the candidates not being able to submit their applications within the stipulated time and date on account of the aforesaid reasons or for any other reason beyond the control of SAI.
- vi. Candidate who will be called for interview has to produce original as well as self-attested photocopy of all the documents uploaded at the time of application, other relevant document at the time of interview along with signed copy of application submitted online, failing which he/she will not be allowed to appear for interview.
- vii. Decision of SAI in all matters regarding eligibility, selection and posting would be final

*Spencer*

and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.

- viii. SAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises without issuing any further notice or assigning any further notice/any reasons thereafter. The decision of the SAI will be final and no appeal will be entertained against this issue.
- ix. In case of any dispute, jurisdiction of Court will be at New Delhi only.
- x. Please do visit your email account regularly for further updates.
- xi. Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
- xii. Canvassing in any form will lead to disqualification.

#### **VIII. CONFIDENTIALITY:**

- i. 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.
- ii. During the period of engagement with SAI, the selected candidates 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. 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.

#### **IX. OTHER CONDITIONS:**

- i. The applications received will be scrutinized and the eligible candidates will be interviewed at no cost to SAI.
- ii. Owing to the requirement in SAI, a panel shall be drawn which will be valid for a period of one year and can be utilized by any Scheme/project funded by Government of India along with SAI. SAI reserve the right to cancel the panel without assigning any reason.
- iii. The vacancies may vary based on requirement of SAI.
- iv. 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 per relevant rules.
- v. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving thirty days' notice.
- vi. 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.
- vii. 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.
- viii. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- ix. The DG SAI shall be the final authority in case of any dispute.
- x. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- xi. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.

***CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.***

  
11/7/24  
**Deputy Director**  
**Recruitment Cell,**  
**SAI, HO**