



**SPORTS AUTHORITY OF INDIA  
RECRUITMENT CELL**

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

**File No.:01-04001(02)/9/2023-HO - Personnel Division/265**

**Date: 04.04.2024**

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 Junior Consultants on contract basis initially for a period of 02 Years and extendable on yearly basis upto maximum period of 05 years.

S. No	Name of the post	Number of Posts
1	Junior Consultant (General)	05*

\*Number of vacancies is indicative and SAI is at liberty to appoint Junior Consultant (General) based on actual workload. The place of posting will be on All-India basis in the centers where SAI schemes are being implemented. The prevalent Government of India guidelines w.r.t. the reservation for various categories will be applicable as per DoPT OMs issued from time to time.

3. 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.

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

- **Date of opening of online registration – 05.04.2024 at 05:00 PM**
- **Closing date for submission of online application– 20.04.2024 at 05:00 PM**

5. 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.

6. 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)

  
104/04/24

**Assistant Director  
Recruitment Cell  
Sports Authority of India**

TABLE - I

## 1. JOB DESCRIPTION:

Position	Job Description
Junior Consultant (General)	<ul style="list-style-type: none"> <li>• To provide consultation to administrative support and oversee the functioning of various SAI/Khelo India initiatives &amp; schemes for strengthening the Country's Sporting ecosystem</li> <li>• To liaise with various stakeholders of the Indian Sporting Ecosystem including Ministry of Youth Affairs &amp; Sports, State Governments, Private Academies, National Sports Federations and Other Agencies for smooth functioning of the scheme.</li> <li>• high quality inputs towards Noting, Drafting, Analysis &amp; Monitoring of the different SAI schemes.</li> <li>• High quality input on Service matters and rules &amp; regulation</li> <li>• Consultation on directions issued by various departments functioning under Gol regarding the procurement, services matters and cadre related policy matters</li> <li>• To make the detailed analysis on the Proposal/assistance related to various matters of SAI</li> </ul> <p style="margin-left: 40px;"><b>I. Sports for Women (Khelo India)</b></p> <ul style="list-style-type: none"> <li>• Strategy and Planning</li> <li>• Events and Operations</li> <li>• Coordination with National Sports Federations (NSFs) for Sports for Women Component.</li> <li>• Settlement of Utilization Certificates and end to end resolutions of issues related to SFW component</li> <li>• Social Media Campaign, Branding designs,</li> <li>• Coordination at Venue with NSF and RC officials, Provision of live telecast of league and related works,</li> <li>• AV of league, Media coverage report, Report of league, obtaining DBT details of winners and processing on file.</li> <li>• Invitation letters to Ministers/ Member of parliaments and other VIP's</li> <li>• All works related to DPAC, PAC Meeting.</li> <li>• Parliament questions, VIPs, RTIs and grievance.</li> <li>• Any other residual work which is not mentioned above, towards conduct of Women's league.</li> <li>• Any other work assigned by reporting officer</li> </ul> <p style="margin-left: 40px;"><b>II. FIT India</b></p> <p style="margin-left: 40px;"><b>a. Strategy and Planning</b></p> <ul style="list-style-type: none"> <li>• Strategic Analysis: Conduct in-depth research and analysis to identify key trends, opportunities, and challenges in the sports and fitness industry. Provide actionable insights to senior team members to aid in strategic decision-making.</li> <li>• Program Planning: Collaborate with cross-functional teams to develop comprehensive plans for the implementation of the FIT INDIA Scheme. Assist in setting goals, objectives, and performance metrics to ensure successful program execution.</li> <li>• Stakeholder Engagement: Establish and maintain relationships with stakeholders, including government bodies, sports organizations, fitness industry representatives, and community leaders. Act as a liaison to facilitate effective communication and collaboration.</li> <li>• Policy Development: Contribute to the formulation of policies and guidelines that support the growth of the fitness and sports ecosystem in alignment with the FIT INDIA Scheme's objectives.</li> <li>• Performance Monitoring: Assist in designing monitoring and evaluation frameworks to assess the impact and effectiveness of various initiatives under the FIT INDIA Scheme. Regularly track progress and outcomes against established targets.</li> <li>• Data Management: Collect, analyze, and interpret data related to fitness and sports participation, trends, and outcomes. Use data-driven insights to inform strategic decisions and recommend adjustments as needed.</li> <li>• Report Generation: Prepare comprehensive reports, presentations, and other communication materials to effectively convey progress, achievements, and challenges to stakeholders and senior management.</li> <li>• Program Enhancement: Continuously identify areas for improvement within the FIT INDIA Scheme and contribute innovative ideas to enhance its reach, impact, and relevance.</li> <li>• Collaboration: Work closely with other team members and departments to ensure seamless coordination and alignment of efforts, promoting a holistic approach to program implementation.</li> </ul>



	<p><b>b. Events and Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Event Planning:</b> Collaborate with cross-functional teams to conceptualize, plan, and execute engaging sports and fitness events under the FIT INDIA Scheme. Develop event concepts, themes, and timelines to ensure successful delivery.</li> <li>• <b>Logistics Coordination:</b> Manage all logistical aspects of events, including venue selection, transportation, accommodations, catering, equipment setup, and other related requirements. Ensure all logistical elements are well-coordinated for seamless event operations.</li> <li>• <b>Vendor Management:</b> Source, negotiate with, and manage vendors, suppliers, and service providers to secure necessary resources for events, such as equipment, decorations, and catering services.</li> <li>• <b>Participant Engagement:</b> Develop strategies to enhance participant engagement and satisfaction during events. Implement creative initiatives to ensure a positive and memorable experience for participants of all ages and fitness levels.</li> <li>• <b>Operations Oversight:</b> Monitor and supervise event operations on the ground, ensuring adherence to schedules, safety protocols, and quality standards. Troubleshoot issues as they arise to maintain the overall event flow.</li> <li>• <b>Team Collaboration:</b> Collaborate closely with internal teams and external partners to ensure alignment on event objectives, roles, and responsibilities. Foster a collaborative environment for successful event execution.</li> <li>• <b>Budget Management:</b> Assist in budget creation and monitoring for events, ensuring efficient allocation of resources while staying within budgetary constraints.</li> <li>• <b>Documentation:</b> Maintain accurate records of event plans, logistics, and outcomes. Prepare post-event reports that analyze successes, areas for improvement, and recommendations for future events.</li> <li>• <b>Community Outreach:</b> Support initiatives to engage local communities and promote event participation. Build relationships with community leaders and stakeholders to foster ongoing support for the FIT INDIA Scheme.</li> </ul>
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**TABLE -II**

**1.1 ELIGIBILITY CRITERIA:**

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
<b>Junior Consultant (General)</b>	Post-Graduation Degree in any discipline or BE/B. Tech or 2 Years PG Diploma in Management or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2.	MBA/Post Graduate Diploma (2 Years) specialization in Sports Management from a recognized university.	05 Year (In relevant field as mentioned in JD)	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**

**NOTE:-**

- ❖ THE ELIGIBLE CANDIDATES AS PER THE ABOVE-MENTIONED CRITERIA WILL BE USED FOR SHORTLISTING THE CANDIDATES FOR THE INTERVIEW
- ❖ THE FINAL MERIT WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.

**DEGREE AND MARKSHEET:** The certificate uploaded must be one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification.

**i. WORK EXPERIENCE:**

Documents claiming work experience must clearly mention the following:

- a. Name of the establishment
- b. Signature of competent authority/issuing authority clearly stating their position of authority in the organization.
- c. Duration of work experience.
- d. The field in which the candidate has worked or the post held in the establishment.

**ii. OTHER DOCUMENTS:**

- a. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet.
- b. One recent passport size color photograph.

**GENERAL INSTRUCTIONS** (All the instructions given below must be strictly followed or else the application is liable to be rejected)

**WHO CAN APPLY:** Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work experience (as mentioned in Table-II).

1. After initial registration is completed online, the candidate must upload the following documents in the below mentioned order. Self-attested documents in PDF format are to be uploaded.
2. The order of documents is as follows:
  - a) Candidate details.
  - b) Document for DOB.
  - c) Online application printout.
  - d) Mark sheet of postgraduate degree.
  - e) Degree certificate of post-graduation course
  - f) Mark sheet of graduation degree.
  - g) Degree certificate of graduation course.
  - h) Work experience if any. (Date of joining and Date of relieving shall be mentioned)
  - i) Last pay drawn certificate
  - j) Documents supporting sports achievement if any.
3. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. SAI reserves the right to discard experience certificates which do not provide correct details as mentioned above. Website links could be provided to ascertain genuineness.
4. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfilment of eligibility criteria does not entail that candidate will be considered for the interview.
5. The Candidates should note that their candidature at all the stages will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification at any stage, before or after Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature will be cancelled by SAI.

**NOTE:** SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE THE ORIGINAL CERTIFICATES MENTIONED IN APPLICATION AT THE TIME OF JOINING. FAILING TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE.



## 2. TERMS AND CONDITIONS:

**2.1 Tenure:** The contractual engagement will be initially for a period of two years which could be extended by one year at a time up to a maximum tenure of five years i.e., 2+1+1+1 years. The contract can be terminated by giving a 30 days' Notice period by either party, i.e. SAI or the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

### 2.2 Age Limit & Salary:

Designation	Age Limit*	Consolidated Monthly Salary
Junior Consultant (General)	45 Years	Rs. 80,250/-

*Age relaxation will be applicable to the candidates belonging to EWS, OBC, SC & ST as per DoPT norms as mentioned below: -*

- Proof of Age - OM No. 19017/7/79-Estt(A) dated 30.11.1979.
- Caste certificate –  
SC/ST/ OBC – OM No. 36012/6/88-Estt(SCT) dated 24.04.1990,  
OM No.36011/1/2012-Estt(Res) dated 14.03.2016,  
OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016.

*Age relaxation to the persons who have rendered service in Sports Authority of India shall be considered as below: -*

S. No	Period of Experience in SAI	Relaxation in Age
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

**\*\* The initial remuneration for the present recruitment shall be fixed as Rs. 80,250/-. The employee shall be eligible for an annual increment of up to 7% based on the recommendation of reporting officer and reviewing committee. However, the maximum salary after increments can reach upto Rs. 1,00,000/- post which there will be no further increments.**

Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate/ Marksheet will be accepted. The maximum age limit will be calculated as on the last date of applications of this notification.

**2.3 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.

**2.4 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.

**2.5 Extension:** Performance of the selected candidates would be continuously reviewed, and their extension will be considered on the basis of periodic review / requirement. Remuneration 7% increment will also depend on the periodic performance review after completion of 01 year of service in SAI, subject to satisfactory performance and recommendation of Reporting Officer and reviewing committee.

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

*Records*

2.7 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
Junior Consultant (General)	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.

2.8 **Posting:** The vacancy is primarily for location as specified in the advertisement. However, SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India and the posting so made is purely in public interest. The deployment shall be made depending upon the actual need and vacancy arising in each category.

2.9 **Relaxation:** DG, SAI where DG, SAI is of the opinion that, it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules

3. **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:
  1. Certificate of Date of birth.
  2. Certificates of essential educational qualifications & experience.
  3. Scanned copy of passport size color photograph and signature.
  4. Scanned copy of research paper and/or achievement in sports at national & international level
  5. Scanned copy of No Objection Certificate from their present employer, in case working in Central/ State Government/ Autonomous Organizations.
  6. Character Certificate from Present/Last employer
  7. Latest Last Pay drawn salary certificate

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

- **Date of opening of online registration – 05.04.2024 at 05:00 PM**
- **Closing date for submission of online application– 20.04.2024 at 05:00 PM**

5. **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, Employee 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.

6. **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.
- b) 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.
- c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- d) 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.
- e) 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.
- f) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- g) The DG SAI shall be the final authority in case of any dispute.
- h) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- i) Any litigation matters pertaining to employment at SAI shall be amenable to jurisdiction of courts in Delhi.
- j) 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.
- k) In case of any dispute, English version of the Employment notice will be treated as valid.
- l) 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.
- m) Application Forms not in the prescribed format or incomplete/unsigned or received without a copy of essential qualification certificates, experience certificates, copy of mark-sheet of Board/ University etc shall not be considered and are liable to be rejected.
- n) Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
- o) Please do visit your email account regularly for further updates.

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

  
**Assistant Director**  
**Recruitment Cell,**  
**SAI, HO**