



## SPORTS AUTHORITY OF INDIA

Head Office, J N Stadium Complex, Gate. No. 10, Lodhi Road, CGO Complex,  
New Delhi-110003

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**File No.:01-04012(05)/2/2024-HO - Personnel Division/645 Dated: 01.07.2024**

### NOTICE – INVITING APPLICATIONS FOR ENGAGEMENT OF ADVISOR (PERSONNEL/HR) IN SPORTS AUTHORITY OF INDIA ON CONTRACT BASIS

Sports Authority of India (SAI) invites application for engagement of services of Retired Persons as **ADVISOR (PERSONNEL/HR)** on contract basis initially for a period of one year extendable up to 05 years (1+1+1+1+1) or till the age of 65 years whichever is earlier (in compliance to the guidelines stipulated in DoE O.M. No. 3-25/2020-E.III A dated 09.12.2020).

#### 2.0 About SAI

2.1 SAI is an autonomous organization under the Ministry of Youth Affairs & Sports (MYAS) registered under the Societies Registration Act, 1860, with the mandate of development and promotion of Sports in the country. SAI's main object today is to achieve excellence in sports and train & prepare sports persons to participate in International competitions. It has international standard sports infrastructure spread across country along with trained coaches to achieve its objective. The Authority is substantially funded by the Government of India.

#### 3.0 Nature of work

The officers who retired from Central/State Government/Union Territories offices/PSUs /Autonomous Bodies/Statutory Bodies under Central/State Government can apply for appointment as Advisor (Personnel/HR), having experience/specialization in the following fields:-

- Administration/Personnel related matters viz. Pension, Revision of Pay, etc.
- Matter related to creation of posts, up-gradation of posts, amendment of Recruitment Rules, ACP/MACP cases, DPC Cases, processing of direct recruitment proposals, LTC rules, Medical Claims etc.
- Implementation of recommendations of Pay Commission, Pay Fixation cases, pension cases etc.
- Should have knowledge of all kind of policy matters, disciplinary proceedings and requisite knowledge of DPC/MACP.
- Any other administrative task/activities as and when assigned by Competent Authority/Reporting Officer/Head of the Division.

#### 4.0 Eligibility Criteria

<b>Name of the post</b>	<b>ADVISOR (PERSONNEL/HR)</b>
<b>No. of Post</b>	01
<b>Age limits</b>	Not exceeding 64 Years for retired Central/State Government Officers as on closing date of receipt of applications for appointment on Contract basis.
<b>Essential Qualification</b>	Officers retired from Central Government/State Governments/ Union Territories (Including their attached or subordinate offices) /Public Sector Undertakings/ Autonomous Bodies preferably with experience of Administrative/Personnel matters: - i. Holding Post in Level-12 or Equivalent in Parent Cadre / Department. OR ii. At least 5 years' service in the grade after appointment there-to on regular basis in Pay Matrix Level-11 (7th CPC) (in the present cadre / department.

*[Signature]*

Pay Matrix Level (7 <sup>th</sup> CPC)	12
Remuneration	Last Pay Drawn Minus Pension
Term of engagement	The term of appointment shall initially be for a period of One year which is extendable in cycles of one year each for a maximum of 5 Years or the age of 65 years, whichever is earlier, based on the performance review/requirement of SAI.

**5.0 Selection Process**

The candidate fulfilling the eligibility criteria will be called for interview and the selection will be made on the basis of the recommendations of duly appointed Selection/ Interview Committee.

**6.0 Terms and Conditions**

- a) **Remuneration:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The basic pension to be deducted from the Last pay drawn shall be pension as fixed at the time of retirement and, as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No annual increment/percentage increase and Dearness Allowance shall be allowed during the term of the contract.
- b) **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.
- c) **Other Allowances:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible.
- d) **Transport Allowance:** - You will be entitled for the transport allowance of Rs. 10,800/- per month during the period of contract. The amount so fixed shall remain unchanged during the term of appointment.
- e) **Extension:** - His/her Performance would be continuously reviewed and his/her extension will be considered on the basis of periodic review / requirement.
- f) **Leave:-** He/she will be entitled for 1.5 days leave on monthly basis in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 18 days in a year. Also un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

**7.0 Confidentiality:**

- a) He/she 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, he/she 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 engagement to anyone who is not authorized to know.
- c) He/she at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

**8.0 Other Conditions:**

- a) 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 (Pay Grade Level 12).
- b) In case performance is not found satisfactory, his/her services will be discontinued after giving fifteen days notice. In case you want to discontinue, you will have to give 30 days' advance notice or one month remuneration in lieu of notice period which will be subject to the approval by the Competent Authority.
- c) He/she would be required to attend office on regular basis and would not take up any other assignments during the contract period.



- d) No request for any kind of transfer would be entertained whatsoever. However, depending upon the requirement, SAI can transfer him with in the period of engagement to any other place in India
- e) During the course of his/her engagement he/she is required to maintain office decorum and discipline failing which his/her services are also liable to be terminated at any time without assigning any reason.
- f) During the contractual engagement you will be paid fixed monthly remuneration of "Last Pay Drawn Minus Pension".
- g) He will abide by the CCS (Conduct) Rules, 1964.
- h) Without any prejudice to the above condition, the candidate will be terminated from his/her 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.
- 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 High court.

## 9.0 General Instructions

**9.1 How to Apply:-** Candidates satisfying all the conditions of eligibility shall submit their application complete in all respects in the prescribed format given in the Annexure which shall be either handwritten in bold Capitals or Typewritten on A-4 size paper only. The copy of the certificates in proof of age, qualification, experience, last pay drawn and drawl of pension etc. must be enclosed along with application form. The candidate can also download the application format from the website of SAI i.e. [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) the application duly completed in all respect with enclosures should be sent in the closed cover "**APPLICATION FOR THE APPOINTMENT AS ADVISOR (PERSONNEL/HR) IN SPORTS AUTHORITY OF INDIA**" super scribed on the envelop and addressed to Deputy Director (Recruitment Cell). The application must be reach at the o/o the Deputy Director (Recruitment), Room No. 209, Sports Authority of India, Head Office, Gate No.10 (East Gate), Jawaharlal Nehru Stadium, Lodhi Road, New Delhi-110003 on or before 15.07.2024 at 05.00 PM.

## 9.2 Documents:

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

## iii. OTHER DOCUMENTS:

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

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

1. Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work.

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2. 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.
3. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfillment of eligibility criteria does not entail that candidate will be considered for the interview.
4. 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 fulfill any of the eligibility conditions; their candidature will be cancelled by SAI.
5. Selection of the candidate will be based on the interview for which no TA/DA will be paid..
6. **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.**

  
19/10/24  
**Deputy Director (Recruitment)**  
**Sports Authority of India**



Sports Authority of India

Recent self  
attested passport  
size photograph  
(2nos)

**PROFORMA FOR APPLICATION FOR THE POST OF ADVISOR (PERSONNEL/HR)  
(CONTRACT BASIS)**

1. Full Name (BLOCK letters) :
2. Gender :
3. Father/Husband's Name :
4. Nationality :
5. Present address for correspondence :
6. Permanent Address :
7. Contact Number Mobile :
- Residence :
- E-mail ID :
7. Date of birth and present age :  
(as on .....)
8. Essential Qualification\* :
- Minimum qualification : Graduation

Name of the Institute/Board/University	Year of Passing	Examination/Degree	Percentage of marks in aggregate and division

\*Should be exactly as per Degree/Certificate issued by the University

9. Desirable qualification :  
Sufficient expertise in the specific field for which applied :
10. Work Experience while in service & as Consultants

S.N.	Post held	Period of employment		Employers	Brief job description
		From	To		

12. LPD – Pension as being drawn :  
Enclose: Attested copies (self attesting of all credentials)

13. DECLARATION: I hereby declare that the above furnished particulars are correct and no information is suppressed / concealed.

NOTE: Separate sheet may be annexed, if required

Enclosures : \_\_\_\_\_ No.

Date & Place :

(Signature of Candidate)  
Name of the candidate