

File No. 1-2/2015-SP.V
Government of India
Ministry of Youth Affairs & Sports
(Department of Sports)

Shastri Bhavan, "C" Wing, New Delhi.110 001
Dated the 22nd April, 2019

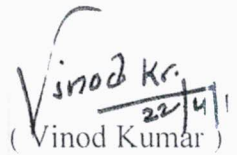
Subject:- Filling up of the post of Secretary, Sports Authority of India (SAI) in the pay Matrix (Level 14 – Rs.1,44,200 – 2,18,200/-) on deputation basis

It is proposed to fill up the post of Secretary, Sports Authority of India (SAI), New Delhi in the in the pay Matrix (Level 14 – Rs.1,44,200 – 2,18,200/-) on deputation basis. The eligibility criterion is given in **Annexure-I**.

2. Applications of only such Officers will be considered which are routed through proper channel and are accompanied with (i) bio-data in the prescribed Proforma at **Annexure II**, (ii) clear photocopies of up-dated Annual Performance Appraisal (APA) containing Confidential reports of the Officer of last five years, duly attested by a Group "A" Officer (if original APAR could not be sent); (iii) Cadre Clearance; (iv) clearance from vigilance and disciplinary angle; and (v) statement giving details of major or minor penalty, if any imposed on the Officer during the last ten years.

3. All the Ministries/Departments are requested to forward the applications of willing and eligible Officers in the prescribed Proforma to Director (Sports), Ministry of Youth Affairs & Sports (Department of Sports), Room No. 517, "C" Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi.110 001 so as to reach this Office latest by **24th May, 2019**. Interested Officers may submit advance copy of the application, if they so desire. However, the same will be considered only after his/her application is received through proper channel.

4. The applications of only those Officers may be forwarded who, in the event of their selection, would be available immediately to take up the charge of above post, and whom the concerned authorities would be in a position to relieve immediately. Applications received after the prescribed date or not accompanied by the above required certificates/documents will not be entertained.


(Vinod Kumar)

Under Secretary to Government of India
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To

All the Ministries/Department of Government of India

Copy to :-

1. Technical Director, NIC for uploading the circular on the website of this Ministry.
2. Director General, Sports Authority of India with a request to kindly have the above vacancy circular uploaded on the website of SAI.

Eligibility criterion for the post of Secretary, Sports Authority of India (SAI)

1.	Name of Post	Secretary
2.	Pay Matrix & Scale of Pay	Level 14 (Rs.1,44,200 – 2,18,200/-)
03.	Eligibility	i) Officers of the Central Government (including Officers of All India Service and Central Civil Service Group “A”) ii) Holding a post on a regular basis in the Pay Matrix 13, 13-A & 14 or equivalent in the parent Cadre/Department; Minimum 15 years experience in dealing with service, administration, vigilance, establishment and financial matters; and experience in handling Autonomous Organization and Public Private Partnership (PPP) Projects and possessing qualification in business administration. iii) Domain expertise experience in the field of sports desirable.
04.	Period of deputation	3 years
05.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding 54 years on the closing date of receipt of applications.

JOB DESCRIPTION :

- Under the general supervision, guidance and control of Director General, Sports Authority of India, the Secretary, Sports Authority of India shall exercise all administrative and financial powers as have been conferred on him under the Rules of the Society and such of the powers as may be delegated to him from time to time.
- The Secretary shall be responsible for issuing notices of the Meetings of the Society and its Governing Body and keeping or causing to be kept minutes of the proceedings of the Society and the Governing Body.
- The Secretary shall keep or cause to be kept all records of the Society at its Office or any other place, if so determined by the Governing Body.
- The Secretary shall be required to handle Public Private Partnerships Projects.

Annexure-II

PROFOMA

1. Name and address (in block letters) :
And the service to which belong
2. Date of Birth :
3. Date of retirement under Central Government Rules.
4. Educational Qualifications :
 - i) Bachelor degree
 - ii) Post Graduate degree
5. Experience possessed in :

Field of experience	Nature of duties	Period of experience	Organization where the experience gained
(a) Administrative			
(b) Vigilance			
(c) Establishment			
(d) Finance matter			
(e) Sports			
(f) PPP Projects			
(g) Handling of Autonomous Organisation			

6. Please indicate the following particulars of the present post held
 - (a) Present post held with date
 - (b) Whether regulat /ad-hoc
 - (c) Scale of pay
 - (d) Present Basic pay

7. Position held

S.No.	Name of office/organization where employed	Post held	From	To	Pay Scale
1	2	3	4	5	6

8. Additional information, if any, which you would like to mention in support of your application for the post.

(Signature of the candidate)

Tel.NO. with STD code

Address

Date

To be filled by the forwarding authority

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the officer.
3. Integrity certificate is attached
4. CRdossier attached or photocopy of up-to-date CR dossiers of the officer for the last five years, duly attested, attached.
5. In the event of selection, he will be relieved of his duties immediately.

Signature

Name & Designation of the forwarding Officer with seal

Telephone No.....