

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

Room No. 517 C, Shastri Bhawan, New Delhi.110 001

Dated the 6th November, 2020

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

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

2. The applications of only such Officers will be considered which are routed through proper channel and are accompanied with (a) bio-data in the prescribed Proforma at Annexure II, (b) clear photocopies of up-dated Annual Performance Appraisal Reports (APARs) of the last five years, duly attested by Group “A” Officer (if original APAR cannot be sent), (c) Cadre Clearance, (d) clearance from Vigilance and disciplinary angles and (e) Statement giving details of Major or Minor penalties , if any, imposed on the Officer during the last five years.

3. All the Ministries/Departments are requested to forward the applications of willing and eligible Officers in the prescribed Proforma to the undersigned so as to reach this Office latest by **7th December, 2020**. The interested Officers may send advance copy of their applications, if they so desire. However, the same will be considered only after his/her application is received through proper channel complete in all respects. **Those who had applied earlier in response to this Department’s Circular of even number dated 22nd April, 2019 need to apply afresh.**

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 last date and not accompanied by the above required Certificates/documents will not be entertained.



(Arun Kumar Yadav)

Director (Sports)

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To

All Ministries/Departments of Government of India

Copy to :-

1. Technical Director, NIC Cell with a request to upload the above Circular on the website of Department of Sports under “**What’s New**”

2. Director General, Sports Authority of India with a request to have the above Vacancy Circular uploaded on the website of Sports Authority of India.

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

1.	Name of the post	Secretary
2.	Pay Matrix & Scale of Pay	Level 14 (Rs. 1,44,200 – Rs. 2,18,200/-)
03.	Eligibility	a) Officers of Central Government (including Officers of All India Service and Central Civil Service Group “A b) Holding post on 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 Organizations and Public Private Partnership (PPP) Projects and possessing qualifications in Business Administration. c) Domain expertise in the field of sports desirable.
04.	Period of Deputation	03 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 :

1. 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 Society and such of the powers as may be delegated to him from time to time.
2. 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.
3. 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.
4. The Secretary shall be required to handle Public Private Partnership Projects.



P R O F O R M A

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
5. Experience possessed in :

Field of Experience	Nature of Duties	Period of experience	Organization where the experience gained

6. Please indicate the following particulars of the present post held :
 - a) Present post held with Date :
 - b) Whether regular/adhoc :
 - c) Scale of Pay ;
 - d) Present basic pay

7. Position held

Sl.No.	Name of the Office/Organization where employed	Post Held	From	To	Pay Scale

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.

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 to be correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the Officer.
3. Integrity certificate is attached.
4. CR Dossier attached or photocopy of up-to-date CR Dossier of the Officer for the last five years, duly attested, attached.
5. In the event of the selection, the applicant will be relieved of his duties immediately.

(Signature)

Name & Designation of the forwarding Officer with Seal.

Tel.No. _____

Handwritten signature/initials