

Sports Authority of India
(An Organisation under MYA&S)

No. SAI/Pers./2222/2018

Dated: 24th August, 2018

Engagement of Administrators for SAI Stadia in Delhi on contractual basis.

Sports Authority of India, Delhi HO, under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of Administrators for the five SAI Stadia in Delhi on contract basis initially for a period of 03 years. The details of the job description and responsibilities, etc for the post is available at the website of SAI & MYA&S; <http://sportsauthorityofindia.nic.in/> and <http://yas.nic.in/>

Eligible and willing candidates may submit their detailed CV by September 15, 2018 at the following address. Short listed candidates will be called for an interview.

The Regional Director (Personnel)
Sports Authority of India
Jawaharlal Nehru Stadium Complex
CGO Complex, East Gate,
Lodhi Road, New Delhi – 110003
rdperssai@gmail.com

Sports Authority of India
(An Organization under MYA&S)

Sub: - Engagement of Administrators for SAI Stadia in Delhi on contractual basis.

Eligibility :-

1. Graduate from a premier institute having minimum of 15 years of working experience with exposure to handling large civil establishments, preferably stadia and other similar infrastructure.
2. He/She should have the experience of managing a large workforce permeated across different section working towards a given objective (e.g. coach, athlete, clerical staff, security and housekeeping staff etc.)
3. Should be experienced in managing Government set up & multiple stakeholders.
4. Experience of event organization and activation, preferably across various sports disciplines.
5. Persons working with PSUs, Defence Services, CAPF and other similar services with relevant experience will be given preference.
6. Experience in financial management including preparation of budget, analyzing data, projection of revenue and expenditure.
7. This assignment includes management of residential facilities. Therefore a high level of energy & ability to work on holidays as required is essential.

Terms and Conditions

- a) **Tenure:** The contractual engagement will be for a period of three years.
- b) **Age Limit:** There is an upper age limit of 55 years for the above post.
- c) **Remuneration:** The remuneration for the post of Stadium Administrator, SAI will be Rs. 1.5 – 2.0 lakhs per month.
- 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. is 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.
- g) **Leave:** - Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, candidates shall not draw any remuneration in case of his/her absence beyond 30 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.

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 with TOPS secretariat, the Managers and assistant managers 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.

Other Conditions:

- a) The applications received will be scrutinized and the shortlisted 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 as applicable to Officers of equivalent level in SAI & provided transport for local official travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside of Delhi.
- c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days 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 appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- h) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.
- i) Organization reserves the right to terminate the contract, by giving fifteen days' notice to Candidates.
- j) The DG SAI shall be the final authority in case of any dispute.
- k) Eligible and willing candidates may submit their detailed CV on or before September 15, 2018 by post / by e-mail to the Regional Director (Personnel) on the following address:

The Regional Director (Personnel)
Sports Authority of India
Jawaharlal Nehru Stadium Complex
CGO Complex, East Gate,
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ADMINISTRATOR

Job Description

MAIN DUTIES AND RESPONSIBILITIES:

Management of Stadium and Allied Facilities

- Manage the SAI Stadium (and any other properties owned by the SAI as appropriate) in relation to the pitch, facilities and maintenance and formulate, and revenue budgets accordingly.
- Manage the security operations of the SAI Stadium on both event and non-event days including managing all accreditation and staffing levels (including stewarding teams and external security agencies as appropriate).
- Act as the Designated Premises Supervisor.
- Establishment and maintenance of Field of Play (FOP) for different sports discipline.
- Equipment support for the stadia.
- Organization and maintenance of National Coaching camps and related duties therewith.
- Taking care of resident athletes/children during camps in all respect (accommodation, lodging, training etc.)
- Implementation of Come and Play scheme.
- Support for and coordination of SAI's operational departments to ensure that all professional and community events' requirements are understood in advance and met on the day itself. The ability to negotiate with and influence peers and colleagues in support of this objective is important, as the administrator is often an ambassador and champion for new and community events in the venue.
- Management of Office/stadia Supplies, so as to ensure that through best value purchasing, relevant agreed budgets are not exceeded, and where possible, savings are made.
- Supporting meetings both in preparation and minute taking both internal and with external suppliers. Production and dissemination of accurate and timely minutes of meetings as required;
- Accurate and timely undertaking of the following administration functions petty cash control; float preparation; incoming and outgoing post; invoice processing; IT support issues; and venue & office equipment maintenance;

Events and Promotions

- Liaise with external sporting bodies, concert promoters, and other event owners to provide services for the delivery of third party events.
- Administration of the Online Booking of SAI Stadia and booking system so as to ensure its effective use by all staff at venue;
- Management of all enquiries, bookings and administration relating to the hire of the venue by community groups;
- Accurate and timely creation of contracts for shows and events; their timely dispatch, and management of their prompt return by producers / promoters;
- Prompt, comprehensive and accurate preparation and dissemination as required internally and externally of financial and sales-related data, including (but not limited to) daily ticket and sales reports;
- Coordinate the 'advancing' of all shows, concerts and events with the event organiser including ensuring that all event critical staff, equipment and services are booked in a timely manner, either directly or via other internal departments.
- Management of an event tracker system to ensure progress is routinely and regularly monitored and reviewed for contractual, financial and operational show and event requirements.

General Duties and Administration

- Dissemination of information on Human Resources policy and procedures, and maintenance of HR files (holiday and sickness records) for all staff;
- Any other related duties as may, from time to time, be reasonably required by the SAI, HO.
- General office duties, writing letters, diary management, filing, invoices, requesting and sending cheques
- Producing daily, weekly, monthly and adhoc Reports
- Analysing data, trends and producing projections as required
- Support Reception of teams
- Accurate input of casual and permanent wages. Making sure all departments log timesheets in a timely manner.
- To undertake any relevant training and development that may be required.
- Manage all SAI Stadium departmental event and non-event day activities.
- Ensure that the SAI is fully compliant regarding its requirements under health, safety and environmental legislation and codes of practice
- Any other related duties as may, from time to time, be reasonably required by the SAI.