

No: Recruit./Catering Manager/SAI/NSWC/2023

Date :- 26/07/2023

### ADVERTISEMENT FOR THE POST OF CATERING MANAGER

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.

In an effort for strengthening the sports ecosystem and to bring more laurels in the Olympics, SAI has established 23 National Centers of Excellence (NCOEs).

2. SAI NSWC Gandhinagar, Gujarat invites applications from eligible, qualified, and motivated Indian Citizens for providing consultancy as **Catering Manager** on a contract basis initially for a period of **01 Year** and extendable on a yearly basis upto a total maximum period of 3 years i.e.1+1+1 on the basis of satisfactory performance.

| Sr. No. | Name of the Post | Number of person required | Monthly remuneration (Rs.) | Age Limit              | Qualification and experience are required.  |
|---------|------------------|---------------------------|----------------------------|------------------------|---|
| 1       | Catering Manager | 01                        | 30,000/- to 50,000/-       | Not more than 50 years | Degree in any discipline from a recognized University + one-year diploma in Hotel Management or catering Management from a recognized Institution.<br><br>OR<br><br>Graduation in Hotel Management/ Catering Management from a recognized Institution/University.<br><br><b>Experience</b> — Three years' experience in the relevant field after obtaining the essential qualification. |

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.

**Date of opening of Application submission: 27/07/2023 at 05.00 PM**

**Date of closing of Application submission: 10/08/2023 at 05.00 PM**

4. Applications are to be submitted via the SAI online portal mentioned below:

<https://www.sportsauthorityofindia.nic.in/saijobs/>

5. Candidates who meet the eligibility criteria will be interviewed online. On the basis of which meritlist will be prepared. Post-selection candidate has to produce an original as well as self-attested photocopy of all the documents uploaded at the time of application, other relevant documents at the time of joining along with a signed copy of the application submitted online, failing which he/she will be disqualified.

6. Detailed advertisement and application form are available on the website [sportsauthorityofindia.nic.in](https://www.sportsauthorityofindia.nic.in).

7. SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason.

For any recruitment-related query, e-mail: [rc.recruitmentdept@gmail.com](mailto:rc.recruitmentdept@gmail.com).

Sd/

Assistant Director (Pers. & Coaching)  
SAI, NSWC Gandhinagar, Gujarat

## **TERMS & CONDITIONS FOR CONTRACTUAL ENGAGEMENT:**

- a) **Tenure:** - The contractual engagement will be initially for a period of one year which could be extended by one year at a time up **to a total maximum tenure of 3 years i.e., 1+1+1 years** on the basis of satisfactory performance.
- b) **Age Limit:** - The maximum age shall not be more than 50 years on the last date of receipt of applications. Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination. A certificate or an equivalent certificate as on the date of submission of applications will be accepted and no subsequent request for its change will be considered or granted.
- c) **Remuneration:** - Monthly remuneration will be decided on the basis of the performance of the candidates in the interview and on the recommendation of the Selection Board.
- 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 certificates/ Service Tax, 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. would be admissible to them.
- f) **Extension:** - Performance of the person would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- g) **Leave:** - They will be entitled for 30 days leave in a calendar year on pro- ratabasis. Therefore, the contract employee 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.

## **THE CATERING MANAGER SHALL BE RESPONSIBLE FOR THE FOLLOWING:**

1. He/She will be responsible to manage a team of catering staff and running day-to-day Catering Operations for Breakfast, Lunch & dinner etc. for resident sports persons/trainees.
2. The catering manager will also be responsible for the quality of food, service, hygiene status of the mess & dining hall, etc.
3. Keeping to budgets and maintaining financial and administrative records.
4. Ensure compliance with health and safety regulations.
5. Planning menus in consultation with chefs & Nutritionists.
6. Monitoring the quality of the product and service provided in consultation with chefs & nutritionists.
7. Organize, lead, and motivate the catering team.
8. Maintain stock levels and order new supplies as required in consultation with chefs, nutritionists & competent authorities of SAI, NCOE Gandhinagar.

## **OTHER TERMS & INSTRUCTIONS**

1. You would be required to produce the original certificates in support of your claim relating to age, education, category and work experience, etc., at the time of the physical joining. Failure to produce the original documents shall lead to the cancellation of your candidature without any further notice.
2. In case the performance of the Candidate is not found satisfactory, his/her services will be discontinued after giving thirty-day notice.
3. 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.
4. 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.
5. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason. The appointment will be purely on a contract basis and does not confer any right to claim to permanent employment in SAI.
6. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Bangalore courts.
7. SAI reserves the right to terminate the contract, by giving 30 (thirty) day notice to Candidates.
8. The SAI shall be the final authority in case of any dispute.

## **GENERAL INSTRUCTIONS:**

- a) 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.
- b) 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.
- c) Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.
- d) SAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if the need so arises without issuing any further notice or assigning any further notice /any reason thereof.
- e) The decision of the SAI will be final and no appeal will be entertained against this issue.

- f) In case of any dispute, the jurisdiction of the Court will be at Gandhinagar, Gujarat only.
- g) Please visit your email account regularly for further updates.
- h) Further notifications/corrigendum in this regard, if any, will be put up on the SAI website only.
- i) In case of any dispute, the English version of the Employment notice will be treated as valid.
- j) Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.
- k) In case the performance of the Candidate is not found satisfactory, his/her services will be discontinued after giving thirty-day notice.
- l) 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.

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

Sd/-

Assistant Director (Pers. & Coaching)  
SAI, NSWC Gandhinagar, Gujarat