



GYMNASTICS FEDERATION OF INDIA

भारतीय जिम्नास्टिक्स संघ

www.gymfedindia.com

Affiliated to



Recognized by



President & Chief Executive
Sudhir Mital IAS (Retd.)

GFI/ANSF/Empanelment/Coaches& SS/04

20th September 2025

CIRCULAR

Subject: Empanelment of coaches & physiotherapist under ACTC

In continuation to the advertisement published dated 3rd Sep 2025 for inviting application for empanelment of coaches & physiotherapist for the sport of gymnastics under the Scheme of Assistance to NSF (copy enclosed), the timeline for submission of application for coaches is extended upto 26th Sep 2025.

Sincerely
For Gymnastics Federation of India

Sudhir Mital
President





**GYMNASTICS
FEDERATION
OF INDIA**

Recognized by Government of India as the National Federation for the Sport of Gymnastics

**Inviting Application for Empanelment of
Coaches & Physiotherapist
For the Sport of Gymnastics
under “Scheme of Assistance to NSF”**

Gymnastics Federation of India

DDA Shaheed Bhagat Singh Apartments, Pocket-3, Flat No. 6, Ground Floor,
Sector 14, Dwarka, New Delhi – 110078

GFI@gymfedindia.com

Preamble

Gymnastics Federation of India (GFI) is the National Sports Federation for the sport of Gymnastics in India, recognized by the Department of Sports, Ministry of Youth Affairs & Sports, Government of India, and International Gymnastics Federation (FIG) and is affiliated to Indian Olympic Association.

For development of the sport of gymnastics and providing coaching and support to the Indian National gymnasts, GFI is inviting application for Coaches and Support Staff (Physiotherapist) for empanelment under Annual Calendar for Training & Competition of Scheme Assistance to NSF to work with the gymnasts at the National Coaching Camps. Only empanelled personnels will be considered for future National Coaching Camps and International Exposures.

Empanelment will be done on the basis of guidelines of Sports Authority of India (SAI) circulated vide their letter No. SAI/TD/Misc/2019 dated 4th November, 2019, appended below.

Interested candidates, who fulfil the criteria mentioned below may fill the applications in the format provided in the Appendix with self-attested copies of their credentials and attached in google form link

https://docs.google.com/forms/d/e/1FAIpQLSfbrPJl60BygISosbc__rvCQLBKiUBwGTreRyZcGgNL_VrEHw/viewform?usp=header

The applications must be in the format given in the Appendix. Last date of receipt of application for all posts is 19th September 2025

Contact address:- DDA Shaheed Bhagat Singh Apartments, Pocket-3, Flat No. 6, Ground Floor, Sector 14, Dwarka, New Delhi – 110078.

Contact Email- GFI@gymfedindia.com.

Date: 3rd September, 2025

Position – Coach

Essential Qualification

Diploma or equivalent in Coaching from SAI NS NIS or from any other recognized Indian/Foreign University, **OR**

There should be a considerable number of personal achievements at International level / National level as player/coach.

Experience

Five (05) Years of coaching experience in relevant sports for Diploma Holders or equivalent in Coaching

Experience requirements may be relaxed for candidates who have participated in Olympics and International events.

Age Limit – Not more than 65 years

Job Description/requirements -

- To Impart training at the National Coaching Camp.
- Create Training Plans and annual competition calendar with the team.
- Knowledge of Modern Training Techniques: Familiarity with the latest training methods, sports science, and technology in Gymnastics.
- Strong Communication Skills: Ability to communicate effectively with players and support staff.
- Understanding of Indian Gymnastics Ecosystem: Knowledge of the Indian Gymnastics landscape, including player development pathways and challenges.
- Commitment to Excellence: Dedication to achieving high performance and success in international competitions.

Position – Physiotherapist

Essential Qualification

1. Bachelors or Masters Degree in Physiotherapy from a recognized university/institute
2. Any online degree/diploma will be not be accepted as a substitute for the above qualification.

Maximum Age Limit: 55 Years

Experience

Two (2) years of experience in sports and at an elite level preferably with national teams would be preferred.

Job Description -

- Shall be responsible for day-to-day injury management, injury treatment plan, illness, and rehabilitation of athletes.
- Shall work on injury prevention strategy for the athletes & progress.
- Shall maintain a record of present and past injuries for all athletes in camp.
- Shall help the coach in planning strength conditioning sessions for all athletes.
- Shall conduct medical examination of all camp athletes at the beginning of national coaching camp and communicate the results.
- Shall coordinate for Scientific Testing with the Sports Science Department of SAI/ outsourced agency if any.

No. SAI/TD/Misc./2019

1. President/Secretary General, IOA
2. President/Secretary General of
National Sports Federations

Sub: ***Policy for Recruitment of Coaches and Support Staff under the "Scheme of Assistance to NSF" – Reg.***

Sir/Madam,

The following document outlines the policy related to appointment of Coaches and Support Staff by the National Sports Federations (NSFs) or Sports Authority of India (SAI). The Competent Authority has decided to streamline the process related to empanelment, appointment, review and remuneration of Coaches and Support Staff working part time or full time in national camps or appointed to work with Indian athletes by the NSF.

NSF Search Committee

1. Each NSF will form a Search Committee, to be decided by its President/ Secretary General. The Search Committee will be responsible for:
 - a) Initiating research on credible coaches and support staff in the Indian and international sport ecosystem.
 - b) Maintaining upto date database of such personnel jointly with SAI.
 - c) Initiating contact, establishing and maintaining relations with such personnel.
 - d) Reaching out to suitable personnel from the database, during the beginning of the recruitment/empanelment process, encouraging them to apply.

- e) Preparing and circulating advertisement for recruitment.
- f) Shortlist candidates for interview/evaluation of the Empanelment Committee.

Empanelment Committee

2. SAI will form an Empanelment Committee of the following members:
 - a) CEO (TOPS)/RD (TEAMS); Chairman of the Committee
 - b) Two members from the panel of elite coaches (annexed) OR two members from sport science/medicine; to be decided by DG (SAI).
 - c) One representative from the concerned NSF; to be nominated by the President/Secretary General of the NSF
 - d) One expert from the concerned sport discipline; to be nominated by DG (SAI)
 - e) Project Officer of the concerned sport discipline; as Member Secretary
3. The Empanelment Committee will be responsible for:
 - a) Reviewing all applications received for coaches and support staff.
 - b) Finalising names of candidates for interview.
 - c) Recommending candidate(s) for both recruitment and empanelment (if any) based on interview and other assessments, as applicable from time to time.
 - d) Drafting the Key Result Area (KRA) and/or Key Performance Indicators (KPI) to be used for periodic performance review of the Coach/Support Staff by the Committee.
 - e) Submitting recommendations on remuneration and tenure of Coach/Support Staff.

Coach/Support Staff Identification Process

4. The process for identification of the coach/support staff will be as follows:
 - a) The concerned NSF will place the advertisement of recruitment on its website, social media platforms and other relevant platforms to ensure maximum outreach. The advertisement circulated should be open for a minimum period of 15 days and a maximum of 30 days and must contain a,

- i. Job Description - Mutually developed by NSF and SAI and approved by Chairman of the Empanelment Committee, detailing the expected roles and responsibilities and minimum eligibility criteria to apply.
 - ii. Job Application Form – Format at Annexure 1.
- b) In case suitable candidates are not found within the defined time frame, the advertisement process may be repeated for another cycle by the Search Committee. For the purpose of shortlisting however, applications received during both advertisement cycles will need to be considered.
 - c) After completion of the above, the NSF will forward all applications received as per prescribed format at Annexure 1 to the Empanelment Committee, along with names of candidates shortlisted by the NSF Search Committee for consideration of the Empanelment Committee. It is recommended that the ratio of coaches and support staff approved in ACTC to the candidates shortlisted by the NSF Search Committee for each role be at least 1:3.
 - d) After the interview assessment, the Empanelment Committee will sequence the candidates in an 'Order of Merit'. In case the Committee is divided in its opinion, each member will simultaneously place before the Committee their respective 'Order of Merit'. Points will be allocated against ranks given by each Committee member; highest point being equivalent to the number of candidates interviewed and lowest being 1. Total score thus obtained will be used to arrive at the final 'Order of Merit'.
 - e) The highest ranked candidates on the 'Order of Merit', against the available vacancies, will be recommended for appointment to DG (SAI). Other meritorious candidates on the 'Order of Merit' (if any) as deemed fit by the Empanelment Committee will be recommended for inclusion to the 'Empanelled List' to DG (SAI).
 - f) A candidate once empanelled by the Committee will remain part of the 'Empanelled List' for a maximum period of four years. Such list may be used by SAI or NSF from time to time for future recruitment of candidates in specific roles, with due approval of the Empanelment Committee and DG (SAI).

Remuneration, Tenure and Performance Review

5. The process of deciding remuneration, tenure and conducting periodic performance review of coaches and support staff will be as below:
- a) In case of recruitment, the Empanelment Committee will submit its recommendations on remuneration and tenure of the chosen candidate to DG (SAI) with due justification in writing, along with minutes of the discussion, for consideration and approval.
 - b) The selected candidate will be required to sign a Tripartite Letter of Agreement between the individual, SAI and the concerned NSF, as applicable. An updated version of the existing agreement capturing the present nuances is under discussion and will be placed before the Competent Authority for approval.
 - c) The NSF will be required to submit to the Empanelment Committee the Coach/Support Staff's functional responsibilities and performance targets in the format developed by SAI, within 30 days from his/her official date of joining. Basis this, the Committee will draft the Key Result Area (KRA) and/or Key Performance Indicators (KPI) to be used for periodic performance review of the Coach/Support Staff by the Committee.

Timelines

6. The timelines for finalisation of coaches and support staff is as below:
- a) All coach and support staff requirements must be projected in the ACTC budget proposed by the NSF. For the current Olympic cycle, ACTC requirements beyond 2020 Olympic/Paralympic Games and up to 31st Mar 2021 must be submitted by 30th June 2020 to SAI. For every subsequent Financial Year (FY) the requirement of the coaches and support staff must be submitted by the NSF by 31st Dec of the preceding FY.
 - b) After receiving all applicant details from the advertisement process, review of applicants by empanelment committee and final approval from SAI/MYAS is expected to complete within a maximum time period of 60 days.

- c) Coach and Support Staff recruited from FY 2021-22 will be for a maximum tenure of four years, subject to periodic performance review of the Committee.
7. The above guidelines come into force with immediate effect and supersede all the previous guidelines/instructions regarding appointment of coaches and support staffs for National Coaching Camps (NCC).
8. This does not apply to recruitment procedure to hire foreign coach/support staff which is governed by MYAS guideline. However, performance review of foreign coaches/support staff will be done by the above procedure.



(Cdr. Rajesh Rajagopalan)
CEO (TOPS)

Enclosure – Annexure 1

Copy to: -

1. AD to DG, SAI
2. RD (TEAMS), SAI
3. All PO's of TEAMS/TOPS Division

ANNEXURE 1



JOB APPLICATION FORM (COACH & SUPPORT STAFF)

PERSONAL INFORMATION													
ROLE APPLIED FOR													
NAME (as per passport)	FIRST												
	MIDDLE												
	LAST												
DATE OF BIRTH	D	D	/	M	M	/	Y	Y	Y	Y			
PASSPORT NO.													
PASSPORT EXPIRY DATE	D	D	/	M	M	/	Y	Y	Y	Y			
MOB. NO. (with Country Code)	1.	P	R	I	M	A	R	Y					
	2.	A	L	T	E	R	N	A	T	E			
EMAIL ID.	1.	PRIMARY											
	2.	ALTERNATE											
PERMANENT ADDRESS	HOUSE NO., STREET, AREA												
	CITY												
	STATE												
	COUNTRY												
	P	I	N	/	Z	I	P		C	O	D	E	
COMMUNICATION ADDRESS	HOUSE NO., STREET, AREA												
	CITY												
	STATE												
	COUNTRY												
	P	I	N	/	Z	I	P		C	O	D	E	

EDUCATION QUALIFICATIONS										
COURSE/DEGREE	DOMAIN	INSTITUTE/UNIVERSITY	YEAR OF COMPLETION	MARKS/%AGE/CGPA/GRADE						
EG. Bachelor in Science	Sports Coaching									
EG. M.Sc.	Physiotherapy									

ADDITIONAL CERTIFICATIONS (IF ANY)				
COURSE/CERTIFICATE	DOMAIN	CERTIFYING AGENCY	YEAR OF COMPLETION	MARKS/%AGE/CGPA/GRADE
EG. IAAF LEVEL IV	ATHLETICS	IAAF		
EG. ASCA LEVEL I	S&C	Australian Strength & Conditioning Association		

PRESENT EMPLOYER DETAILS (To be filled only if employed by or working for an entity)										
ORGANISATION										
DESIGNATION										
DATE OF JOINING	D	D	/	M	M	/	Y	Y	Y	Y
REMUNERATION	MONTHLY GROSS									
EMPLOYMENT TYPE	<input type="checkbox"/> FULL TIME			<input type="checkbox"/> ON CONTRACT			<input type="checkbox"/> CONSULTANT			

PREVIOUS EMPLOYMENT HISTORY (To be filled only where employed by or working for an entity)												
ORGANISATION	DESIGNATION	TIME PERIOD						TYPE	REFERENCE			
1.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y					
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y					
						<input type="checkbox"/> CONSULTANT						
2.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y					
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y					
						<input type="checkbox"/> CONSULTANT						
3.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y					
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y					
						<input type="checkbox"/> CONSULTANT						
4.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y					
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y					
						<input type="checkbox"/> CONSULTANT						
5.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y					
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y					
						<input type="checkbox"/> CONSULTANT						

Please attach additional sheets if there are more details to be mentioned.

MAJOR PLAYERS WORKED WITH			
PLAYER & SPORT	WORKED AS	TIME PERIOD	MAJOR ACHIEVEMENTS OF PLAYER DURING TENURE
1.	<input type="checkbox"/> PERSONAL COACH/ SUPPORT STAFF	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
2.	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
3.	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
4.	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
5.	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
6.	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	
	<input type="checkbox"/> PERSONAL COACH	FROM M M / Y Y Y Y	
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO M M / Y Y Y Y	

Please attach additional sheets if there are more details to be mentioned.

AWARDS, CITATION AND RECOGNITION		
DETAILS	YEAR	AWARDING BODY/AGENCY
1.		
2.		
3.		
4.		
5.		

RESEARCH STUDIES UNDERTAKEN		
TOPIC	DETAILS AND IMPACT	PUBLISHING JOURNAL (if applicable)
1.		
2.		
3.		
4.		
5.		

STATEMENT OF PURPOSE
(the candidate may elaborate on why he/she is applying for this role and the nature of impact he/she intends to create in her capacity)

CANDIDATE DECLARATION

I hereby confirm that the details shared above are true. I agree to submit further proof of the details mentioned above, if requested by the TOPS Secretariat.

(Candidate signature and date)

FOR OFFICIAL USE ONLY

DOCUMENTS CHECKLIST (To be verified by National Sports Federation and Sports Authority of India)	
LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE	PROOF OF EDUCATIONAL QUALIFICATIONS, CERTIFICATIONS, AWARDS
	PROOF OF ALL EMPLOYMENT
	COPY OF PASSPORT
	2 PASSPORT SIZE PHOTOS

Verified by,

National Sports Federation:

Name:

Designation:

Date:

Signature:

Verified by on behalf of SAI,

Name:

Designation:

Date:

Signature: