

No.1-4/MYAS/MDSD/2017.
Government of India
Ministry of Youth Affairs & Sports
Department of Sports
Mission Directorate-Sports Development

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Subject: - Engagement of Project Officers / Assistant Project Officers and Hindi Officer cum Translator on contract basis in Mission Directorate – Sports Development.

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Mission Directorate – Sports Development, Department of Sports, Ministry of Youth Affairs and Sports, for and on behalf of the President of India, invites applications for engagement of Project Officers, Assistant Project Officers and Hindi Officer-cum-Translator on contract basis initially for a period of **one year** extendable annually depending upon performance of the concerned individual.

2 Requirement : As on date, six positions of Project Officers, one Assistant Project Officer and one Hindi Officer-cum-Translator are required to be filled up.

3. Job Description :

S.No.	Domain/Functional Area	Job Description
(1)	(2)	(3)
1.	Playfield Development	<ol style="list-style-type: none">i. Preparation of National Inventory of Playfields and Sports infrastructure on a GIS Platform by Geotagging of playfields/playareas;ii. Analysis of proposals received from States/UTs for development of model playfields, open gyms/equipment, etc, and creation of infrastructure to fill critical gaps;iii. Monitoring of setting up of Playingfield Associations at State/District levels under NPFAI and providing support to them;iv. Processing of proposals seeking financial support for the above purposes, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government.
2.	Community coaching development	<ol style="list-style-type: none">i. To coordinate with concerned Institutions to organize training courses for identified Master Trainers;ii. To coordinate and facilitate, the training of PETs/ Subject Teachers/ aspiring coaches/ volunteers by the Master Trainers and formulating/hosting of online resources;iii. Compilation of Data of Master Trainers and others trained under Khelo India Scheme;iv. Processing of proposals seeking financial support for



S.No.	Domain/Functional Area	Job Description
(1)	(2)	(3)
		the above training courses, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government.
3.	State Level Khelo India Centres	<ul style="list-style-type: none"> i. To analyse/examine proposals for taking over the sports infrastructure belonging to States/UTs to establish State Level Khelo India Centres; ii. To formulate the MoU and coordinate signing of the same with the States/UTs concerned; iii. Processing of proposals extending financial support to SAI for running of the Centres, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government.; iv. To oversee the management of the Centres through a Joint Management Committee; v. To compile all relevant Data related to the Centres.
4.	Annual Sports Competitions, including Women Sports Competitions, Rural and Indigenous/Tribal Games.	<ul style="list-style-type: none"> i. To constitute various Committees for smooth conduct of the Competitions; ii. Coordination with the various Committees and liaison with the concerned National Sports Federations in connection with organization of the Competitions; iii. Processing proposals related to according approvals/sanctions, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government; iv. To compile all relevant Data related to sports competitions.
5.	Talent Identification and Development	<ul style="list-style-type: none"> i. To coordinate and facilitate implementation of the Talent Identification and Development Programme; ii. To process proposals for providing financial support to concerned agency for implementation of the programme, release of admissible grant and settlement of accounts/UCs. iii. To compile all relevant Data related to the programme.
6.	Creation/upgradation of Sports Infrastructure	<ul style="list-style-type: none"> i. Frame parameters for identification of Universities for creation of hubs of sporting excellence and for creation/upgradation of sports infrastructure in States/UTs; ii. To invite proposals from above entities for creation/upgradation of sports infrastructure, processing of proposals, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost

S.No.	Domain/Functional Area	Job Description
(1)	(2)	(3)
		<p>estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government;</p> <p>iii. To monitor the physical and financial progress of the execution of the sanctioned projects on regular basis and obtain documents such as completion certificate, final drawings, and utilization plan in respect of completed projects;</p> <p>iv. To compile all relevant Data related to the creation/upgradation of sports infrastructure.</p>
7.	Support to Sports Academies	<p>i. Frame parameters for identification of Sports Academies for providing need-based financial support;</p> <p>ii. To invite proposals from the identified academies, processing of proposals, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government.</p> <p>iii. To monitor the physical and financial progress of the execution of projects for creation/upgradation of sports infrastructure, wherever sanctioned;</p> <p>iv. To oversee the management of the Academies through a Joint Management Committee;</p> <p>v. To compile all relevant Data related to the Sports Academies.</p>
8.	National Physical Fitness Programme	<p>i. To coordinate and facilitate implementation of the National Physical Fitness Programme;</p> <p>ii. To process proposals for providing financial support to concerned institution for implementation of the programme, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government.</p> <p>iii. To compile all relevant Data related to the programme.</p>
9.	Promotion of Sports among Persons with Disabilities	<p>i. To invite proposals from eligible entities for making existing sports infrastructure barrier-free and/or setting up of specialized sports infrastructure for persons with disabilities, processing of proposals, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government.</p> <p>ii. To monitor the physical and financial progress of the execution of such projects, wherever sanctioned;</p>

S.No.	Domain/Functional Area	Job Description
(1)	(2)	(3)
		iii. Coordinating and facilitating classification of para-athletes, training of Indian classifiers and conduct of sports competitions for persons with disabilities. iv. To compile all relevant Data related to the above items.
10.	Sports for Peace and Development	i. To analyse/examine proposals for taking over the sports infrastructure in J&K and disturbed areas to establish Sports Centres; ii. To formulate the MoU and coordinate signing of the same with the States/UTs concerned; iii. Processing of proposals extending financial support to SAI for the running the Centres, including formulation and processing of Tender Documents/EOIs/RPFs, examination of cost estimates, electronic procurement (e-procurement and GEM), management of contracts, and release of admissible funds and settlement of accounts/UCs as per extant rules of the Government; iv. To oversee the management of the Centres through a Joint Management Committee; v. To compile all relevant Data related to the Centres.
11.	Implementation of Information Technology in implementation of the Scheme	i. To coordinate and facilitate use of Information Technology in implementation of the Scheme, including design, development, implementation and maintenance of software/website and technical support with respect to aspects like data compilation, dissemination of information through electronic means, including social media, e-procurement through different e-procurement portals (e-procurement and GeM), furnishing of online reports and returns, etc.

Note : The above job descriptions are only illustrative and any other item of work can be assigned to any person engaged on contract basis. All personnel engaged may be required to work beyond normal working hours and weekends.

4. Essential Qualification/experience for Project Officer / Assistant Project Officer / Hindi Officer-cum-Translator (other than domain expertise):

S. No.	Category	Qualification / requirements in the case of retired employees of Central / State Govt., or Autonomous Bodies / PSUs	Qualifications / requirement in the case of engagement from open market
(1)	(2)	(3)	(4)
1.	Project Officer	Govt. employees who served in Central / State Govt., or Autonomous Bodies / PSUs and retired from the post of Section Officer/Accounts Officer or equivalent and above but below the level of Joint Secretary and having at least three years' experience in one or more of the	Masters/MBA in Sports Management or MBA with Degree in Engineering or Graduate with MBA and having at least three years' experience in one or more of the Doman/Functional Areas indicated in Para 3 above.

S. No.	Category	Qualification / requirements in the case of retired employees of Central / State Govt., or Autonomous Bodies / PSUs	Qualifications / requirement in the case of engagement from open market
(1)	(2)	(3)	(4)
		Doman/Functional Area indicated in Para 3 above.	
3.	Project Officer (IT)	Govt. employees who served in Central / State Govt., or Autonomous Bodies / PSUs and retired from the post of Scientist-C/Scientist-D or equivalent and having at least three years' experience in the Doman/Functional Areas indicated in Para 3(11) above.	BE/B.Tech/MCA with first class or minimum 60% marks in aggregate or equivalent and specialization in Computer Science or computer related areas OR MSc in Computer Science with first class or minimum 60% marks in aggregate or equivalent and having at least three years' experience in the Doman/Functional Areas indicated in Para 3 (11) above.
4.	Hindi Officer cum Translator	Govt. employees who served in Central / State Govt., or Autonomous Bodies / PSUs and retired from the post at the level of Assistant Director (Official Language) or equivalent and above.	Not Applicable
	Assistant Project Officer	Govt. employees who served in Central / State Govt., or Autonomous Bodies / PSUs and retired from the post at the level of Section Officer or equivalent and having at least three years' experience in one or more of the Doman/Functional Areas indicated in Para 3 above..	Degree/BBA in Sports Management and having at least three years' experience in one or more of the Doman/Functional Areas indicated in Para 3 above.

N.B.: Experience and qualification requirements will be relaxable in deserving cases with the approval of the Competent Authority.

5. Age limit :-

- i. For all categories, age limit in the case of retired employees of Central / State Govt., or Autonomous Bodies / PSUs will be 65 years, relaxable in deserving cases on the recommendation of the Selection Committee.
- ii. For the positions of Project Officer, Project Officer (IT) and Assistant Project Officer from the open market, the age limit will be 40 years, relaxable in deserving cases on the recommendation of the Selection Committee.

6. **Remuneration:** The remuneration payable to the Project Officer / Assistant Project Officer / Hindi Officer-cum-Translator will be as under:

6.1 **Project Officer**

Retired employees : The fixed monthly remuneration will be as under :

- i. Rs.40,000/- per month to persons who retired from the post upto Under Secretary and equivalent;
- ii. Rs.45,000/- per month to persons who retired from the post above Under Secretary or equivalent and below Director and equivalent;
- iii. Rs.50,000/- per month to persons who retired from the post above Director or equivalent and below Joint Secretary and equivalent;

From open market : The fixed monthly remuneration will be decided on the basis of recommendation of the Selection Committee ranging between Rs.40,000/- to Rs.75,000/-.

6.2 **Assistant Project Officer**

- i. **Retired employees :** The fixed monthly remuneration will be Rs.35,000/- per month.
- ii. **From open market :** The fixed monthly remuneration will be decided on the basis of recommendation of the Selection Committee ranging between Rs.35,000/- to Rs.40,000/-.

6.3 **Hindi Officer –cum- Translator :** The fixed monthly remuneration will be Rs.35,000/- per month.

6.4 The remuneration payable to the persons engaged in the above positions may be increased annually subject to evaluation of their annual performance, in case their contract is extended beyond a particular year. However, the decision on increase of remuneration and the quantum of remuneration to be increased will be at the sole discretion of the competent authority and will not constitute any right of the engaged persons for such increase.

7. **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 payment, for which the MDSD will issue TDS Certificates, as applicable.

8. They shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone, Transport Allowance, Residential Accommodation, CGHS, Medical Reimbursement etc.

9. **Confidentiality: -**

- i. The Personnel engaged in any capacity on contract basis may not, except with the previous sanction of Mission Directorate – Sports Development in the bona-fide discharge of his/her duties, 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, without the prior approval of the Mission Directorate – Sports Development.
- ii. 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.



- iii. shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Mission Directorate – Sports Development.
10. **Leave:** They will be entitled for 08 days leave on prorata basis in a calendar year. They shall not draw any remuneration in case of their absence beyond 08 days in a year. The un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.
11. **TA / DA:** Headquarters shall be Delhi. In case he / she is required to perform journey / tour in connection with official duties, TA/DA entitlement will be as under:
- (a) In case of retired employees, the entitlement shall be as per their last pay drawn;
 - (b) In case of personnel other than retired employees, TA/DA entitlement will be decided with the approval of Competent Authority on case to case basis as per TA Rules.
12. **Period of contract:** The engagement on contract basis will be initially for a period of **one year** extendable annually depending upon performance of the concerned individual.
13. **Termination of Contractual appointment:** The contractual assignment can be terminated at any time by giving one month's notice from either side or payment of one month's remuneration in lieu thereof without assigning any reason.

The application may be forwarded in the prescribed proforma at Annexure – I to the Address mentioned therein. Applications will also be accepted on line to email ID: arunkumar.s@nic.in. Applications shall reach the addressee within ten days from the date of advertisement in the newspaper. Any application received thereafter shall not be entertained and will be summarily rejected.



Proforma for application to the post of Project Officer / Assistant Project Officer / Hindi Officer
sum Translator

To

The Under Secretary,
Mission Directorate – Sports Development,
Department of Sports, Ministry of Youth Affairs and Sports,
Government of India,
Cafeteria Building, Pragati Vihar Hostel,
CGO Complex, Lodhi Road,
New Delhi-110003.

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Recent
Photograph

1. Name:
2. Father's/Mother's Name.....
3. Date of Birth:
4. Nationality:
5. Address for communication:
6. Contact Number: Land line:.....Mobile:.....
7. E-mail address:
8. Education Qualification (from Matriculation onwards):

S. No.	Certificate/Degree	Subject	Institute/ University	Month and Year of Passing	Marks obtained
(1)	(2)	(3)	(4)	(5)	(6)

9. Work Experience :

S. No.	Organization/Institute	Period From - To	Nature of Work	Remarks
(1)	(2)	(3)	(4)	(5)

10. Whether SC / ST / OBC:

11. Reference:

- (i)
- (ii)

DECLARATION

I hereby declare that all statements made in this application are true and correct the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled / rejected at any stage of selection.

Place:

Date:

(Signature of the Applicant)

Note: In case of retired personnel, a copy of PPO may be attached.

