

F.No. 1-9/MYAS/PYKKA/2012 (Vol. II)
Government of India
Ministry of Youth Affairs & Sports
Department of Sports
Mission Directorate-RGKA

ENGAGEMENT OF PROJECT OFFICER IN THE MD-RGKA

Government of India, Ministry of Youth Affairs & Sports, invites applications in the prescribed format from experienced and retired persons for engagement of Project Officers in the Mission Directorate – Rajiv Gandhi Khel Abhiyan (RGKA) on contract basis. The number of vacancies at present is 3 (three). A few more vacancies are likely to arise in the near future. The details regarding eligibility criteria viz. job requirement, educational qualifications, experience, age limit, consolidated remuneration, date, time and venue of interview etc are available on the website of this Ministry and MD– RGKA i.e. www.yas.nic.in and www.pykka.gov.in This Ministry reserves the right to accept or reject in part or in full any or all the responses, without assigning any reasons whatsoever. Last date for submission of applications is 15 days from the date of publication of this advertisement in the Newspaper. Application received after due date will not be considered.

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(A.K. Singh)

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Procedure and Guidelines for engagement of Project Officers and Assistant Project Officers in Mission Directorate RGKA.

The scheme of engagement of Project Officers, and Assistant Project Officers and Hindi Officer-cum-Translator (Assistant Project Officer – Hindi) in Mission Directorate RGKA has been revised and henceforth will be regulated as per the following guidelines:-

1. General conditions for engaging Project Officers, Assistant Project Officers and

Hindi Officer cum- Translator:

1.1 Project Officers, Assistant Project Officers and Hindi Officer Cum- Translator would be engaged for a fixed period for providing high quality services to MD-RGKA for attending to specific and time-bound jobs like preparation of project reports etc. Persons with required qualifications and experience as prescribed below would be hired. The appointment would be on full time basis and they would not be permitted to take up any other appointment during the period of engagement with MD-RGKA.

1.2 The appointment is of a temporary (non-official) nature and the appointment can be terminated at any time by the MD-RGKA without assigning any reason.

2. Period of engagement:- The initial engagement for a person as Project Officers/Assistant Project Officers/Hindi Officer Cum- Translator would be for a period of one year or for the period of consultancy as already defined in the Terms of Reference (ToR) (**Annexure-I**). Thereafter, the engagement would be reviewed and based on performance of the incumbent, the contract appointment can be renewed for further period as decided by the Competent Authority.

2.1 The initial term of appointment if any, shall be decided on case to case basis depending upon the specific job in the timeframe for completion, as provided in GFR Rules-163.



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3. **Number and Qualification**

3.1 The total number of Project Officers/Assistant Project Officers/Hindi Officer Cum-Translator shall be decided within the strength approved by the General Council of RGKA.

3.2 **Qualification and experience**

Category	Qualifications/requirements in the case of retired employees of Central/State Govt. or autonomous bodies/PSUs.	Qualifications/requirements in the case of engagement from open market.
Project Officer (General)	Retired officers who served in Central/State Governments/Autonomous Bodies/PSUs and held a post of the level of Section Officer/Accounts Officer/ Under Secretary and above upto the level of Director having experience of Administration/ Finance/Accounts with analytic abilities to examine proposals/projects relating to Government Schemes.	Graduate or B. PEd or MBA from a recognized Indian universities/institutes and has played upto university/State levels.
Project Officer (Civil Engineering)	Retired officers who served in Central/State Governments/Autonomous Bodies/PSUs and held a post of the level of Assistant Engineer (Civil) or above.	Bachelor of Civil Engineering recognized institution with three years working experience in Government department/ Autonomous Bodies/PSUs.
Assistant Project Officer	Retired officers who served in Central/State Governments/Autonomous Bodies/PSUs and held a post of the level of Section Officer or equivalent	Graduate or B. PEd or MBA from a recognized Indian universities/institutes.
Hindi Officer-cum-Translator (Assistant Project Officer – Hindi)	Retired officers who served in Central/State Govts./Autonomous bodies/PSUs and held a post at the level of Senior Hindi Translator/Assistant Director.	Graduate in Hindi and also English should be a subject in the Graduation level.

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4. **Age limit**

4.1 In case of Retired Officers, generally, the maximum age limit for all categories will be 65 years. In exceptional/deserving cases, age beyond 65 years can be relaxed upto 70 years.

4.2 For engagement of Project Officers/Hindi Officer Cum-Translator to be engaged from open market age limits will be from 22 years to 40 years, which can be relaxed in deserving cases.

5 **Procedure for selection**

5.1 Mission Directorate RGKA shall prepare Term of Reference (TOR) for the work to be done by the Project Officers/Hindi Officer Cum-Translator in the format prescribed at **(Annexure- I)** within the framework of provisions contained in :-

- (i) Chapter on Procurement of Services (Rule 163,165,166,170,176 & 177) of GFRs, 2005.
- (ii) Chapter VII Selection of Individual Consultants (Para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants.

5.2 Based on the requirement, Mission Directorate- RGKA will prepare an advertisement in the format outlined at **Annexure – II** for inviting applications for engagement and will place the same on MYAS and Mission Directorate (RGKA) websites (**Annexure- III**) and will also be published in at least one national daily.

5.3 All the applications received in response to the vacancies advertised will be scrutinized and short- listed by the Mission Directorate of RGKA as per requirement and in the light of the guidelines. Thereafter, the Mission Directorate of RGKA would submit a proposal before the **Selection Committee**, which would recommend a panel of Officers, wherever possible, including a wait-list for appointment. The composition of the Selection Committee shall be as under:-

Joint Secretary (Development) & Mission Director	Chairman
Director/Deputy Secretary (Scheme)/	
Director/Deputy Secretary (Sports)	Member
Director/Deputy Secretary (Integrated Finance)	Member



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5.4 After meeting of the **Selection Process**, the minutes will be issued and file will be submitted to Secretary (Sports), MYAS for approval. Thereafter Mission Directorate of RGKA will issue offers to the selected candidates and appointment orders, if they accept the offer.

6. Entitlements

6.1.1 Fee- The maximum amount of consolidated fee payable to the Project Officers will be as under:-

- (a) Rs. 40,000/- per month to the Retired Officers who have last drawn Grade Pay upto Rs. 6600/-.
- (b) Rs. 45,000/- per month to the Retired Officers who have last drawn Grade Pay above Rs. 6600 and upto Grade Pay of Rs. 7600/-.
- (c) Rs. 50,000/- per month to the Retired Officers who have last drawn Grade Pay above Rs. 7600 and upto Grade Pay of Rs. 8700/-.

6.1.2 Fee- The maximum amount of consolidated fee payable to the Assistant Project Officers will be as under:-

- (a) Rs. 25,000/- per month to the Retired Officers drawing Grade Pay from Rs. 4800/- to Rs. 5400/- to be appointed as Assistant Project Officers.

6.1.3 In case of Project Officers/Assistant Project Officers and Hindi Officer - cum- Translator to be engaged from open market, the monthly consolidated emoluments will be decided on the basis of Qualification, experience and job requirement in consultation with the IFD (within the range of Rs.25,000/- to Rs. 40,000/-per month).

6.2 **Drawal of Pension:-** A retired Government official appointed as consultant in any of the categories shall continue to draw pension and the dearness relief on pension during the period of his engagement. His/her engagement shall not be considered as a case of re-employment.



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6.3 **Allowances:-** They shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, CGHS, Medical Reimbursement etc.

6.4 **Leave:-** They shall be eligible for 30 days leave in a calendar year on pro-rata basis. Therefore, they shall not draw any remuneration in case of their absence beyond 30 days in a year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

6.5 **TA/DA:-** Headquarter of each individual will be decided at the time of her/his contract appointment. In case she/he is required to perform journey/tour in connection with official duties, TA/DA entitlement will be as under:-

- (i) In case of retired employees, as per entitlement on their last pay drawn.
- (ii) In other cases, as per entitlement on minimum of the pay scale of equivalent post in Central Govt.
- (iii) In case of experts who cannot be compared with any post in Central Govt. TA/DA entitlement will be decided with the approval of Mission Director on case to case basis as per TA rules.

6.6 The contractual assignment can be terminated at any time by giving one month notice from either side or payment of one month's remuneration in lieu thereof without assigning any reasons.



TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF PROJECT OFFICERS/ASSISTANT PROJECT OFFICER (HINDI) FOR RGKA SCHEM

TOR FOR PROJECT OFFICER

1. Examination of proposals received from States/UTs for (i) sanction and release of grants-in-aid for development and maintenance of sports infrastructure at block panchayats; (ii) Annual Sports Competitions & North East Games. Submission of the above proposals to EC/Secretary (Sports)/Hon'ble MOS (I/C) YAS for approval and concurrence by the IFD of MYAS (iii) Training of Master Sports Trainer and Sports Trainer etc.
2. (i) Arranging meetings of Executive Committee and General Council of RGKA (ii) Organizing of conference Sports Ministers/Secretaries of the States & UTs.
3. Administration of RGKA resource centre including of budget training courses of master trainers Kridashrees etc.; LNIPE Gwalior.
4. Monitoring of RGKA scheme by Project Officers to States/UTs progress reports from the states etc by undertaking field visits.
5. Policy matters of RGKA scheme-providing clarifications to states/UTs and other stake holders on policy matters of RGKA.
6. International cooperation on matters relating to implementation of RGKA scheme in collaboration with UNICEF, British Council, YST UK, Magic Bus and other NGOs.
7. Parliament Questions including work relating to parliament committees like consultative committee, estimates committee etc.
8. Administration of Mission Directorate-RGKA.
9. Any other work assigned by Senior Officers.

TOR for Hindi Officer - cum - Translator

1. Translation from English to Hindi and vice versa.
2. Handling of references received in Hindi/in relation to Hindi work.
3. Vetting of Hindi work outsourced, if any
4. Any other work assigned by Senior Officers.
5. TOR for Assistant Project Officer will be decided on the basis of job assigned to him.



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Annexure – II

To

The Under Secretary (RGKA),
Mission Directorate-RGKA,
Cefeteria Building, Pragari Vihar Hostel,
CGO Complex, Lodhi Road,
New Delhi-110003

Application format for appointment of Project Officer:

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing address (with Tel./Mob. No. and E-mail)
7. Permanent address:
8. Educational Qualification:

Sl. No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

Sl. No.	Organization/Institute	Period From To	Nature of Work	Remarks

10. Whether SC/ST/OBC:
11. Reference:

(i) _____

(ii) _____

(Signature)

Date _____



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Annexure – III

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