

-67-

No. 1-16/MYAS/Khelo India/2017
Government of India
Ministry of Youth Affairs & Sports
Mission Directorate- Sports Development (MDSB)

Subject: Guidelines for engagement of Project Officers (POs)/Assistant Project Officers (APOs) on contract basis in Mission Directorate - Sports Development.

Mission Directorate – Sports Development, Department of Sports, Ministry of Youth Affairs and Sports 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:** Six Project Officers, one Assistant Project Offices (IT) and one one Assistant Project Offices (Hindi) are required to be engaged on contract basis in Mission Directorate- Sports Development (MDSB) Department of Sports, Ministry of Youth Affairs & Sports. The number given above is indicative and may increase or decrease depending upon the actual requirement.

3. **Job Description:**

S.No.	Name of Position	Domain/Functional Area	Job Description
i.	Project Officer (General) Indicative number of positions - 5	Implementation and Monitoring	i. To invite proposals from eligible entities seeking financial assistance under the verticals of Khelo India scheme being implemented by MYAS. ii. Frame parameters for identification of viable proposals; iii. Analysis of proposals received from States/UTs and other eligible agencies. iv. Processing of proposals, received from eligible entities, 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; v. 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 utilizations plan in respect of completed projects; vi. Compilation of all the relevant data. vii. Any other work assigned.


अरुण कुमार सिंह / ARUN KUMAR SINGH
अवर सचिव / Under Secretary
युवा कार्यक्रम एवं खेल मंत्रालय
M/o Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

ii.	Project Officer (Budget, Finance & Administration) Indicative number of positions - 1	Budget, Finance and Administration	i. Parliament Questions, Parliamentary matters. ii. Budget matters, audit matters, management of TSCBS Fund, General Administration and Establishment iii. Any other work assigned.
iii	Assistant Project Officer (IT) Indicative number of positions - 1	Implementation of Information Technology	i. Implementation of IT in implementation of Scheme, e-Office etc ii. Any other work assigned.
iv	Assistant Project Officer (Hindi) Indicative number of positions - 1	Implementation of Official Language Act	i. Implementation of Official Language Act and, Translation work. ii. Any other work assigned.

Note: The above job descriptions are only illustrative and any other items 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 Qualifications/experience:** Project Officer/Assistant Project Officer(IT) and Assistant Project Officer (Hindi):

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(1).	(2)	(3)	(4)
1.	Project Officer (General)	Govt. employees who have served in Central/State Govt. or autonomous Bodes/PSUs and retired from the post of Under Secretary, Deputy Secretary or equivalent (Grade pay: From Rs.6600/- to 7600/- as per VI CPC Pay Scales) and having at least three years' experience in the Doman/functional area indicated in Para 3 (i) above	Masters/MBA in Sports Management or Graduate with MBA from a recognised University and having at least five years' experience in one the Domain/functional area indicated in Para 3 (i)above.
2.	Project Officer (Budget, Finance and Administration)	Govt. employees who have served in Central/State Govt. or autonomous Bodes/PSUs and retired from the post of Administrative Officer, Accounts Officer or equivalent(Grade pay: From Rs.4600/- to 6600/- as per VI CPC Pay Scales) and having at least three years' experience in	Masters/MBA in HR or Finance or Graduate with MBA in HR or Finance from a recognised University and having at least five years' experience in one the Domain/functional area

अरुण कुमार सिंह / ARUN KUMAR SINGH
अवर सचिव / Under Secretary
युवा कार्यक्रम एवं खेल मंत्रालय
M/o Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

		the Doman/functional area indicated in Para 3 (ii) above	indicated in Para 3 (ii)above,
3.	Assistant Project Officer (IT)	Govt. employees who served in Central/State Govt. or Autonomous Bodies, PSUs and retired from the level equivalent to Section Officer or Under Secretary (Grade pay: From Rs.4800/- to 6600/- as per VI CPC Pay Scales) and having at least three years' experience in the Domain/Functional Area indicated in Para 3 (iii) 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 M.Sc in Computer Science with first class or minimum 60% marks in aggregate or equivalent and having at least three years experience in the Domain/Functional Area indicated in para 3 (iii) above.
4.	Assistant Project Officer (Hindi)	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 (Grade pay: From Rs.5400/- to 6600/- as per VI CPC Pay Scales) and having at least three years' experience in the Domain/Functional area indicated in Para 3 (iv) above.	Master's degree of a recognized University in Hindi with English as a subject at degree level or in English with Hindi as a subject at degree level; or Master's degree of a recognized University in any subject with Hindi and English at degree level or with Hindi Medium and English as a subject at the degree level; or with English medium and Hindi as a subject at the degree level; Knowledge of Hindi typing at 30 WPM and three years experience in translation work from English to Hindi or vice-versa and Hindi typing in Central/State Govt. or Autonomous Bodies/PSUs

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 recommendations of the Selection Committee.
- (ii) For all categories, age limit in the case of applicants from the open market, the age limit will be 40 years relaxable in deserving cases on the recommendation of the Selection Committee.


 अरुण कुमार सिंह / ARUN KUMAR SINGH
 अवर सचिव / Under Secretary
 युवा कार्यक्रम एवं खेल मंत्रालय
 M/o Youth Affairs & Sports
 भारत सरकार, नई दिल्ली
 Govt. of India, New Delhi

- 70
6. **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.
7. **Remuneration:** The remuneration payable to the Project Officer/Assistant Project Officer will be decided on case to case basis on the recommendations of Selection committee as per ranges given below:-
- 7.1 **Project Officer:-** Rs. 40,000/- to Rs. 55,000/- per month.
- 7.2 **Assistant Project Officer (IT):-** Rs. 35,000/- to Rs. 40,000/- per month
- 7.3 **Assistant Project Officer (Hindi):** Rs. 35,000/- to Rs. 40,000/- per month
- 7.4 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 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.
- 7.5 **Allowances:-** The persons engaged as Project Officer/Assistant Project Officer shall not be entitled to any kind of allowances or accommodation facility. The retired Government/Autonomous Bodies/PSU's employees engaged as Project Officers/Assistant Project Officers will continue to draw pension and Dearness Relief therein during the period of his/her engagement in MDSD. The engagement shall not be considered as a case of re-employment.
8. **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 Certificate, as applicable.
9. They shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone, Transport Allowance, Residential Accommodation, CGHS, Medical Reimbursement etc.
10. **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 bonafide 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 Secrets 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.


अरुण कुमार सिंह / ARUN KUMAR SINGH
अवर सचिव / Under Secretary
युवा कार्यक्रम एवं खेल मंत्रालय
M/o Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

- 715
- 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.
- iv. The persons engaged as Project Officer/Assistant Project Officer will not accept any present, commission or any sort of gratifications in cash or kind from any person, party or firm or company having dealing with the Government and if they are offered any, they should immediately report the same to the Competent Authority.
11. **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 unavailable leave in a calendar year will lapse and will not be carried forward to the next calendar year.
12. **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 Mission Director on case to case basis as per TA Rules.
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 decision of the Competent Authority in this regard will be final and binding on all.
14. The existing persons presently working in MDSO as Project Officer/Assistant Project Officer will complete their present tenure. In case they are interested, they may also apply for afresh engagement alongwith other applicants.
15. The application may be forwarded in the prescribed proforma at Annexure-I to the address mentioned therein. Application will also be accepted on line to email ID; arunkumar.s@nic.in.
16. Hard copy may also be submitted to the following address:-

Shri Arun Kumar Singh, Under Secretary, Ministry of Youth Affairs and Sports, Mission Directorate – Sports Development, Cafeteria Building, A-Block, Pragati Vihar Hostel, CGO Complex, Lodhi Road, New Delhi-110003.

Applications shall reach the addressee within fifteen days from the date of advertisement in the newspaper. Any application received thereafter shall not be entertained and will be summarily rejected.

16 **Competent Authority:-** Secretary (Sports) MYAS will be the Competent Authority to approve the engagement of Project Officers/Assistant Project Officers, relaxation of any condition and termination of the contract appointment.



अरुण कुमार सिंह / ARUN KUMAR SINGH
अवर सचिव / Under Secretary
युवा कार्यक्रम एवं खेल मंत्रालय
M/o Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Proforma for application to the post of Project Officer / Assistant Project Officer

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.

Affix
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.
