

F. NO.20-2/2009-SP-II
Government of India
Ministry of Youth Affairs and Sport
Department of Sports
(National Sports Development Fund)

Shastri Bhawan, New Delhi-110001.
Dated 20th March, 2018.

Subject : Engagement of Project Officer (PO) in the National Sports Development Fund (NSDF).

The National Sports Development Fund (NSDF) in the Ministry Youth Affairs & Sports (Department of Sports) invites application in the prescribed format from eligible candidates for engagement as 'Project Officer' (PO) in the NSDF on contractual basis.

2. The PO will be over all in-charge of NSDF cell and assist the management of the Fund in its day to day working and the assignment includes the following :-

- a) To make preliminary examination of the proposals for financial assistance keeping in view the policy and norms for such assistance;
- b) to prepare agenda notes for meetings of Executive Committee of NSDF and council of NSDF and other Committee if any;
- c) prepare minutes of meetings of the Committees of NSDF;
- d) to take further action on the decisions taken in the meetings of Committees of NSDF;
- e) to monitor cases, where financial assistance has been provided;
- f) to attend work relating to settlement of accounts in all the cases;
- g) to attend Audit and Income Tax related issues of the Fund;
- h) to assist in preparing and updating accounts details and data of the Fund;
- i) to prepare Annual Report of NSDF;
- j) record management;
- k) to furnish inputs/materials for Parliament Questions and Standing Committee of Parliament.
- l) Supervision of the work of the staff on the NSDF Cell; and
- m) Any other task connected with the functioning of the Fund as assigned by Member Secretary and Chairman of NSDF.

3. The candidate should have the following minimum qualification and experience :-

Category	Minimum Qualification	Experience	Age Limit
Retired Government employees	Graduate from a reorganized Indian University/Institute.	Persons who served in Central/State Governments/Autonomous Bodies/PSUs and held the post of	Upto 65 Years

		Deputy Secretary/Director having experience in administration/finance/accounts with analytic abilities to examine proposals/Projects relating to Government Schemes.	
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4. Person applying for the post should also have proficiency in working on computers.
5. Relaxation of upper age limit may be considered in exceptional cases.
6. The engagement will be initially for a period of one year purely on contractual basis which may be extended subject to review of performance. The monthly consolidated remuneration will be Last Pay Drawn (-) Pension.
7. Interested persons who fulfil the eligibility conditions, may apply in the prescribed (format attached as Annexure) to the National Sports Development Fund in the following address :

Shri S.P.S. Tomar,
Deputy Secretary & Member Secretary-NSDF,
Room No.520- 'C' Wing, Shastri Bhawan,
New Delhi-110001
Tel. No. 011-23383336
Email id: spstomar@nic.in

8. Duly filled in application prescribed format should reach the Ministry latest by **9th April, 2018**. Short-listed candidates may be called for interview at short notice.

(N.A. Sreejit)
Under Secretary to the Government of India
Tele: 23386390

✓ Copy to Dir. (NIC) with the request that the above application for filling the post of PO NSDF posted in the Ministry of Youth Affairs website under vacancy circular. (What is new-Sports Department)

Annexure

Application for Project Officer in National Sports Development Fund

1.	Name				
2.	Contract details: Address Tele/Mob No.: Email:				
3.	Date of Birth				
4.	Domicile				
5.	Last assignment held in Central Govt./State Govt./PSUs/ Autonomous bodies indicating the post held, duration, pay scale :				
6.	Present assignment, if any				
7.	Educational qualification				
	S.No.	Course	Subject	Year of Passing	Division/Class
8.	Work Experience				
	S.No.	Organization	Post held	Period	Nature of tasks performed
9.	Do you have proficiency in working on computers-Yes/No				

References of two persons known to applicant :

(i) Name & Address :

(ii) Name & Address :

Name and signature of the applicant

Date