

F. No. 20-105/2014 - SP II (NSDF)  
Government of India  
Ministry of Youth Affairs and Sports  
Department of Sports  
(National Sports Development Fund)

Shastri Bhavan, New Delhi – 110001  
Dated 19<sup>th</sup> February 2016

**Subject: Engagement of Staff for National Sports Development Fund (NSDF) in the Department of Sports**

Ministry of Youth Affairs & Sports (Department of Sports), Government of India propose to engage following staff for National Sports Development Fund (NSDF) in the Department on contractual basis.

- i. Project Officer - 01 No.
- ii. Research Officer – 2 Nos.
- iii. Asstt. Project officer – 2 Nos.
- iv. Legal Consultant – 1 No. (on Part Time basis)

The panel of candidates shortlisted for the position after selection process may also be used for filling up similar positions which may arise elsewhere in the Department.

2. Details of assignment, qualification and experience are enclosed as Annexure.
3. The application in the prescribed proforma enclosed as Appendix along with CV and self attested copy of the certificates / supporting documents, should reach the following officer latest by **14.3.2016**. Short-listed candidates may be called for interviews at short notice.

Under Secretary (SP-II)  
Room No: 15, 'C' Wing  
Shastri Bhawan, New Delhi – 110 001  
Tele: 011-23073206

(S.P.S Tomar)  
Under Secretary to the Government of India

## **(i) Project Officer – 1 Position**

### **Assignment**

- a. The Project Officer will be In-charge of NSDF Secretariat. He will administer, coordinate among staff and ensure time bound implementation of all tasks / activities of the Secretariat.
- b. To supervise and the work done by the NSDF staff, including preparation of accounts, audit report, annual report, etc.
- c. To prepare draft reply to parliament matters,.
- d. To File Income Tax returns and reply to Tax notices.
- e. To process recruitment of NSDF staff
- f. To scrutinize and process proposals for financial assistance under NSDF and Target Olympic Podium (TOP) Scheme for release of advances and payments. Settlement of advances made. Track progress of work / performance vis a vis targets / benchmarks
- g. To take inputs from all concerned and prepare agenda notes and minutes of meeting.
- h. To make logistics arrangements for NSDF Identification Committee, Executive Committee and NSDF Council meetings, meetings with donors, etc. Preparation of draft agenda notes / minutes of meeting, issue meeting notices, etc. Point out rules / procedures / guidelines relevant to the matter for taking considered decision.
- i. Preparation of NSDF Bye laws and abide by the NSDF Gazette notification , Bye laws, Guidelines, etc.
- j. To communicate with all concerned and seek contribution to NSDF.
- k. Any other work assigned / required from time to time.

### **Minimum qualifications and experience**

The candidate should have the following minimum qualifications and experience:

Category	Minimum Qualifications	Experience	Age limit as on the last date of application for the position
Retired Government employees	Graduate	<p>Persons who served in Central / State Governments / Autonomous Bodies / PSUs and held a post at the level of Under Secretary in the grade pay of Rs 6600 /- or above.</p> <p>Working knowledge of Office software like MS office, making presentations, etc.</p> <p>Preference will be given for having experience of working with athletes / Sports federations / organizations and experience relevant to the assignment stated above.</p>	Upto 65 years. In exceptional / deserving cases, age beyond 65 years can be relaxed upto 70 years.
Open market	Post Graduate / BE / MBA	<p>Should have worked at least for three years in a reputed organization / PSU / Autonomous Body.</p> <p>Having excellent knowledge of Office software like MS office, making presentations, etc.</p> <p>Preference will be given for having experience of working with athletes / Sports federations / organizations and experience relevant to the assignment stated above.</p>	22 to 40 years, which can be relaxed in deserving cases

### **Emoluments and contract period**

The engagement will be initially for a period of one year on contractual basis, which may be extended for further periods till the completion of the task subject to review of performance;

In case of retired government employees, the remuneration will be in accordance with DoPT letter no.3/19/2009 – Estt (Pay II) dated 5.4.2010 as modified from time to time.

For other candidates, the remuneration will be Rs 45,000/- per month. The remuneration would be increased @ 10% per year after satisfactory completion of 1 year of service every year subject to extension of contract / service.

Both types of candidates will be reimbursed Mobile telephone bill of Rs. 500/- per month. They shall not be entitled to Dearness allowance, Transport facility, Residential accommodation / HRA, CGHS / Medical reimbursement, etc.

Detailed terms and conditions will be intimated along with offer letter if selected.

## **(ii) Research Officer - 2 Positions**

### **Assignment**

- a) To make extensive study/research to identify potential young sportspersons in different sports disciplines that should include performance details at international/national/state levels.
- b) To give detailed analysis of applicants to NSDF, their past performance, future potential, specific comments on the proposal / assistance applied for, specific recommendation on the proposal along with justification.
- c) To make comparative study/analysis with the performance of sportspersons (both accomplished and young) in other countries; also to collect details of the preparations of such sportspersons;
- d) To assist the Department / Expert Committee in identifying reputed Institutes/Coaches having world class facilities and excellent support personnel for sending our sportspersons for training; also to make analysis of the reasonableness of the rates of coaching fee and other components;
- e) To assist various Committees of NSDF by giving desired inputs so as to arrive at a considered decision.
- f) To devise systems, standards and time bound performance benchmarks of athletes / organizations assisted under NSDF in consultation with SAI / experts and track performance evaluation vis a vis the said benchmarks ;
- g) To track performance of athletes in major competitions and to generate quarterly, half yearly and annual reports of the athletes being supported;
- h) To assist the selected athletes in preparing request for financial assistance as per approved formats, procuring supporting documents and submitting applications.
- i) To meet and interact with the selected athletes, chief coaches and officials of National Sports Federations on a regular basis.
- j) The Research Officer will assist 'Target Olympic Podium (TOP) Scheme Elite Athlete Identification Committee' in its task for identification and review selection of talented potential medal prospects for Olympics.
- k) He will also provide research inputs on sportspersons, institutions etc.

l) To make draft press releases, supervise work of event managers, and carry out NSDF client servicing.

m) To attend any other tasks connected with the above as assigned by the Department of Sports/NSDF Secretariat.

**Minimum qualifications and experience**

The candidate should have the following minimum qualifications and experience:

Category	Minimum Qualifications	Experience	Age limit as on the last date of application for the position
Retired Government employees	Graduate	<p>Persons who served in Central / State Governments / Autonomous Bodies / PSUs and held a post at the level of Dy Secretary in the grade pay of Rs 7600 /- or above</p> <p>Having working knowledge of Office software like MS office, making presentations, etc.</p> <p>Preference will be given for having experience of working with athletes / Sports federations / organizations and experience relevant to the assignment stated above.</p>	Upto 65 years. In exceptional / deserving cases, age beyond 65 years can be relaxed upto 70 years.
Open market	Post Graduate / BE / MBA	<p>Should have worked at least for three years in a reputed organization / PSU / Autonomous Body.</p> <p>Having excellent knowledge of Office software like MS office, making presentations, etc.</p> <p>Preference will be given for</p>	22 to 40 years which can be relaxed in deserving cases

Category	Minimum Qualifications	Experience	Age limit as on the last date of application for the position
		having experience of working with athletes / Sports federations / organizations and experience relevant to the assignment stated above.	

### **Emoluments and contract period**

The engagement will be initially for a period of one year on contractual basis, which may be extended for further periods till the completion of the task subject to review of performance;

In case of retired government employees, the remuneration will be in accordance with DoPT letter no.3/19/2009 – Estt (Pay II) dated 5.4.2010 as modified from time to time.

For other candidates, the remuneration will be Rs 80,000/- per month. The remuneration would be increased @ 10% per year after satisfactory completion of 1 year of service every year subject to extension of contract / service.

Both types of candidates will be reimbursed Mobile telephone bill of Rs. 500/- per month. They shall not be entitled to Dearness allowance, Transport facility, Residential accommodation / HRA, CGHS / Medical reimbursement, etc.

Detailed terms and conditions will be intimated along with offer letter if selected.

**(iii) Asstt. Project Officer - 2 Nos.**

**Assignment**

- a) To liaison with prospective donors including, PHD chamber of Commerce, FICCI, CII, ASSOCHAM, corporate, etc. Formulate draft agreements / MOUs and do client servicing as per the agreements / MOUs with Donors to NSDF. Work would also involve interaction / Liaison with athletes for participating in client functions, press conferences, functions of this Ministry, etc.
- b) Prepare and process tender documents, evaluate bids, prepare work orders, monitor progress of work assigned to successful bidder as per terms of contract, release of funds and other related work in this reference.
- c) Liaison with organizations like Air India, Hospitals, Insurance companies, etc for discounted offers.
- d) To prepare press releases and arrange for media coverage of athletes supported under NSDF. Prepare draft advertisements and liaison with DAVP.
- e) Process cases relating to Prize Money tournaments and liaison with all concerned including SAI / NSF, etc. in this regard for successful conduct of the event.
- f) To process applications from athletes / organizations for assistance, put up draft sanctions / payment instructions and settlement of their accounts. Monitor compliance of terms and conditions.
- g) Any other task connected with the functioning of the Fund as assigned by Member Secretary/Project Officer.

**Minimum qualifications and experience**

The candidate should have the following minimum qualifications and experience:

<b>Category</b>	<b>Minimum Qualifications</b>	<b>Experience</b>	<b>Age limit as on the last date of application for the position</b>
Retired Government employees	Graduate	Persons who served in Central / State Governments / Autonomous Bodies / PSUs and held a post at the level of Under	Upto 65 years. In exceptional / deserving

Category	Minimum Qualifications	Experience	Age limit as on the last date of application for the position
		<p>Secretary / Section officer in the grade pay of Rs 6600 /- or Rs. 5400 / - or equivalent. Having working knowledge of Office software like MS office, making presentations, etc.</p> <p><b>For APO 1 :-</b></p> <p>Preference will be given for having experience of working with athletes / Sports federations / organizations.</p> <p>Preference will also be given for experience relevant to the assignment stated above.</p> <p><b>For APO 2 :-</b></p> <p>Preference will be given for experience of tendering / media interaction / client servicing / liaison with organizations / event management.</p> <p>Preference will also be given for experience relevant to the assignment stated above.</p>	<p>cases, age beyond 65 years can be relaxed upto 70 years.</p>
Open market	Graduate	<p>Should have worked at least for three years in a reputed organization / PSU / Autonomous Bodies.</p> <p>Having excellent knowledge of office software like MS office, making presentations. etc.</p>	<p>22 to 40 years which can be relaxed in deserving cases</p>

Category	Minimum Qualifications	Experience	Age limit as on the last date of application for the position
		<p><b>For APO 1 :-</b></p> <p>Preference will be given for having experience of working with athletes / Sports federations / organizations.</p> <p>Preference will also be given for experience relevant to the assignment stated above.</p> <p><b>For APO 2 :-</b></p> <p>Preference will be given for experience of tendering / media interaction / client servicing / liaison with organizations / event management.</p> <p>Preference will also be given for experience relevant to the assignment stated above.</p>	

### **Emoluments and contract period**

The engagement will be initially for a period of one year on contractual basis, which may be extended for further periods till the completion of the task subject to review of performance;

In case of retired government employees, the remuneration will be in accordance with DoPT letter no.3/19/2009 – Estt. (Pay II) dated 5.4.2010 as modified from time to time.

For other candidates, the remuneration will be Rs 25,000/- per month. Salary may be Rs. 30,000/- in exceptional cases. The remuneration would be increased @ 10% per year after satisfactory completion of 1 year of service every year subject to extension of contract / service.

Both types of candidates will be reimbursed Mobile telephone bill of Rs. 500/- per month. They shall not be entitled to Dearness allowance, Transport facility, Residential accommodation / HRA, CGHS / Medical reimbursement, etc.

Detailed terms and conditions will be intimated along with offer letter if selected.

**(iv) Legal Consultant (Part Time) – 1 No.**

**Assignment**

- a) To vet affidavits being filed by the Ministry in courts.
- b) To prepare drafts and give legal advice on file / in meetings whenever required by MYAS on following issues
- Prepare draft Bye laws for NSDF / contracts/ MOUs of NSDF / MYAS with other parties
  - Recognition of NSFs.
  - Recognition of Office bearers of NSFs elected by NSFs
  - Prevention of Sports Fraud Bill
  - National Sports Development Bill
  - Age and tenure instructions in Sports Code
  - Any other issue on which MYAS requires advice / drafts.

**Minimum qualifications and experience**

The candidate should have the following minimum qualifications and experience:

<b>Category</b>	<b>Minimum Qualifications</b>	<b>Experience</b>	<b>Age limit as on the last date of application for the position</b>
Government Counsel / Retired Government employees	LLB	Persons who served in High Courts / Supreme Court as Govt. Counsel for a period of at least 3 years.  Preference will be given for having experience of sports law/guidelines of India/other countries.  Preference will also be given for experience relevant to the assignment stated above.	Upto 65 years. In exceptional / deserving cases, age beyond 65 years can be relaxed upto 70 years.

Category	Minimum Qualifications	Experience	Age limit as on the last date of application for the position
Open market	LLB	<p>Persons who served in High Courts / Supreme Court as advocates for a period of at least 15 years.</p> <p>Preference will be given for having experience of Sports law/guidelines of India/other countries.</p> <p>Preference will also be given for experience relevant to the assignment stated above.</p>	<p>Upto 65 years. In exceptional / deserving cases, age beyond 65 years can be relaxed upto 70 years.</p>

### **Emoluments and contract period**

The engagement will be initially for a period of one year on contractual basis, which may be extended for further periods till the completion of the task subject to review of performance;

In case of retired government employees, the remuneration will be in accordance with DoPT letter no.3/19/2009 – Estt. (Pay II) dated 5.4.2010 as modified from time to time.

For other candidates, the remuneration will be Rs 50000/- per month. The remuneration would be increased @ 10% per year after satisfactory completion of 1 year of service every year subject to extension of contract / service.

Both types of candidates will be reimbursed Mobile telephone bill of Rs. 500/- per month. They shall not be entitled to Dearness allowance, Transport facility, Residential accommodation / HRA, CGHS / Medical reimbursement, etc.

Detailed terms and conditions will be intimated along with offer letter if selected.

**Application for the position in NSDF, Deptt. of Sports.**

**Position Applied for :-**

<b>S.N.</b>	<b>Particulars</b>	<b>Details</b>
1	Name	
2	Contact details: Present Address Permanent Address Tele/Mob No: Email:	
3	Date of Birth ( attach self attested copy of supporting document)	
5	Present assignment, if any	

**6. Educational Qualifications :- ( attach self attested copy of supporting document)**

<b>S. N.</b>	<b>Course</b>	<b>Subjects</b>	<b>Year of passing</b>	<b>Institution / University</b>	<b>Division / class</b>

**7. Work Experience :-**

- Notes :-
1. Attach self attested copy of supporting document
  2. Please highlight relevant Experience as required for the position

<b>S. N.</b>	<b>Organization and Designation</b>	<b>Period</b>	<b>Nature of assignment</b>	<b>Present pay / last pay drawn</b>
8	IT Skills - (attach self attested copy of			

	certificate, if any )	
9.	Relevant experience as required	
10/	Whether SC/ST/OBC	
11.	Additional Information, if any.	
12.	Reference: (i) (ii)	
13.	Details of disciplinary action undergone / proceedings underway, if any	

Please enclose self attested copy of supporting documents in support of above and as required for the position applied for.

It is undertaken that the above information is true.

**Name & Signature of the Applicant.....**

Date:

Place:

Encl :- Please give list of documents attached along with Index and page Number.