

Khelo India Rural and Indigenous/Tribal games/EBSB Programme

F.No. EBSB/WKF/08/2017

11 Jan 2018

KI-RITG/EBSB programme under GoI Ministry of Youth Affairs and Sports, invites online applications for appointment of Project Officers, Assistant Project Officers and Office Staff for three month to coordinate for Organising the 1st Khelo India Rural and Indigenous/Tribal games and EBSB programme.

Details of job Description, essential qualification and responsibilities etc. for the posts are available on the website of MYAS (yas.nic.in)

The eligible candidate may kindly send their resume with attached cover letter to ebsb.myas@gmail.com latest by 1600hrs on 15th Jan 2018.

Shortlisted candidate will be notified and invited for personal interview tentatively on 16th Jan 2018.

Chief executive Officer,
Khelo India Rural and Indigenous/Tribal games/EBSB Programme

KHELO INDIA RURAL AND INDIGENOUS/TRIBAL GAMES/EBSB PROGRAMME

Sub: - Engagement of Project Officer, Assistant Project Officer and Office Staff.

Khelo India Rural and Indigenous/Tribal Games/EBSB programme under the Ministry of Youth Affairs and Sports, Government of India invites applications for engagement of Project Officer, Assistant Project Officer and Office Staff for a period of three months.

1. Requirement:-

I.	Project Officer (PO)	02 Nos
II.	Assistant Project Officer (APO)	02 Nos
III.	Office Staff (OS)	01 No

2. Job Profile and other requirements are given in **Annexure – I**.

3. Terms and Conditions of engagement of Project Officer, Assistant Project Officer and Office Staff shall be as under:-

a) **Tenure:** - The engagement will be for a period i.e. upto March 31st, 2018 from the date of joining, extendable depending upon the requirement and performance of the concerned individual.

b) **Age Limit:** - For the positions of Project Officer, Assistant Project Officer and Office Staff from the open market, the age limit will be 45 years, relaxable in deserving cases on the recommendation of the Selection Committee.

c) **Remuneration:** -

I. **For Project Officer :-** The fixed monthly remuneration will be decided on the basis of the recommendations of the Selection Committee ranging between Rs. 40,000/- to 75,000/- per month.

II. **For Assistant Project Officer :-** The fixed monthly remuneration will be decided on the basis of the recommendations of the Selection Committee ranging between Rs. 35,000/- to 40,000/- per month.

III. **For Office Staff :-** The fixed monthly remuneration will be decided on the basis of the recommendations of the Selection Committee ranging between Rs. 10,000/- to 20,000/- per month.

d) **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 the payment, for which the SAI will issue TDS Certificates/Service Tax, as applicable.

e) **Other Allowances:** - No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Conveyance /Transport, Personal Staff, Medical reimbursement, HRA and LTC etc.

would be admissible to them.

- f) **Leave:** - They will be entitled for 02 days leave during the period of their engagement. Therefore, personnel shall not draw any remuneration in case of his/her absence beyond 02 days.
- g) **Confidentiality:** -
- I. The personnel engaged in any capacity on contract basis may not, except with the previous sanction of Sports Authority of India 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 Competent Authority.
 - II. During the period of engagement with EBSB Secretariat, the personnel would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by his/her during the period of his/her engagement to anyone who is not authorized to know.
 - III. The personnel engaged by the EBSB Secretariat shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of EBSB Secretariat.
- h) **Other Conditions:** -
- i. In case they are required to proceed outstation from their place of posting on tour for official duty, they will be entitled to TA/DA as admissible under the rules as applicable to Officers of the level of Assistant Director in SAI.
 - ii. In case of performance of any personnel is not found up to the mark, their services will be discontinued after giving 15 days' notice.
4. The EBSB Secretariat reserves the right to terminate the contract, by giving fifteen days' notice to any personnel.

Chief Executive Officer,
Khelo India Rural and Indigenous/Tribal games/EBSB Programme

Application for the post of Project Officer/Assistant Project Officer/Office Staff in Khelo India Rural and Indigenous/Tribal games/EBSB Programme

PERSONAL DETAILS:

Name:

Date of Birth:

Nationality:

Present Address:

Permanent Address:

Telephone:

Mobile:

Email Id:

Education and Professional Qualification:

Sl. No	Course	Year of Passing	Institution/ University	Marks Obtained	Grade

Post Qualification Experience: ___ Years ___ Months

Details of Employment (Chronological Order)

Sl. No	Organization Name	Position Held	From	To	Roles & Proposition

Language Proficiency:

Hindi:	Write -	Read-	Speak-
English:	Write -	Read-	Speak-
Other:	Write-	Read-	Speak-

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.

Place:

Date:

Signature

Annexure I

Job Description for the post of Project Officer/Assistant Project Officer/Office Staff

S.No	Category	Job Description	Qualification Requirements
1.	Project Officer (PO)	<ul style="list-style-type: none"> • PO's in the functional area will be responsible for the day to day management of that functional area to ensure the smooth flow of the respective functional area. <ol style="list-style-type: none"> I. Accommodation, Accreditation, Administration & Security. II. Communications, Marketing & Branding, Opening & Closing Ceremony, Transport. III. Protocols, Sports Presentation, Sports Equipments. • PO's are employed to deliver various tasks assigned to them by respective managers and also maintain proper roster and detail. • The PO's will ensure that he is effective at the designated job wvll in time. • The PO's must have with then all the details of the event/game. • PO's must educate on crisis management, on timely action in such scenario. • PO's must be polite, efficient in delivery of the task and sensitive towards athlete, technical officials and games family. • PO's must adhere to Game protocol as revised time to time. 	<p>Master Degree in relevant subject of having technical qualification (MBA/M.Tec) in relevant field and having at least three years' experience in one or more the Functional Areas.</p>
2	Assistant project Officer	<ul style="list-style-type: none"> • APO's in the functional area will be responsible for the day to day management of that functional area to ensure the smooth flow of the respective functional area. <ol style="list-style-type: none"> IV. Accommodation, Accreditation, Administration & Security. V. Communications, Marketing & Branding, Opening & Closing Ceremony, Transport. 	<p>Degree/BBA in relevant subject of having technical qualification in relevant field and having at least three years' experience in one or more the Functional Areas.</p>

		<p>VI. Protocols, Sports Presentation, Sports Equipments.</p> <ul style="list-style-type: none"> • APO's are employed to deliver various tasks assigned to them by respective managers and also maintain proper roster and detail. • APO's will ensure that he is effective at the designated job will in time. • APO's must have with then all the details of the event/game. • APO's must educate on crisis management, on timely action in such scenario. • APO's must be polite, efficient in delivery of the task and sensitive towards athlete, technical officials and games family. • APO's must adhere to Game protocol as revised time to time. 	
3.	Office Staff		12 th pass having knowledge in relevant field and 2-3 years of experience.

N.B.:- Age, experience and qualification requirements will be relaxable in deserving cases with the approval of the Competent Authority.