



भारतीय खेल प्राधिकरण, ने.सु.द.केन्द्र, बेंगलुरु
SPORTS AUTHORITY OF INDIA
NETAJI SUBHAS SOUTHERN CENTRE, BENGALURU

F.No.SAI/NSSC/PERS/YP 533/VOL II/2021

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ADVERTISEMENT

Sports Authority of India (SAI) is an autonomous organization under the Administrative control of the Ministry of Youth Affairs and Sports with its Head office at Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003.

In an effort for strengthening the sports ecosystem and to bring more laurels in the Olympics, SAI has established 23 National Centres of Excellence (NCOEs).

SAI invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Young Professional (Accounts) on contract basis initially for a period of 02 Years and extendable for 01 more year at NCOE Bangalore.

S.No	Posts	No. of Vacancies
1	Young Professional (Accounts)	01

The details of recruitment along with application form are available on SAI Head Office website i.e. <https://sportsauthorityofindia.nic.in/> and SAI, NSSC website www.saisouthbangalore.org.

SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to jobs.saibangalore@gmail.com.

Sd/-
Regional Director I/C
SAI, NSSC, Bangalore

**JOB DESCRIPTION
(Table-I)**

Position	Job Description
<p align="center">Young Professional (Accounts)</p>	<ul style="list-style-type: none"> • Writing of cash book and updating manual general ledger and preparation of BRS • Operation of Tally Prime including creation of ledger, updating of day to day transaction and preparation of trial balances. • Making day to day payment through PFMS & TSA in (RBI) • Compiling monthly, quarterly & Yearly accounts • Preparation of Annual Budget in CAB Organization • Handle procurement by following GFR 2017 and other guidelines issued by SAI/GOI • Handle Audit queries – Internal/ AG • Fixation of pay on implementation of pay commission including grant of promotion, MACP etc • Preparation of pay bill for regular/contract employees • Any other work assigned by the reporting officer

**ELIGIBILITY CRITERIA
(Table:II)**

Position	Essential qualification	Essential experience	Desired experience
<p align="center">Young Professional (Accounts)</p>	<p align="center">Master's Degree in Accounts/Commerce</p>	<p align="center">02 year (In relevant field as mentioned in JD)</p>	<p align="center">Having working knowledge in GOI Offices/ Central Autonomous Bodies</p>

Note: Experience will be counted only if the same is acquired after the completion of essential qualification.

**CRITERIA FOR SHORTLISTING OF CANDIDATES FOR THE INTERVIEW
(Table-III)**

Candidates will be shortlisted in the ratio of 1:5 with following criteria for which necessary documents to be attached along with the application:

Designation	Evaluation Criteria (Total Marks-100)
Young Professional (Accounts)	<p>i. Weightage for marks obtained in essential qualification (Total-40 Marks) with further break-up as given below (If a candidate obtained two essential Qualification, mark obtained in for the basic qualification will be considered for giving weightage. Example- In the case of candidate with B.Tech& Master's degree, marks obtained in B.Tech will be considered:</p> <p>a. Greater or equal to 75% - 40 Marks b. 60% - 75% - 30 Marks c. 45% - 60% - 20 Marks d. Less than 45% - 0 Marks</p> <p>ii. Weightage for work experience (30 marks) with further break-up as:</p> <p>a. Greater than 02 years – 30 Marks b. 1- 2 Years – 20 Marks</p> <p>iii. Weightage for work experience in Sports Sector (20 marks) with further break – up as:</p> <p>a. Greater than 02 years – 20 Marks b. 1-2 Years - 10 Marks</p> <p>iv. Weightage for Sports Participation Participation at International Level in any Sports discipline – 10 Marks Participation at National Level in any Sports discipline – 05 Marks</p> <p>Note: If a candidate is working in Sports Sector and (or) in government sector as specified in iv, he/she will be eligible for weightage in ii, iii & iv, depending on number of years of experience.</p>

NOTE:

- THE ABOVE-MENTIONED SHORT-LISTING CRITERIA (TABLE -III) WILL BE USED FOR CALLING THE CANDIDATES TO APPEAR IN THE INTERVIEW.
- THE FINAL MERIT WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.
- THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS AT THE TIME OF JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.

i. **DEGREE AND MARKSHEET:** The degree certificate and marksheet of every year must be uploaded and should be one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification/marks.

ii. **WORK EXPERIENCE:**

Documents claiming work experience must clearly mention the following:

- a. Name of the establishment
- b. Signature of competent authority/issuing authority clearly stating their position of authority in the organization.
- c. Duration of work experience.

- d. The field in which the candidate has worked or the post held in the establishment.
- e. Offer of appointment will not be considered as experience certificate

iii. OTHER DOCUMENTS:

- a. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet.
- b. One recent passport size colour photograph.
- c. Scanned Signature

iv. SPORTS PARTICIPATION:

The document proving participation in Sports at National and International level should be attested from the Federation/Association of the respective Sports.

GENERAL INSTRUCTIONS

(All the instructions given below must be strictly followed or else the application is liable to be rejected)

WHO CAN APPLY: Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work experience (as mentioned in Table-II).

HOW TO APPLY: The candidates have to send the filled application (available on SAI Head Office website i.e. <https://sportsauthorityofindia.nic.in/> and SAI, NSSC website www.saisouthbangalore.org.) along with all the self attested necessary documents on jobs.saibangalore@gmail.com

- a) Applications received through any other mode would not be accepted and summarily rejected.
- b) Before registering /submitting applications on the website the candidates should possess a valid e-mail ID.
- c) The e-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in the e-mail ID will be entertained.

- d) **DATE OF OPENING ONLINE REGISTRATION :** **01.11.2022 at 11:00 am**
- e) **DATE OF CLOSING ONLINE REGISTRATION :** **14.11.2022 at 05:00 pm**

1. **Attachments of Documents:** The candidate must upload the following documents in the below mentioned order. Self-attested documents in PDF format are to be uploaded.
2. The order of documents is as follows:
 - a. Candidate details:
 - b. Document for DOB:
 - c. Online application printout.

- d. Mark sheet of postgraduate degree.
- e. Degree certificate of post-graduation course
- f. Mark sheet of graduation degree.
- g. Degree certificate of graduation course.
- h. Work experience, if any.
- i. Documents supporting sports achievement, if any

Note: Non self-attested documents will be rejected.

Call letters for interview: The call letters for interview shall be communicated electronically in the valid and functional email id provided by the candidate in the application form

Candidates should check their registered email regularly for updates regarding interview dates and other relevant details. Any variation in the details provided and documents submitted will lead to rejection of the candidate.

- 3. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. SAI reserves the right to discard experience certificates which do not provide correct details as mentioned above. Website links could be provided to ascertain genuineness.
- 4. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfillment of eligibility criteria does not entail that candidate will be considered for the interview.
- 5. The Candidates should note that their candidature at all the stages will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification at any stage, before or after Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature will be cancelled by SAI.
- 6. NOTE: SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE THE ORIGINAL CERTIFICATES MENTIONED IN APPLICATION AT THE TIME OF JOINING. FAILING TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE

TERMS AND CONDITIONS

- 1. **Tenure:** The contractual engagement will be initially for a period of 02 (Two) years further extendable for 01 Year. The contract can be terminated by giving a 30 days' Notice period by either party, ie. SAI or the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

2. Age limit and Salary:

Designation	Age limit	Salary
Young Professional (Accounts)	35 years	Rs.40,000/- to Rs.60,000/-

Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination will be accepted. The maximum age limit will be calculated as on the last date of applications of this notification.

3. **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 /Service Tax Certificates, as applicable.
4. **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.
5. **Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement. Remuneration Enhancement will also depend on the periodic performance review subject to a maximum of 7%.
6. **Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unavailed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

Confidentiality:

- a) Selected persons will not be allowed to 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.
- b) During the period of engagement, Employee would be subject to the provisions of the Indian Official Secret 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.
- c) The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

Other Conditions:

- a) The applications received will be scrutinized/ shortlisted on the basis of relevant experience and job description and the eligible candidates will be called for Interview at cost to the applicant.
- b) In case he/she is required to proceed outstation from the place of posting on tour for official duty, he/she will be entitled to TA/DA as admissible under the rules.

- c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- d) Without any prejudice to the above condition, the candidate will be terminated from his services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.
- e) Decision of SAI in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by SAI in this regard.
- f) Candidates must apply within the scheduled time period. No applications received after the last date shall be entertained.
- g) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- h) The DG SAI shall be the final authority in case of any dispute.
- i) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- j) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Bangalore High Court only.
- k) The vacancy is primarily for location in Bangalore, However, SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- l) Organization reserves the right to terminate the contract by giving one month prior notice to the candidates.
- m) Owing to the requirement in SAI, a panel shall be drawn which will be valid for a period of one year and can be utilized by any Scheme/project funded by Government of India along with SAI. SAI reserve the right to cancel the panel without assigning any reason.
- n) In case of any dispute, English version of the employment notice will be treated as valid.

CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION

क्रमांक S.No. 2006	250250	केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION				
ALL INDIA		अंक विवरणिका MARKS STATEMENT सेकण्डरी स्कूल परीक्षा, 2006 SECONDARY SCHOOL EXAMINATION, 2006				
नाम Name	अनुक्रमांक Roll No.					
माता का नाम Mother's Name						
पिता का नाम Father's Name						
जन्म तिथि Date of Birth	1ST DECEMBER NINETEEN HUNDRED NINETY					
विद्यालय School	DB468 ARMY SCHOOL					
विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लि. TH	पे/आ.मू. PR/IA	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
101	ENGLISH COMM.	079	XXX	079	SEVENTY NINE	A2
085	HINDI COURSE-B	090	XXX	090	NINETY	A1
041	MATHEMATICS	094	XXX	094	NINETY FOUR	A1
086	SCIENCE & TECH.	067	025	092	NINETY TWO	A1
087	SOCIAL SCIENCE	073	017	090	NINETY	A1
AB : विषय में अनुपस्थित Absent in the Subject		परिणाम Result		PASS		
PR : प्रयोगात्मक Practical						
IA : आंतरिक मूल्यांकन Internal Assessment						
दिल्ली Delhi						परीक्षा नियंत्रक Controller of Examinations
दिनांक Dated		27-05-2006				

Self-attested
Ragini
Ms. RAGINI JAIN

SAMPLE DOCUMENT DEMONSTRATING HOE THE CERTIFICATES ARE TO BE ATTESTED AND SCANNED AND COMPILED IN THE FORMAT REQUIRED.

APPLICATION FORM:

1. Full Name in Capital Letters (as per the matriculation certificate):
2. Gender:
3. Date of Birth (as per the matriculation certificate):
4. Father's Name (as per the matriculation certificate):
5. Nationality:
6. Post Applied For:
7. Permanent Address:
8. Address for Communication:
9. Mobile number and Email ID (a valid and functional email ID to be provided):
10. Proof of Identity
11. Academic Qualifications:

Recent
colored
Passport Size
Photograph

QUALIFICATION	NAME AND ADDRESS OF COLLEGE/INSTITUTION	UNIVERSITY	YEAR OF PASSING	PERCENTAGE

12. Details of Services rendered earlier/Experience in related field: (After the basic graduation).

Post/Designation	Name and Address of the Organization	Duration of Tenure		Total Period
		From	To	

Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of Sports Authority of India.

Name & Signature of Candidate