

**SPORTS AUTHORITY OF INDIA**  
**KHELO INDIA DIVISION**

F.No.KI/WKF/1003/2018

Dated: 26/07/2018


ADVERTISEMENT NO. KI/WKF/1003/2018 Sports Authority of India (Khelo India Division) an autonomous organization under Ministry of Youth Affairs & Sports (GOI), invites applications for recruitment by selection on Contractual Basis for the following Posts to develop and execute the Program for different events under Khelo India:

S.No.	Post	Functional Area	Number of Vacancies
1	Manager	Procurement	01
2	Asst. Manager	Legal	02

The details of recruitment and application form is available on the website of SAI i.e. [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) and <https://kheloindia.gov.in/> the complete application should reach at the following address latest by 2<sup>nd</sup> August, 2018 till 5:00 PM.

Assistant Director (Khelo India)  
Khelo India Division  
Sports Authority of India  
Jawaharlal Nehru Stadium (East Gate)  
1<sup>st</sup> Floor, Lodhi Road, New Delhi – 110003

For any recruitment related query they can mail to [kheloindiarecruitment@gmail.com](mailto:kheloindiarecruitment@gmail.com). Or contact +911124364245.



(Radhica Sreeman)  
RD ( Khelo India & Media)

**A. Manager (Procurement):**

1. He will be responsible for drafting of RFPs, EOIs, complete procurement/purchase (of goods and services) for entire Khelo India division (sports equipment, technological equipment, furniture, stationary, office setup equipment etc.) by floating an RFP/EOI or through GeM portal (with indent verification) following GFR & CVC Guidelines.
2. Collating the reports against the procurement/purchase (goods & services), release of payments
3. Negotiate with external vendors to secure advantageous terms.
4. To approve ordering of necessary goods and services.
5. Liaising with senior officials within the Contracting Authority to identify the requirements and commence the tendering process accordingly.
6. To Review and implement policies and procedures in relation to procurement.
7. To be responsible for "post contract" management to ensure that supplier is honouring the terms of the contract and are within the Procurement and Financial regulations.
8. To Manage and co-ordinate the entire procurement process (preparation & issuing of tenders, tender adjudication, award of tenders, procurement, delivery, storage and supply) for supplies, services and works, in accordance with specific regulations.

**Eligibility Criteria:**

MBA with 5 Yrs experience.

OR

Graduate with 7 years of experience in procurement with atleast 2 years in sports.

OR

10 years of experience in procurement in GOI.

**B. Assistant Manager (Legal)**

1. To ensure drafting and legally vetting concerned legal documents, RFPs, MoUs with the different stake holders under the Khelo India Scheme.
2. To work with different functional areas heads with respect to proper drafting of all legal documents, as required in pursuance of the proper implementation of the objective under the Khelo India Scheme

**Eligibility Criteria:**

LLB degree from a recognized institute

**a) Tenure:** The contractual engagement will be initially for a period of one year extendable by three (3) years.

**b) Age Limit:**

There is an upper age limit of 55 years for the Manger (Procurement) post and 35 Years for Asst. Manager (Legal).

**c) Remuneration:**

S.No.	Post	Number of Vacancies	CTC
2	Manager (Procurement)	01	Approx 1 Lakh/Month
3	Asst. Manager (Legal)	02	40,000- 60,000/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 /Service Tax Certificates, 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.

**f) Extension:**

Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.

**g) 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 with Khelo India secretariat, the Managers and assistant managers 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:**

The applications received will be scrutinized 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 as applicable to Officers of equivalent level in SAI & provided transport for local official travel in Delhi. He will be entitled to travel by Economy class flight when travelling outside of Delhi.

c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days 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) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

g) The DG SAI shall be the final authority in case of any dispute.

h) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.

i) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Delhi courts.

j) Organization reserves the right to terminate the contract, by giving fifteen days' notice to Candidates.



Ministry of Youth Affairs and Sports  
Government of India



k) Eligible and willing candidates may submit their applications in the prescribed Proforma attached at Annexure II on or before 2<sup>nd</sup> Aug, 2018 (05:00 PM) by post to the Asst. Director (Khelo India) on the following address:

(Sports Authority of India)  
Khelo India Division  
Jawaharlal Nehru Stadium  
CGO Complex East Gate,  
Lodhi Road  
New Delhi -110003

Note; In case of queries please contact +911124364245