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भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA
RECRUITMENT CELL

Head Office, East Gate-10,
JLN Stadium, Lodhi Road,
New Delhi-110003

File No.:01-04001(02)/6/2023-HO - Personnel Division/756 **Date: 09.09.2024**

SPORTS AUTHORITY OF INDIA INVITES APPLICATIONS FOR THE POST OF CATERING MANAGER ON CONTRACT BASIS

SAI is an autonomous organization under the Ministry of Youth Affairs and Sports registered under the Societies Registration Act, 1860, with the mandate of development and promotion of Sports in the country. SAI's main objective today is to achieve excellence in sports and train & prepare sportspersons to participate in international competitions. It has international standard sports infrastructure spread across the country along with trained coaches to achieve its objectives.

2. 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).

3. SAI invites applications from eligible, qualified, and motivated Indian Citizens for engagement as CATERING MANAGER on contract for a maximum period of 4 years. The details of the post are as under: -

S. No.		Number of Posts
1.	CATERING MANAGER	7*

*Number of vacancies are indicative only and SAI is at complete liberty to appoint CATERING MANAGERS based on the actual workload determined thereby. The place of posting will be on All-India basis in the centres where SAI schemes are being implemented. It is clarified that neither the initial place of posting nor any subsequent place of posting shall, under any circumstances whatsoever, vest any right against transfer and SAI alone shall have the final say in this.

4. Candidates who fulfil the eligibility criteria and experience may submit their application, the prescribed self-attested photocopies of certificate/documents and passport-size photographs via the SAI Online portal mentioned herein below. Applications through other means will not be accepted.

5. The details of recruitment along with the application form is available on SAI website i.e. http://sportsauthorityofindia.nic.in
   - **Date of Opening Online Application: 10.09.2024 (10:00 AM)**
   - **Closing date for submission of online application: 25.09.2024 (05.00 PM)**

6. SAI intends to fill the anticipated vacancies arising in future for a period of 01 year from the extended panel of waitlisted candidates. SAI reserves the right to cancel the panel without assigning any reason. SAI reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment-related query, e-mail: recruitment.cell.sai@gov.in.

09/09/24

DEPUTY DIRECTOR
RECRUITMENT CELL SAI
HEAD OFFICE

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TABLE – I

7. JOB DESCRIPTION:

Position	Job Description
Catering Manager	• He/ She will be responsible to manage a team of catering staff and running day to day Catering Operation for Breakfast, Lunch & dinner etc. for resident sports persons/trainees. • The catering manager will also be responsible for quality of food, service, hygiene status of mess & dining hall etc. • Keeping to budgets and maintaining financial and administrative records. • Ensure compliance with health and safety regulations. • Planning menus in consultation with chefs & Nutritionist. • Monitoring the quality of the product and service provided in consultation with chefs & Nutritionist. • Organize, lead and motivate the catering team. • Maintain stock levels and order new supplies as required in consultation with chefs, Nutritionist & competent Authority of SAI. • Any other duties as deemed fit based on the requirement in the field

TABLE – II

ELIGIBILITY CRITERIA:

Sr. No.	Name of the Post	Qualification and experience required
1.	**Catering Manager**	Degree in any discipline from a recognized University + One-year Diploma in Hotel Management or Catering Management from a recognized Institution. **OR** Graduation in Hotel Management/Catering Management from a recognized Institution/University **OR** 3 Years Diploma in Hotel Management completed before 2000 from a recognized institution/university. **Experience** — Three years' experience in the relevant field as mentioned in JD after obtaining the essential Qualification.

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Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification. The period of Ph. D/ research/ fellowship will not be counted as an experience

NOTE:

- THE FINAL MERIT LIST WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.
- MERIT LIST: IT IS TO BE NOTED THAT MERE QUALIFYING AT THE INTERVIEW DOES NOT CONFIRM FINAL SELECTION. SEPARATE MERIT LIST WILL BE PREPARED PURELY ON THE BASIS OF MARKS OBTAINED BY THE CANDIDATES IN INTERVIEW.
- THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS AT THE TIME OF PHYSICAL JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.

8 . **DEGREE AND MARKSHEET**: The certificate uploaded must be one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification.

i. **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. (IN WHICH DATE OF JOINING AND DATE OF RELIEVING SHALL BE MENTIONED)**
d. **THE FIELD IN WHICH THE CANDIDATE HAS WORKED OR THE POST HELD IN THE ESTABLISHMENT.**

ii. **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.

9 . **GENERAL INSTRUCTIONS** (All the instructions given below must be strictly followed or else the application is liable to be rejected)

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

i. After initial registration is completed online, the candidate must upload the following documents in the below mentioned order. Self-attested documents in PDF format are to be uploaded.

ii. The order of documents is as follows: -

a. Candidate details.
b. Document for DOB.
c. Mark sheet of postgraduate degree.
d. Degree certificate of post-graduation course
e. Mark sheet of graduation degree.
f. Degree certificate of graduation course.
g. Work experience if any (in which Date of joining and Date of relieving should be mentioned).
h. Latest Last Pay Certificate
i. Documents supporting sports achievement if any.

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iii. 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.

iv. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfilment of eligibility criteria does not entail that candidate will be considered for the interview.

v. 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 fulfil any of the eligibility conditions; their candidature will be cancelled by SAI.

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.

11. **TERMS AND CONDITIONS:**

11.1 **Tenure:** The tenure for this contractual engagement will be of four years. The contract can be terminated by giving a 30 days' Notice period or one month remuneration in lieu of the notice period (In case notice period is not served) by the either party i.e. SAI or the selected candidate. In cases of extreme impropriety by the selected candidate or in case the selected candidate is found guilty of violating any terms and conditions of the contract or any misconduct including but not limited to misbehaviour, negligence of duties, unauthorised absence and such other misconduct as may be determined by SAI and prima facie established against the selected candidate, the contract will be terminated immediately without any prior notice.

11.2 **Age Limit& Salary:**

Designation	Age Limit*	Consolidated Monthly Pay Range
CATERING MANAGER	45 Years	50,000/ – 70,000/-

***** The initial remuneration for the present recruitment shall be fixed as Rs. 50,000/- Only.***

Age relaxation to the persons who rendered service in Sports Authority of India shall be considered as below: -

S. No	Period of Experience in SAI	Relaxation in Age
1	2 years – 3 years	1 year
2	3 years – 5 years	2 years
3	5 years – 7 years	3 years
4	7 years– 9 years	4 years
5	9 years – 11 years	5 years
6	11 years – 13 years	6 years
7	13 years - 15 years	7 years
8	15 years - 17 years	8 years

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 opening date of submission of applications.

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11.3 **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.

11.4 **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.

11.5 **Increment:** Performance of the selected candidates would be continuously reviewed, and their increment will be considered on the basis of periodic review. Annual Increment up to 7% based on the recommendations given by the reporting officer and review committee and as per the procedure laid down by SAI, will be applicable.

11.6 **Leave:** Selected Candidate shall be entitled to leave at the rate of 2.5 days of each completed month (Subject to prior approval of Competent Authority) with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by DG, SAI. Apart from this the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S-36012/03/2015-SS-I dated 12th April 2017. Also, un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

11.7 **Relaxation**: DG, SAI where DG, SAI is of the opinion that, it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules.

11.8 The Selected Candidate shall undertake all the duties and responsibilities assigned by his/her reporting officer from time to time and shall discharge the duties & responsibilities to the satisfaction of his/her reporting officer. Further, the duties, responsibilities and reporting arrangements may be changed/altered by SAI at its sole discretion without giving any reasons thereof and without causing termination of the employment.

11.9 The Selected Candidate may have to follow split duty time on need basis to meet the requirement as assigned by the reporting officer. Further, the selected candidate shall be obliged to perform duties beyond normal working days and working hours, if required, without claiming any extra remuneration or any kind of benefits. The engagement would be on full time basis and the selected candidate will not be permitted to take up any other assignment outside the organization during the currency of the contract with SAI.

11.10 The Selected Candidate will be responsible for his/her acts and any omission in discharge of financial, administrative, academics and all other responsibilities associated with the job profile and if it is found to be otherwise, it shall be treated as a fundamental breach of contract and grounds for immediate termination. The Selected Candidate will be subject to applicable service rules as applicable to employees of SAI and liable for civil and criminal proceedings in accordance of law in case of any misconduct or misbehaviour. The Selected Candidate shall abide by CCS (Conduct Rules), 1964, to the extent possible.

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11.11 **DEPENDING UPON ITS REQUIREMENT, SAI CAN TRANSFER YOU WITHIN THE PERIOD OF ENGAGEMENT TO ANY OTHER PLACE IN INDIA. IT IS CLARIFIED THAT SUCH TRANSFER MAY BE EXECUTED WITH IMMEDIATE EFFECT AND THE DECISION OF SAI SHALL BE TREATED AS FINAL IN THIS REGARD.**

11.12 The Contract shall stand automatically terminated with immediate effect upon expiry of the term of the contract.

11.13 Performance of the selected candidate will be monitored/reviewed continuously and if his/her performance is not found to be satisfactory by the competent authority, the contract shall be terminated without assigning any reason after serving 1 (One) month advance notice or 1 (One) month remuneration in lieu thereof.

1 2 . **HOW TO APPLY: -** The candidate has to apply only online through the link https://sportsauthorityofindia.nic.in/saijobs. Applications received through any other mode would not be accepted and summarily rejected. Before registering/submitting applications on the website, the candidates should possess the following:

i. Valid E-mail ID: 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 allowed once entered.

ii. Self-attested documents to be uploaded while submitting application online:

1. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet.
2. Certificates of essential educational qualifications & experience.
3. Scanned copy of passport size colour photograph and signature.
4. Latest Last pay drawn certificate.

13. **LAST DATE FOR RECEIPT OF APPLICATIONS:** The schedule for applying online is given below: -

- **Date of Opening Online Application: 10.09.2024 (10:00 AM)**
- **Closing date for submission of online application: 25.09.2024 (05.00 PM)**

14. **CONFIDENTIALITY**:

14.1 During the course of the contract, it is likely that the selected candidate will come into contract with various confidential information crucial to the operation and fulfilling of his/her obligations of the contract. Such confidential information may include, without limitations, reports coaching data, sensitive personal data, health data, performance analysis and psychological testing and training data of any athlete, business & financial information, business methods and practices, technology and technological strategies, marketing strategies, trade secrets or any other such information referred to as "Confidential Information"

14.2 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 pseudonymous in the name of any other person without prior approval of the Competent Authority in the bonafide discharge of his/her duties. 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 any such violation will attract strict actions as per rules. However, if the selected candidate desires to publish any book, article or broadcast any information other than his/her assignment given by SAI, the same can be carried out only after obtaining written approval of the Competent Authority.

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14.3 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.

14.4 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 Sports Authority of India and Government.

15 **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 their own cost.
b. 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.
c. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
d. The DG SAI shall be the final authority in case of any dispute.
e. The appointment will be purely on contract basis and does not confer/bestow/entitle him/her to claim in any manner whatsoever, any right for his/her engagement as regular employee in this organization or that of a government employee.
f. Any litigation matters pertaining to employment at SAI shall be amenable to jurisdiction of courts in Delhi.
g. 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 reserves the right to cancel the panel without assigning any reason.
h. Further notifications/corrigendum in this regard, if any, will be put up on SAI website only.
i. In case of any dispute, English version of the Employment notice will be treated as valid.
j. Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.
k. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
l. Application Forms not in the prescribed format or incomplete/unsigned or received without a copy of essential qualification certificates, experience certificates, copy of mark-sheet of Board/ University etc shall not be considered and are liable to be rejected.
m. SAI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if the need so arises without issuing any further notice or assigning any further notice any reason thereof.
n. The decision of the SAI will be final and no appeal will be entertained against this issue.
o. Please do visit your email account regularly for further updates.

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16 APPLICABLE LAW & JURISDICTION:

The contract of the selected candidates shall be governed by and construed in accordance with the laws of the Republic of India. Both the parties i.e SAI and the selected candidate shall be amenable to the exclusive jurisdiction of the courts of Delhi, for the adjudication of any dispute hereunder or in connection herewith/

NOTE:

1. THE MAXIMUM TENURE FOR THE CONTRACTUAL POST IS 4 YEARS AND IN NO CASE WHATSOVER THE CONTRACT WILL BE EXTENDED FURTHER. MOREOVER, THE CANDIDATE MAY ALSO TAKE NOTE OF THE FACT THAT THE POST OF CATERING MANAGER MAY CONTINUE TO EXIST EVEN AFTER THE EXPIRY OF CONTRACT OF THE SELECTED CANDIDATES, BUT THE SELECTED CANDIDATE CANNOT CLAIM CONTINUATION ON THE POST (IN ANY CASE WHATSOEVER) AFTER THE EXPIRY OF HIS/HER CONTRACT AND A FRESH RECRUITMENT PROCESS MAY/MAY NOT BE INITIATED AGAINST THE VACANT POST ON THE SOLE DISCRETION OF SAI. *THE FRESH RECRUITMENT SHALL BE INITIATED BASED ON THE PRINICIPLES OF ARTICLE 14 (RIGHT TO EQUALITY) & ARTICLE 15, IN ORDER TO PROVIDE A FAIR, JUST AND EQUAL OPPORTUNITY TO ALL THE CANDIDATES IN THE JOB MARKET TO GET SELECTED FOR THE SAID POST IN SAI.* THE EXISTING AND EX-SAI EMPLOYEES MAY ALSO PARTICIPATE IN THE FRESH RECRUITMENT PROCESS.
2. *DURING THE COURSE OF YOUR ENGAGEMENT WITH SPORTS AUTHORITY OF INDIA, IT IS HIGHLY LIKELY THAT SAI MAY DEPUTE YOU FOR VARIOUS TRAINING PROGRAMMES FOR KNOWLEDGE UPGRADATION AND CAPACITY BUILDING AND/OR FOREIGN EXPOSURES IN VARIOUS INTERNATIONAL SPORTS COMPETITIONS OR CONFERENCES, HOWEVER, IT IS MADE CLEAR THAT NO SUCH TRAINING PROGRAMME/INTERNATIONAL EXPOSURE SHALL ENTITLE YOU FOR AN EXTENSION IN TENURE BEYOND THE CONTRACTUAL TENURE MENTIONED IN THIS ADVERTISEMENT.*

DISCLAIMER: *CANDIDATES TAKING PART IN THE CURRENT RECRUITMENT PROCESS SHALL BE DEEEMED TO HAVE READ ALL THE TERMS & CONDITIONS MENTIONED IN THE ADVERTISEMENT AND SHALL BE DEEMED TO AGREE TO ALL THE TERMS & CONDITIONS (STIPULATED HEREIN) WHILE PARTICIPATING IN THE RECRUITMENT DRIVE.*

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Apundir
09/09/24

DEPUTY DIRECTOR
Recruitment Cell,
SAI, HO

आकाश पुंडीर / AAKASH PUNDIR
उप निदेशक / Deputy Director
भारतीय खेल प्राधिकरण / Sports Authority of India
जवाहरलाल नेहरू स्टेडियम परिसर (पूर्वी द्वार)
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