



**GOVERNMENT OF JHARKHAND**  
**SPORTS AUTHORITY OF JHARKHAND**



(Department of Tourism, Art-culture, Sports & Youth Affairs)  
Gate No – 28, Birsa Munda Football Stadium, Morabadi, Ranchi  
email- [sajha9@gmail.com](mailto:sajha9@gmail.com), Phone No- 8210598116

**Advertisement No: 37**

**Date: 23.02.2024**

Sports Authority of Jharkhand (SAJHA) is an autonomous organization under Department of Tourism, Art Culture, Sports & Youth Affairs, Govt of Jharkhand with its Head office at , Birsa Munda Football Stadium, Morabadi Ranchi, Jharkhand.

2. SAJHA invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Senior Sports Fellow-cum-Consultant on contract basis initially for a period of 02 Years and extendable on yearly basis up to maximum period of 05 years for Sports Authority of Jharkhand.

| S. No | Name of the post                    | Stream  | Region for Vacancy | Number of Post    |
|-------|-------------------------------------|---------|--------------------|-------------------|
| 1.    | Senior Sports Fellow-cum-Consultant | General | SAJHA Head Office  | 1<br>[Unreserved] |

3. SAJHA is at liberty to appoint Senior Sports Fellow-cum-Consultant based on actual workload. The waitlist panel for each category will be maintained for deployment at All-Over Jharkhand basis to fill the vacancies arising throughout the year.
4. Last date of opening of application form is 24.02.2024 from 11:00 A.M, and last date of submitting the application form is 02.03.2024 till 05:00 P.M. The details of recruitment along with application form is available on SAJHA website i.e; <https://www.sajha.in/>. Applicants must submit filled up form available on the website and send it through given email-id ([sajha9@gmail.com](mailto:sajha9@gmail.com)). No other mode of communication will be considered.
5. SAJHA reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to [sajha9@gmail.com](mailto:sajha9@gmail.com).

Sd/-  
**Executive Director**  
**Sports Authority of Jharkhand**

TABLE – I

## 1. JOB DESCRIPTION:

| Position                            | Job Description   |
|-------------------------------------|---|
| Senior Sports Fellow-cum-Consultant | <ul style="list-style-type: none"> <li>• To provide consultation to administrative support and oversee the functioning of various Sports related Central/State Schemes and initiatives like: Khelo India, Fit India, various other schemes for strengthening the State's Sporting ecosystem, such as High-Performance Centre, Centre of Excellence, National Centre of Excellence, Day Boarding Centres, Residential Training Centres, Khelo India Centres, Krida Kislay Kendra, SGFI &amp; Other School related Sports Schemes &amp; competition/Tournament. <ul style="list-style-type: none"> <li>❖ Strategy and Planning</li> <li>❖ Events and Operations</li> <li>❖ Coordination with National Sports Federations (NSFs) and State Sports Federation.</li> <li>❖ Social Media Campaign, Branding designs</li> <li>❖ Coordination at Venue with NSF and SSF officials, Provision of live telecast of league and related works.</li> <li>❖ AV of league, Media coverage report, Report of league, obtaining DBT details of winners and processing on file.</li> <li>❖ All works related to EC,GC Meeting of SAJHA</li> <li>❖ Any other residual work which is not mentioned above, as assigned by the reporting officer.</li> </ul> </li> </ul> <p>➤ <b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• To liaise with various stakeholders of the Indian Sporting Ecosystem including Ministry of Youth Affairs &amp; Sports, other State Government departments, Private Academies, National as well as State Sports Federations and Other Agencies for smooth functioning of the scheme.</li> <li>• high quality inputs towards Noting, Drafting, Analysis &amp; Monitoring of the different Sports Related Schemes.</li> <li>• High quality input on Service matters and rules &amp; regulation.</li> <li>• To make the detailed analysis on the Proposal/assistance related to various matters of SAJHA &amp; Directorate of Sports, Jharkhand.</li> </ul> <p>➤ <b><u>Strategy and Planning</u></b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Analysis:</b> Conduct in-depth research and analysis to identify key trends, opportunities, and challenges in the sports and fitness industry. Provide actionable insights to senior team members to aid in strategic decision-making.</li> <li>• <b>Program Planning:</b> Collaborate with cross-functional teams to develop comprehensive plans for the implementation of the various Scheme. Assist in setting goals, objectives, and performance metrics to ensure successful program execution.</li> <li>• <b>Stakeholder Engagement:</b> Establish and maintain relationships with stakeholders, including government bodies, sports organizations, fitness industry representatives, and community leaders. Act as a liaison to facilitate effective communication and collaboration.</li> <li>• <b>Policy Development:</b> Contribute to the formulation of policies and guidelines that support the growth of the fitness and sports ecosystem in alignment with the various Scheme's objectives.</li> <li>• <b>Performance Monitoring:</b> Assist in designing monitoring and evaluation frameworks to assess the impact and effectiveness of various initiatives under the various Scheme. Regularly track progress and outcomes against established targets.</li> <li>• <b>Data Management:</b> Collect, analyze, and interpret data related to fitness and sports participation, trends, and outcomes. Use data-driven insights to inform strategic decisions and recommend adjustments as needed.</li> <li>• <b>Report Generation:</b> Prepare comprehensive reports, presentations,</li> </ul> |



and other communication materials to effectively convey progress, achievements, and challenges to stakeholders and senior management.

- **Program Enhancement:** Continuously identify areas for improvement within the various Scheme and contribute innovative ideas to enhance its reach, impact, and relevance.
- **Collaboration:** Work closely with other team members and departments to ensure seamless coordination and alignment of efforts, promoting a holistic approach to program implementation.

➤ **Events and Operations**

- **Event Planning:** Collaborate with cross-functional teams to conceptualize, plan, and execute engaging sports and fitness events under the various Scheme. Develop event concepts, themes, and timelines to ensure successful delivery.
- **Logistics Coordination:** Manage all logistical aspects of events, including venue selection, transportation, accommodations, catering, equipment setup, and other related requirements. Ensure all logistical elements are well-coordinated for seamless event operations.
- **Vendor Management:** Source, negotiate with, and manage vendors, suppliers, and service providers to secure necessary resources for events, such as equipment, decorations, and catering services.
- **Participant Engagement:** Develop strategies to enhance participant engagement and satisfaction during events. Implement creative initiatives to ensure a positive and memorable experience for participants of all ages and fitness levels.
- **Operations Oversight:** Monitor and supervise event operations on the ground, ensuring adherence to schedules, safety protocols, and quality standards. Troubleshoot issues as they arise to maintain the overall event flow.
- **Team Collaboration:** Collaborate closely with internal teams and external partners to ensure alignment on event objectives, roles, and responsibilities. Foster a collaborative environment for successful event execution.
- **Budget Management:** Assist in budget creation and monitoring for events, ensuring efficient allocation of resources while staying within budgetary constraints.
- **Documentation:** Maintain accurate records of event plans, logistics, and outcomes. Prepare post-event reports that analyze successes, areas for improvement, and recommendations for future events.
- **Community Outreach:** Support initiatives to engage local communities and promote event participation. Build relationships with community leaders and stakeholders to foster ongoing support for the various Scheme.

➤ **Performance and Monitoring**

- Identification of sports talent, training methodology, monitoring and performance measurement systems, requirements of sporting facilities, sports science backup, sports medicine etc.,
- Interact with the athletes and their support team on a regular basis, prepare a comprehensive data base for the athletes.
- To make the detailed analysis on the Proposal/assistance applied by the athlete.
- To give the detailed analysis of athletes like past performance, future potential, & make the comparative study/analysis with performance of sports persons in other countries & review the performance after every Competition.



**TABLE – II****1.1 ELIGIBILITY CRITERIA:**

| <b>Position</b>                     | <b>Essential Qualification</b>  | <b>Desired Qualification</b>  | <b>Essential Experience</b>                                 | <b>Desired Experience</b>  |
|-------------------------------------|---|---|---|--|
| Senior Sports Fellow-cum-Consultant | Post-Graduation Degree in any discipline or 2 Years PG Diploma in Management or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2. | MBA/Post Graduate Diploma (2 Years) Specialization in Sports Management from a recognized university. | 05 Year (In relevant field as mentioned in Job Description) | Experience in any Government/Semi Govt./Autonomous/ PSU in relevant field. |

**Note: The period of Ph. D/ research/ fellowship will not be counted as an experience.**



**CRITERIA FOR SHORT LISTING OF CANDIDATES FOR THE INTERVIEW:-**

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

**TABLE – III**

| <b>Evaluation Criteria (Total Marks — 100)</b>  |              |
|---|--------------|
| 1) Weightage for marks in Essential Qualification (25 Marks) with further break-up as given below:  |              |
| i. Greater or equal to 60%  | - 25 marks   |
| ii. 50% - 60%   | - 15 marks   |
| iii. 45% - 50%  | - 05 marks   |
| iv. Less than 45%.  | - 0 marks    |
| 2) Weightage work experience (25 Marks) with further break-up as:   |              |
| <b>Senior Sports Fellow</b>   | <b>Marks</b> |
| Greater than 09 years   | 25           |
| 07-09 years   | 15           |
| 05-07 years   | 05           |
| 3) Weightage for work Experience in Sports Sector (25 marks) with further break-up as:  |              |
| <b>Senior Sports Fellow</b>   | <b>Marks</b> |
| Greater than 09 years   | 25           |
| 07-09 years   | 15           |
| 05-07 years   | 05           |
| 4) Weightage work experience in any government/ Semi Govt. / Autonomous / PSU in a relevant field as mentioned in Job Description (10 Marks) with further break-up as:  |              |
| i. Greater than 02 years  | - 10 marks   |
| ii. 01-02 years   | - 05 marks   |
| 5) Interview:- 15 Marks   |              |
| <b>Note: If a candidate is working in Sports Sector and (or) in the government sector as specified in iv, he/she will be eligible for weightage in ii, iii &amp; iv depending on the number of Years of Experience.</b> |              |

**NOTE:-**

❖ THE ABOVE-MENTIONED SHORTLISTING CRITERIA (TABLE-III, Point no-1,2,3,4) WILL BE USED FOR CALLING THE CANDIDATES TO APPEAR IN THE INTERVIEW(6 times the Vacancy) AND THE FINAL MERIT WILL BE PREPARED ON THE SCORE OBTAINED OUT OF THE 100 MARKS AS PER TABLE III..

**DEGREE AND MARK SHEET:** 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:

- Name of the establishment
- Signature of competent authority/issuing authority clearly stating their position of authority in the organization.
- Duration of work experience.
- The field in which the candidate has worked or the post held in the establishment.

**ii. OTHER DOCUMENTS:**

- Proof of Date of birth: Aadhaar Card/10th class mark sheet/12th class mark sheet.
- One recent passport size color photograph.

**iii. SPORTS PARTICIPATION:**

The document proving participation in Sports at National and International level should be attested by 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).

1. After filling up the application form, the candidate must submit it through email ([sajha9@gmail.com](mailto:sajha9@gmail.com)) along with the following documents.
2. The order of documents is as follows:
  - a) Candidate details.
  - b) Document for DOB.
  - c) Application in prescribed format.
  - 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.
  - j) Last pay drawn certificate.
3. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. SAJHA 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, fulfilment 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 fulfil any of the eligibility conditions; their candidature will be cancelled by SAJHA.

*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*

## 2. TERMS AND CONDITIONS:

**2.1 Tenure:** The contractual engagement will be initially for a period of two years which could be extended by one year at a time up to a maximum tenure of five years i.e., 2+1+1+1 years. The contract can be terminated by giving a 30 days' Notice period by either party, i.e. SAJHA or the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

### 2.2 Age Limit & Salary:

| Designation                         | Age Limit | Consolidated Monthly Salary |
|-------------------------------------|-----------|-----------------------------|
| Senior Sports Fellow-cum-Consultant | 45 Years  | Rs 1,35,000/*               |

- ❖ *The initial remuneration for the present recruitment of Senior Sports Fellow-cum-Consultant shall be fixed as per above table for the initial period of two years and 8% annual increment will be applied for these posts thereafter every year, which will depend on the periodic performance review .*
- ❖ *Candidates should note that only the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate/ Marksheet will be accepted. The maximum age limit will be calculated as on the last date of applications of this notification.*

**2.3 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 SAJHA will issue TDS /Service Tax Certificates, as applicable.



**2.4 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, BRA and LTC etc. would be admissible.

**2.5 Extension:** Performance of the selected candidates would be continuously reviewed, and their extension will be considered on the basis of periodic review / requirement. Remuneration 8% increment will also depend on the periodic performance review after completion of 02 year of service in SAJHA, and after that year on year basis subject to satisfactory performance and recommendation of Reporting Officer.

**2.6 Leave:** The Individual Consultants shall be entitled to have 14 casual leave in a calendar year.

**2.7 TA/DA:** To undertake domestic tours subject to the approval of Competent Authority:-

| Post                                | Mode of Journey       | Reimbursement of Hotel, Taxi and Food Bills  |
|-------------------------------------|-----------------------|--|
| Senior Sports Fellow-cum-Consultant | By Rail in AC II Tier | Hotel accommodation of upto Rs. 2250/- per day; taxi charge of upto Rs. 338/- per day for travel; food bills not exceeding 900 per day.<br>For visit within the State, Government Guest house/circuit house will be used preferably. |

**2.8 Posting:** The vacancies are primarily for location as specified in the advertisement. However, SAJHA reserves the right to post the candidate from the selected list to any of its scheme located anywhere in Jharkhand and the posting so made is purely in public interest. The deployment shall be made depending upon the actual need and vacancy arising in each category.

**2.9 Relaxation:** ED, SAJHA where ED, SAJHA 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

**3. HOW TO APPLY:** - The candidate has to download the application form from the website <https://www.sajha.in> under "notice" section. Dully filled application to be submitted through the email (sajha9@gmail.com) of SAJHA. Applications received through any other mode would not be accepted and summarily rejected. Before submitting applications the candidates should possess the following:

- i. **Valid E-mail ID:** The e-mail ID entered in the 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 sent while submitting application:
  1. Certificate of Date of birth.
  2. Certificates of essential educational qualifications & experience.
  3. Scanned copy of passport size color photograph and signature.
  4. Scanned copy of research paper and/or achievement in sports at national & international level
  5. Scanned copy of No Objection Certificate from their present employer, in case working in Central State Government/ Autonomous Organizations.
  6. Character Certificate from Present/Last employer
  7. Last Pay drawn salary for the month of October 2023/November 2023.

**4. LAST DATE FOR RECEIPT OF APPLICATIONS:** The schedule for application is given below:-

- i. Date of downloading application form— **24.02.2024, 11:00 A.M. onwards.**



- ii. Closing date for submission of application — **02.03.2024 at 05:00 PM**  
**For any clarification in this regard from SAJHA office,**  
**Contact No- +91-8210598116, email-id: sajha9@gmail.com**

**5. 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.

**6. 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 per point 2.7 and 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 SAJHA in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by SAJHA in this regard.
- f) SAJHA reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- g) The ED SAJHA 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 SAJHA or Department of Sports & Youth Affairs, Jharkhand.
- i) Any litigation matters pertaining to employment at SAJHA shall be amenable to jurisdiction of High Court, Jharkhand..
- j) Owing to the requirement in SAJHA, 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 Jharkhand along with SAJHA. SAJHA reserve the right to cancel the panel without assigning any reason.

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