

No.ADM/S&YA/GNL/KISCE-RECTT./2020-21/51

Date:18/03/2021

VACANCY ADVERTISEMENT FOR INVITING APPLICATIONS FOR VARIOUS POSTS INTO THE KHELO INDIA STATE CENTRE OF EXCELLENCE (KISCE) IN THE DEPARTMENT OF SPORTS AND YOUTH AFFAIRS, SILVASSA, DADRA AND NAGAR HAVELI

1. Applications are invited from all the interested and eligible applicants for following posts in the KISCE at New Sports Complex, Silvassa, Dadra and Nagar Haveli.

Name of the Post	No. of vacancies	Salary per month (approx.)	Eligibility criteria & Conditions	Application From
i. High Performance Manager (HPM)	01	Rs. 1 lakh	Annexure – HPM-I	Annexure- II
ii. Head Coach (Table Tennis)	01	Rs. 1 lakh	Annexure – TT-I	
iii. Head Coach (Athletics)	01	Rs. 1 lakh	Annexure – AT-I	
iv. Head Coach (Archery)	01	Rs. 1 lakh	Annexure – AR-I	
v. Young Professional	01	Rs. 40,000/-	Annexure – YP-I	
vi. Nutritionist	01	Rs. 75,000/-	Annexure – NU-I	
vii. Masseur	02	Rs. 35,000/-	Annexure – MS-I	

2. Duly filled application in block letters along with the enclosures and two coloured passport size photographs (one pasted in the space provided in the application form and one attached) should reach within 15 days from the date of publication of this advertisement (Last date : 02/04/2021) at the following address :

Office of the Deputy Secretary, New Sports Complex, Silvassa – 396230 (Dadra & Nagar Haveli)

- Application form along with self-certified enclosures should be send in C4 (229 ×324) sized envelope. Do not fold any paper inside.
- Envelope must be super-scribed with “Application for the _____ into the KISCE) in the Department of Sports and Youth Affairs, Silvassa, Dadra and Nagar Haveli.”
- In the bottom- right side of the envelope mention your Name and Complete address with pin-code and contact number.

3. All applications should be mailed through Registered Post / Speed post only. Also, email the duly filled application form with attested enclosures at dnhsportsyouthaffairs@gmail.com .

4. Selection process : (i) Short-listing of applications (ii) Interview of short-listed candidates.

5. List of Enclosures :

- Two coloured passport size photograph. (one pasted in the space provided in the application form and one attached)
- Photocopies of all educational qualifications duly self-attested.
- Photocopies of proof of work experience issued by the current organisation.
- Photocopies of proof of sports activities / achievements issued by the competent authority.
- Copy of Aadhaar issued by UIDAI.
- Address proof
- Date of Birth proof

Soft copy of the Application form along with annexures can also be downloaded from www.dnh.gov.in / www.ddd.gov.in

For more details, please contact : 0260-2632407/2964908 between 10:00 AM to 06:00 PM Email-id: dnhsportsyouthaffairs@gmail.com

-sd

(Rakesh Das, DANICS)

Deputy Secretary-cum-Deputy Director, (S&YA)

To,

The Director, Information & Technology, DNH & DD with request to upload the same on UT Administration website please.

Copy to,

The Secretary (S&YA), DNH & DD for kind information please.



HIGH PERFORMANCE MANAGER (HPM)**A. Job Description :**

Role Title	High Performance Manager
Reports to	Deputy Director-cum-Deputy Secretary of Sports & Youth Affairs
Area	Performance Evaluation & Management
Organisation	Kheho India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	High Performance Team Members

B. Roles and Responsibilities :

- i. Development and implementation of the KISCE, DoS&YA, Silvassa high performance programme and policies and the associated training programmes it encompasses.
- ii. To lead and develop a professional, high-performing team to ensure the effective, efficient and economic delivery of performance investment and support programs.
- iii. Provide overall leadership to develop training programs for athletes training in KISCE, DoS&YA, Silvassa.
- iv. Work closely with program coaches, sports scientists and athletes in performance monitoring across training and competition settings, to track data and provide detailed analytical information to both.
- v. Continually monitor new developments in the performance spectrum for knowledge enhancement of Coaches and the members of the high performance team.
- vi. Working within a highly competitive, complex multi-sport environment.
- vii. Working together with multiple stakeholders with varying interests and agendas.
- viii. Working to provide cross discipline delivery of performance requirements in close association with other experts.
- ix. Performance Evaluation:
 - a. Ensure performance assessment of all athletes under the applicable schemes in accordance with NSF approved protocols.
 - b. Carry out athlete performance analysis in consultation with the high performance team.
 - c. Continuous evaluation of test protocols with the team to recommend betterment of the system.
 - d. Work with other team members to assess appropriate intervention policies and athlete requirements and be part of regular athlete assessments and performance reviews.
- x. Monitoring:
 - a. Complete training programme designs and implementation at Khelo India State Centre of Excellence, Department of Sports & Youth Affairs, DNH, Silvassa.
 - b. Implementation of Sports Science deductions by the team in correct time frame and coordination.
 - c. Data entry of all performance tests.
- xi. Data Assimilation :
 - a. Collection and Data entry of tests in NSRS System.
 - b. Continuous usage of the system by all Coaches and high performance team members.
 - c. General :
 - d. Work collaboratively with all Coaches, other Sports Science team members towards organizational and performance driven outcomes.
 - e. Ensure availability of all lab and field equipment in operational readiness.
- xii. Performance Driver:
 - a. Plan, oversee, implement and evaluate all elements of national high-performance program and athlete channels to ensure sustainable excellence by KISCE, DoS&YA, Silvassa athletes. Ensure Coach led- Athlete centric development.
 - b. Document goals and program plans in KISCE, DoS&YA, Silvassa strategic, high performance, and annual plans.
 - c. Provide leadership and technical expertise to all high-performance program stakeholders.



- d. Communicate the vision and goals of the high-performance program.
 - e. Advise sports scientists, medical, para medical staff and project managers to study and analyze international developments, performance and rehabilitation and recovery trends.
 - f. Attend to training venues, playfield during training hours from time to time and also attend to games and competitions to provide overarching guidance towards Athlete Assessment.
 - g. Ensure continuous need analysis by the team for performance enhancement of athletes in conjunction with SAI/NSFs.
- xiii. Sport Development:
- a. Implement Junior athlete development programmes.
 - b. Coordinate, integrate and lead talent identification programmes.
 - c. Develop, promote and implement structured athlete pathways to feed into the high performance system.
 - d. Retain and nurture athletes.
 - e. Optimize development for athletes and coaches at all levels of sport development pathways.
- xiv. Organisation & Management:
- a. Create a winning culture and environment across the high-performance program.
 - b. Ensure the provision of optimal coaching, science medicine and lifestyle support to athletes on the high-performance program.
 - c. Recruit, direct and manage a coaching and support team with the skills and experience necessary to ensure that the goals of the high-performance plan are achieved.
 - d. Set and review annual performance objectives for all High-Performance staff.
 - e. Work closely with sports scientists and medical and para medical staff to implement an optimal sports science and medical support structure.
 - f. Ensure good staff morale through effective people management practices and behavior.
- xv. Personnel Management:
- a. Align and support coaches in implementation of performance and training program objectives.
 - b. Manage and coordinate the activities of all KISCE, DoS&YA, Silvassa Team Programs coaches and staff including sport science and paramedical personnel
 - c. Direct and manage KISCE, DoS&YA, Silvassa Athletes High-Performance Managers/Project Managers/Project Leaders.
 - d. Direct high performance administrative work in partnership with KISCE, DNH & DD

C. Eligibility Criteria and Remuneration :

- Master Sports (MSI/PHD/MBA with at least 10 Years of Research Experience **OR** Eminent players having represented India in Senior Category with at least 5 Years of sports management/ Research experience **OR** Eminent Coach having trained Indian Player with at least 10 years of sports management/Research experience.
- Rs. 1 (one) lakh per month.

D. Terms and Conditions :

- i. **Tenure:** The contractual engagement will be for a period of four years on the basis of annual performance review, periodic reviews, result oriented, etc. and at all times coterminous with the Khelo India Scheme.
- ii. **Age Limit:** There is an upper age limit of 65 years.
- iii. **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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
- iv. **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.
- v. **Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.



- vi. Leave: Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- vii. 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.
- viii. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- ix. 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.
- x. Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.
- xi. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xiv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xv. 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.
- xvi. Candidates applied for more than one post will be interviewed only once.
- xvii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

E. Confidentiality :

- i. 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.
- ii. During the period of engagement with KISCE, DNH & DD, 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.
- iii. 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.



HEAD COACH (TABLE TENNIS, ATHLETICS, ARCHERY)**A. Job Description :**

Role Title	Head Coach (Table Tennis, Athletics, Archery)
Reports to	Deputy Director-cum-Deputy Secretary of Sports & Youth Affairs
Area	Training and Performance Evaluation
Organisation	Kheho India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	-

B. Roles and Responsibilities :**i. Performance management:**

- Field training of athletes.
- Evaluating performance and providing suitable feedback, balancing criticism with positivity and motivation.
- Assessing strengths and weaknesses in an athlete's performance and identifying areas for further development.
- Adapting to the needs and interests of group or individual trainees.
- Communicating instructions and commands using clear, simple language.
- Encouraging participants to gain and develop skills, knowledge and techniques.
- Ensuring that trainees train and perform to a high standard of health and safety at all times.
- Inspiring confidence and self-belief.
- Developing knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science.
- Working with IT-based resources to monitor and measure performance.
- Acting as a role model, gaining the respect and trust of the people.
- Liaising with other partners in performance management, such as Coaches, Physiotherapists, Doctors and Nutritionists.
- Working to a high legal and ethical standard at all times, particularly in relation to issues such as child safe guarding gender equality and health and safety requirements including protection from sexual harassment.

ii. Planning and Administration:

- Producing personalized training programmes.
- Maintaining records of trainees performance.
- Coordinating trainees attendance at meetings and other sports events
- Planning and running programmes of activities for groups and individuals.
- Co-coordinating with other coaches for transporting trainees to and from training sessions and sports events;
- Seeking and applying for sponsorship agreements by engaging all stakeholders.
- Finding appropriate competitions for participants.
- Planning work schedule in consultation with other coaches.

iii. Expectations :

- Head Coach's work in different environments, from gyms to playing fields and sometimes in adverse weather conditions.
- Unsocial hours and fixed-term contracts mean the job may have an impact on personal life.
- Frequent travel to reach facilities or to attend competitions, often involving considerable distances, may be necessary.
- Absence from home overnight and travel throughout the India and abroad may be necessary, depending on the sport and the level.
- Head Coach will ensure discipline in the KISCE, DoS&YA, Silvassa.

iv. Skills :

- Team-building ability to transform the team into a winning combination to excel at all levels of competition.
- The ability to quickly develop successful working relationships with people from different backgrounds and with varying levels of sporting ability.
- Excellent communication and interpersonal skills;
- Enthusiasm, flexibility and patience.



- e. Awareness of equality and diversity issues, including those related to sport and disability.
- f. Motivational skills and an understanding of the psychology that underpins successful competition (particularly at senior coaching levels).
- g. Organizational skills.
- h. A strong interest in maintaining professional skills and knowledge.
- i. Ability to infuse team spirit among all stakeholders to achieve the common goal of excellence development.

C. Eligibility Criteria and Remuneration :**i. Essential qualifications :**

Candidate should have diploma in Coaching from SAI/NS NIS or from any other recognized Indian/Foreign University and should have represented India in Olympics/World Cup/World Championship. Certificate Course from concerned National/International Federation is a must. Working knowledge of computer is essential. Minimum 10 years of experience of coaching is required.

OR

Experience in Coaching with Senior/Junior Indian teams or Decoration of Dronacharya /Arjuna /Dhyan Chand Award or who have produced medalists in International Competitions. Minimum 10 years of experience of coaching is required.

OR

Central Government / State Government / PSU employees may be allowed to apply for the position. However, the applicable recruitment rules of the Department of Personnel & Training (DoPT) will be applicable for all such postings on deputation.

OR

Permanent employees of Sports Authority of India (SAI) interested in applying for the position must send a self-attested letter addressed to the Deputy Secretary and email at dnhsportsyouthaffairs@gmail.com and not apply through the advertisement.

Whereas contractual employees of SAI must apply as per process directly to the KISCE in reply to this advertisement.

ii. Desired Qualification:-

- a. Demonstrated experience in planning, organising and implementing a comprehensive high performance coaching programme for international teams and athletes.
- b. Knowledge of leading trends in coaching, including coaching science, practices and the appropriate application of leading technology tools.
- c. A background in teaching to provide mentoring and instruction to other support Coaches and Staff involved with the KISCE, DoS&YA, Silvassa
- d. The ability to attain excellence from players, coaches, staff and all stakeholders through the establishment of a 'winning' culture.
- e. Effective management skills that reflect ability to build and successfully implement long-term strategic plans that are supported by informed operational decisions.

iii. Rs. 1 (one) lakh per month.**D. Terms and Conditions :**

- i. **Tenure:** The contractual engagement will be for a period of four years on the basis of annual performance review, periodic reviews, result oriented, etc. and at all times coterminous with the Khelo India Scheme.
- ii. **Age Limit:** None
- iii. **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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
- iv. **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.
- v. **Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.



- vi. Leave: Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- vii. 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.
- viii. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- ix. 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.
- x. Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.
- xi. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xiv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xv. 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.
- xvi. Candidates applied for more than one post will be interviewed only once.
- xvii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

E. Confidentiality :

- i. 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.
- ii. During the period of engagement with KISCE, DNH & DD, 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.
- iii. 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.



YOUNG PROFESSIONAL**A. Job Description :**

Role Title	Young Professional
Reports to	Deputy Director-cum-Deputy Secretary of Sports & Youth Affairs, HPM
Area	Sports management and general management
Organisation	Kheho India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	

B. Roles and Responsibilities :

- Maintain the data of material/resources to manpower engaged in KISCE.
- Assisting, coordinating and managing the implementation of KISCE, DoS&YA, Silvassa.
- All work related to administration at KISCE.
- Coordinating with different departments in queries related to KISCE.
- Drafting of letters, file noting, orders, etc.
- Any other work assigned by the reporting authority.
- General:
 - Good knowledge of Computers- Windows and Microsoft Office applications especially MS Word, MS Excel
 - Confident, self-driven and team player
 - Ability to read, write and speak in English, Hindi and Gujarati language.

C. Eligibility Criteria and Remuneration :

- Essential : Masters degree or equivalent qualification/ Bachelor's degree with Post Graduate Diplomain Sports Management or equivalent from a recognized University with minimum 50% marks OR Graduate with at least three years of work experience.
- Desirable : Candidates who have represented India at international level and hold a Bachelor's degree or candidates with MBA or Post Graduation in Sports Management would be preferred.
- Rs. 40,000/- (Forty thousand only) per month.

D. Terms and Conditions :

- Tenure:** There shall be an initial contract for two years that can be extended to further two years subject to satisfactory performance, periodic reviews, result etc. and at all times coterminous with the Khelo India Scheme. Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of performance review reports.
- Age Limit:** 35 years
- 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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
- 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.
- Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.



- vii. 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.
- viii. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- ix. 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.
- x. Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.
- xi. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xiv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xv. 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.
- xvi. Candidates applied for more than one post will be interviewed only once.
- xvii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

E. Confidentiality :

- i. 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 the/she may gather as part of this assignment.
- ii. During the period of engagement with KISCE, DoS&YA, Silvassa, 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.
- iii. 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.



NUTRITIONIST**A. Job Description :**

Role Title	Nutritionist
Reports to	Deputy Director-cum-Deputy Secretary of Sports & Youth Affairs, HPM, HC
Area	Health and Nutrition
Organisation	Kheho India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	

B. Roles and Responsibilities :

- Evaluation of the nutritional status and dietary needs of athletes using established department protocols / standards and generate individual reports.
- Developing sport specific monthly cyclic menu chart for athletes and standardize all recipes provided in the menu.
- Making regular mess visits for menu compliance, taste, and right cooking procedures.
- Monitoring hygiene, sanitation and cleanliness of the kitchen, dining and allied area.
- Promoting healthy eating and lifestyle habits and develop personalized nutrition plans and individualized counselling sessions.
- Organizing, develop, analyse, test, and prepare special meals in cases of sickness or addressing nutritional deficiencies.
- Conducting group counseling by motivating athletes towards achieving compliance and other suggested recommendations.
- Coordinating with sports science support team, Sports science head, Centre head and other administrative staff.
- Undertake any other duties assigned by High Performance Director, Sports Science Head and Regional Head.

C. Eligibility Criteria and Remuneration :

- Essential : M.Phil / Ph. D in Nutrition.
- Experience : Minimum one year
- Desirable :
 - IOC Diploma in Sports Nutrition
 - NIN 6-month Certificate course in Sports Nutrition Sports
 - Nutrition Certificate/diploma from any reputed International Sporting Organizations. Candidates who have represented India at international level and hold a Bachelor's degree or candidates with MBA or Post Graduation in Sports Management would be preferred.
- Rs. 75,000/- (Seventy-five thousand only) per month.

D. Terms and Conditions :

- Tenure:** There shall be an initial contract for two years that can be extended to further two years subject to satisfactory performance, periodic reviews, result etc. and at all times coterminous with the Khelo India Scheme. Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of annual performance review reports.
- Age Limit:** 35 years
- 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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
- 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.



- v. **Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- vi. **Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- vii. 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.
- viii. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- ix. 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.
- x. Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.
- xi. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiii. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xiv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xv. 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.
- xvi. Candidates applied for more than one post will be interviewed only once.
- xvii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

E. Confidentiality :

- i. 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.
- ii. During the period of engagement with KISCE, DoS&YA, Silvassa, 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.
- iii. 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.



MASSEUR**A. Job Description :**

Role Title	Masseur (Massage Expert)
Reports to	Deputy Director-cum-Deputy Secretary of Sports & Youth Affairs, HPM, HC, Physiotherapist
Area	Sports science
Organisation	Kheho India State Centre of Excellence, Department of Sports & Youth Affairs, Silvassa, D&NH (KISCE, DoS&YA, Silvassa)
Location	Silvassa, D&NH
Roles that report to this position	-

B. Roles and Responsibilities :

- Massaging various parts of the body by hand or machines.
- Removing stiffness, sprains and pains with massage.
- Working towards toning up muscles by improving blood circulation and stimulating the nervous system.
- To advise players on relaxation techniques to help prevent muscle problems and relieve stress.

C. Eligibility Criteria and Remuneration :

- Essential : Diploma in massage therapy
- Experience : 01 (one) year minimum
- Rs. 35,000/- (Thirty five thousand only) per month.

D. Terms and Conditions :

- Tenure:** There shall be an initial contract for two years that can be extended to further two years subject to satisfactory performance, periodic reviews, result etc. and at all times coterminous with the Khelo India Scheme. Performance of the Young Professional would be continuously reviewed and their extension will be considered on the basis of performance review reports.
- Remuneration:** Rs. 35,000/- per month. Increment of 7% depending upon good performance.
- Age Limit:** 35 years
- 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 KISCE, DoS&YA, Silvassa will issue TDS /Service Tax Certificates, as applicable.
- 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.
- Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement.
- Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- 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.
- In case the performance of Candidate is not found satisfactory, his/her services will be discontinued / terminated after giving one month notice.
- 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.



- xi. Decision of KISCE, DoS&YA, Silvassa in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by KISCE, DoS&YA, Silvassa in this regard.
- xii. KISCE, DoS&YA, Silvassa shall be the final authority in case of any dispute.
- xiii. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in KISCE, DoS&YA, Silvassa.
- xiv. Any litigation matters pertaining to employment at KISCE, DoS&YA, Silvassa shall be restricted to the jurisdiction of the Mumbai courts.
- xv. Organization reserves the right to terminate the contract, by giving one month notice to Candidates.
- xvi. 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.
- xvii. Candidates applied for more than one post will be interviewed only once.
- xviii. KISCE, DoS&YA, Silvassa reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.

E. Confidentiality :

- i. 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 the/she may gather as part of this assignment.
- ii. During the period of engagement with KISCE, DoS&YA, Silvassa, 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.
- iii. 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.



Annexure –II

Application form for the Post of **HIGH PERFORMANCE MANAGER/ HEAD COACH (TABLE TENNIS / ATHLETICS / ARCHERY) / YOUNG PROFESSIONAL / NUTRITIONIST / MASSEUR UNDER KHELO INDIA CENTRE FOR EXCELLENCE SCHEME** at Silvassa, U.T of Dadra and Nagar Haveli and Daman-Diu

(Tick mark against the applied post)

A. Personal Details		Paste recent colored passport sized photograph.
1. Full Name :		
2. Father's / Mother's Name :		
3. Gender :	Male / Female / Others	
4. Present Postal address :		
5. Email-id:		
6. Contact No. :		
7. Nationality :		
8. Date of Birth (DD/MM/YYYY)		
9. Aadhar No.		

B. Educational Details :				
	Name of Course/ Degree	Board / University /College	Percentage & Division *	Subjects covered
1.	Sid. 10 th (SSC)			
2.	Sid. 12 th (HSC)			
3.	Diploma / Certificate			
4.	Bachelor Degree			
5.	Master Degree			
6.	Doctorate / Philosophy			

C. Work Experience Details :			
Name of Organisation	Duration of Work in months/Also mention Date of Joining and Date of Leaving)	Position and Salary per month	Job responsibilities

D. Sports Activities / Achievements :			
SN	National Event	Position	Any other info
SN	International Event	Position	Any other info

E. Declaration :

I, _____ hereby declare that :

- All the information mentioned by me in the above application form is true to best of my knowledge and belief.
- I understand that if at any stage, it is found that any information is suppressed or wrong or false or found ineligible, then, my candidature / appointment shall be liable to be cancelled.
- I have understand all the details mentioned in the concerned post and I shall abide by the rules and regulations.

Date:

(Signature of the Candidate)

Place :

List of Enclosures :

- Two coloured passport size photograph. (one pasted in the space provided in the application form and one attached)
- Photocopies of all educational qualifications duly self-attested.
- Photocopies of proof of work experience issued by the current organisation.
- Photocopies of proof of sports activities / achievements issued by the competent authority.
- Copy of Aadhar issued by UIDAI.
- Address proof
- Date of Birth proof