

ANNEXURE – AT
HEAD COACH (ATHLETICS)

A. Job Description:

Role Title	Head Coach (Athletics)
Reports to	Director-cum-Jt. Secretary, DoYAS, DNH DD
Area	Training and Performance Evaluation
Organisation	Khelo India State Centre of Excellence, Department of Youth Affairs & Sports, Dadra & Nagar Haveli and Daman & Diu
Location	Silvassa, Dadra & Nagar Haveli
Roles that report to this position	–

B. Roles and Responsibilities:

i. Performance management:

- i. Evaluating performance and providing suitable feedback, balancing criticism with positivity and motivation.
- ii. Assessing strengths and weaknesses in an athlete's performance and identifying areas for further development.
- iii. Adapting to the needs and interests of group or individual trainees.
- iv. Communicating instructions and commands using clear, simple language.
- v. Encouraging participants to gain and develop skills, knowledge and techniques.
- vi. Ensuring that trainees train and perform to a high standard of health and safety at all times.
- vii. Inspiring confidence and self-belief.
- viii. Developing knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science.
- ix. Working with IT-based resources to monitor and measure performance.
- x. Acting as a role model, gaining the respect and trust of the people.
- xi. Liaising with other partners in performance management, such as Coaches, Physiotherapists, Doctors and Nutritionists.
- xii. 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:

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

iii. Expectations:

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

iv. Skills:

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

- v. Awareness of equality and diversity issues, including those related to sport and disability.
- vi. Motivational skills and an understanding of the psychology that underpins successful competition (particularly at senior coaching levels).
- vii. Organizational skills.
- viii. A strong interest in maintaining professional skills and knowledge.
- ix. 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 kiscesilvassa@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.

D. Terms and Conditions:

- i. Tenure: The contractual engagement will be for a period of four years on the basis of satisfactory performance, 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 pseudonymous 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, 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.



U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
Department of Youth Affairs & Sports

KHELO INDIA STATE CENTRE OF EXCELLENCE

Dadra & Nagar Haveli and Daman & Diu

E-mail: kiscesilvassa@gmail.com **Tel. No.** 0260 2977600



****Application Form for the post of Head Coach – Athletics***

PHOTO

POST APPLIED FOR:

1. Name:
2. Father's/ Mother's/ Guardian's Name:
3. Date of Birth:
4. Gender:
5. Nationality:
6. Postal Address:
7. Contact Number:
8. E-mail Address:
9. Education Qualifications (Matriculation onwards):

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10. Work Experience:

Sl No.	Organisation/ Institute	Period (From – To)	Nature of Work	Remarks

Total Experience (in Months):

11. Sports Participation:**a. International Level**

Sl No.	Event	Position

b. National Level

Sl No.	Event	Position

Kindly attach self-attested copies of all relevant certificates, including educational qualifications, work experience, sports achievements (if any), along with a government-issued Photo ID, Address Proof, and Date of Birth Certificate.

12. Declaration:

I, _____ hereby declare that:

- i. I hereby declare that all the information furnished in this application form is true to the best of my knowledge and belief.
- ii. I understand that if, at any stage, any information is found to be false, incorrect, suppressed, or if I am found ineligible, my candidature/appointment is liable to be cancelled without any notice.
- iii. I have understood the terms and requirements of the post applied for, and I agree to abide by all the rules and regulations as prescribed.

Date:

(Signature of the Candidate)

Place: