



भारतीय खेल प्राधिकरण नेताजी सुभाष राष्ट्रीय क्रीडा संस्थान, पटियाला  
Sports Authority of India Netaji Subhas National Institute Of Sports Patiala

No. SAI-NIS/AW/Contract/2023/

**ADVERTISEMENT FOR THE POST OF JUNIOR CONSULTANT & YOUNG PROFESSIONAL**

Sports Authority of India (SAI) is an autonomous organization under the administrative control of the Ministry of Youth Affairs and Sports with its Head office at Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003.

With a view of achieving the twin objectives of mass participation and promotion of excellence in sports, the Government had decided to continue the Scheme of Khelo India - National Programme for Development of Sports. **Under the component of Sports Competitions and Talent Development, Grassroots talent development through e-Khel Pathshala shall be undertaken.**

The e-Khel Pathshala is an online training platform established to provide accessible, standardised, level-based online sports training at grassroots for Physical Education Teachers (PETS), Community Coaches, School students/budding sportspersons, parents, and sports enthusiasts.

SAI NSNIS, Patiala invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as **Junior Consultant & Young Professional** on contract basis initially for a period of 02 years.

Sr. No.	Post	Total
1.	Junior Consultant	02
2.	Young Professional	02

\*The waitlist panel for each category will be maintained for deployment at SAI NS NIS, Patiala to fill the vacancies arising throughout the year. The reservation guidelines of Government of India shall be followed for the vacancy arisen.\*

The details of recruitment along with application form are available on SAI Head Office website i.e. <https://sportsauthorityofindia.nic.in/> and SAI, NSNIS PATIALA website <http://www.nsnis.org>.

- **Date of Opening Online Application : 28.11.2023**
- **Closing date for submission of online application: 11.01.2024**

SAI NS NIS PATIALA reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to [esttnis@gmail.com](mailto:esttnis@gmail.com)

**Executive Director  
Sports Authority of India  
NS NIS, Patiala**

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**Eligibility Criteria:**

(Table- I)

Position	Job Description for Junior Consultant
<p><b>Junior Consultant</b></p>	<p style="text-align: center;"><b><u>JOB DESCRIPTION FOR JUNIOR CONSULTANT E-KHEL PATSHALA</u></b></p> <ul style="list-style-type: none"> <li>● To provide consultation to administrative support and oversee the functioning of various E-khel Pathshala Activities for ensuring timely completion of the same.</li> <li>● To liaise with various stakeholders in development and production of the Content/ e-content for E-khel Pathshala.</li> <li>● High quality inputs toward noting drafting and other activities of E-Khel Pathshala</li> <li>● Monitoring of the content development process, collaborate with Subject Matter Expert (SMEs) &amp; Content Management Agency (CMAs) to plan, develop course content, style &amp; layout</li> <li>● Articulate content creation policy &amp; course launches</li> <li>● Make project proposals &amp; presentations for e-Khel Pathshala</li> <li>● Take on file approvals as required</li> <li>● Processing of funds to stakeholders, vendors</li> <li>● Address workforce related matters</li> <li>● Settlement of advances</li> </ul> <p><b>1. Coordination with Content Management Agency (CMA):</b></p> <ul style="list-style-type: none"> <li>● To Design content flow based on best practices of Iterative Instructional design.</li> <li>● Ensure that content developed should be in accordance with both SAI/Khelo India guidelines and the respective Sports bodies for which the content is being developed.</li> <li>● Adhere and customize designs based on Khelo India's guidelines, templates, and style guide.</li> <li>● Ensure that content works across platforms and devices without technical glitches.</li> <li>● Create and execute a project management plan with agile content development strategy.</li> <li>● Provide periodic updates on milestones agreed upon by Khelo India, Respective sports bodies, and the content management agency.</li> </ul> <p><b>2. Monitoring of Learning Management System (LMS):</b></p> <ul style="list-style-type: none"> <li>● Arrange Learning Management System/Course training to users, assessors, experts and stakeholders</li> <li>● Coordinate with nominated sports coaches as per the engagement/assessment model</li> <li>● Track course registrations and formulate reports</li> <li>● Ensure timely assessments of user submissions in consultation with assessors.</li> <li>● coordinate quality assurance checks on training courses developed</li> </ul> <p><b>3. Coordination for Content Development with Subject Matter Experts (SME):</b></p> <ul style="list-style-type: none"> <li>● Liaison with Sports Authority of India, Academic Institutions, National Sports Federations, Subject Matter Experts, etc to generate Content for e-Khel Pathshala courses.</li> <li>● Design creatives for promoting the program, increasing user engagement, with the content management agencies to ensure feedback is incorporated in the final version Review the raw content to check adherence to brand guidelines.</li> </ul> <p><b>a. Coordinate for assessment criteria development at various points in the learning life-cycle with the SMEs</b></p> <ul style="list-style-type: none"> <li>◆ Pre-Assessment</li> <li>◆ Formative assessment</li> <li>◆ Summative assessment</li> <li>◆ Confirmative assessment</li> <li>◆ Criteria based assessment</li> </ul>

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	<ul style="list-style-type: none"> <li><b>b.</b> Holistic assessment criteria for courses and programs based on sports bodies' learning goal.</li> <li><b>c.</b> Evolve assessment criteria should be combination of weight age assignment, question types and activity types.</li> <li><b>4. Coordination for Setting up of User Management system:</b> <ul style="list-style-type: none"> <li>• Planning for setting of user management service with the agency</li> <li>• Calender for publishing user management service</li> <li>• Coordination for practical issues related to User Management service.</li> <li>• Process for Issue of Certification to the User.</li> </ul> </li> <li><b>5. General /Responsibilities</b> <ul style="list-style-type: none"> <li>• Monitoring of the content development process</li> <li>• Articulate content creation policy &amp; course launches</li> <li>• Collaborate with SMES &amp; CMAS to plan, develop course content, style &amp; layout</li> <li>• Make project proposals &amp; presentations for e-Khel Pathshala</li> <li>• Take on file approvals as required</li> <li>• Processing of funds to stakeholders, vendors</li> <li>• Address related matters workforce</li> <li>• Settlement of advances</li> </ul> </li> </ul>
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Position	Job Description for Young Professional
<b>Young Professional</b>	<p><b>1. Course &amp; Learning Management System Management</b></p> <ul style="list-style-type: none"> <li>i. Provide Learning Management System/Course trainings to users, assessors, experts and stakeholders.</li> <li>ii. Provide feedback to Information Technology/Learning Management System expert regarding Learning Management System usage, defects, &amp; suggested enhancements.</li> <li>iii. Coordinate with nominated sports coaches as per the engagement/assessment model.</li> <li>iv. Organise and coordinate expert sessions with assessors.</li> <li>v. Track course registrations and formulate reports.</li> <li>vi. Ensure timely assessments of user submissions in consultation with assessors.</li> <li>vii. Perform quality assurance checks on training courses developed. viii. All other works related to management of different courses under e-Khel Pathshala.</li> </ul> <p><b>2. User Management</b></p> <ul style="list-style-type: none"> <li>i. Generate summary reports of users' progression.</li> <li>ii. Creation of user logins &amp; assign user permissions.</li> <li>iii. Manage user structures, user groups &amp; learning cohorts.</li> <li>iv. Resolve queries being faced by user and team.</li> <li>v. Maintain database of users &amp; filtering necessary information for stakeholders.</li> <li>vi. Gather feedback from users in each discipline and share with concerned team member or expert.</li> <li>vii. Communicate with users to ensure active participation on the platform &amp; sessions.</li> <li>viii. Tracking attendance of users participating in the sessions.</li> <li>ix. Addition/ removal of user accounts on the platform.</li> <li>x. All other works related to current and prospective users of e-Khel Pathshala.</li> </ul> <p><b>3. Content Development</b></p> <ul style="list-style-type: none"> <li>i. Work with Sports Authority of India, Academic Institutions, National Sports Federations, Subject Matter Experts, etc. to generate <b>Content for e-Khel Pathshala courses.</b></li> <li>ii. Create instructional videos along with its script, graphics, etc.</li> <li>iii. Share raw form content with stakeholders and record feedback for incorporation.</li> <li>iv. Design creatives for promoting the program, increasing user engagement, provide information about sessions.</li> <li>v. Coordinate with the content management agencies to ensure feedback is incorporated in the final version.</li> <li>vi. Review the raw content to check adherence to brand guidelines.</li> <li>vii. Gather sign off and approval for the final content.</li> </ul>

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<p><b>Young Professional</b></p>	<p>viii. Scheduling of content shooting and coordination with experts for timely reporting. ix. Making arrangements for content shooting at venues. x. All other works in the content development process.</p> <p><b>4. General /Responsibilities</b></p> <p>i. Creation of course pathway and uploading of content on LMS content ii. Allocation of modules to users iii. Monitoring of content delivery from CMA iv. Monitoring of content review by SMES plan, develop v. Designing of creatives engagement for user vi. Coordinate for creation of MCQs for ect proposals &amp; each module vii. Monitoring user course progress and assessments viii. Coordinating assessment with coaches for ix. Orientation of new users and resolving their queries x. Coordination with SMES for content creation xi. Coordination with CMA for onsite shooting requirements xii. Making necessary arrangements for shooting of content including coordination with SMES</p>
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(Table- II)

Position	Essential Qualification	Desired Qualification	Essential Experience	Desired Experience
<b>Junior Consultant</b>	Post-Graduation in any Discipline/ BE / B. Tech or 2 yrs. PGDM or MBBS or LLB or CA or ICWA or any Professional Degree after 4 years or more 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 Sports Sector and any Government / Semi Govt./ Autonomous/PSU in Relevant field
	<b>Age (Upper Limit)</b>	<b>Remuneration Range*</b>		<b>Tenure*</b>
	<b>45 years</b>	<b>Rs. 80,250/- to Rs. 1,00,000/-</b>		<b>02 years</b>

Position	Essential Qualification	Essential Experience	Desired Experience
<b>Young Professional</b>	Master's Degree in Arts/Science or BE/B.Tech or 02 Years PG Diploma in Management or MBBS of LLB or CA or ICWA or Possessing any professional degree earned after a study of 04 years or more acquired after 10+2.	02 Year (In relevant field as mentioned in Job Description)	Experience in Sports Sector and any Government / Semi Govt./ Autonomous/PSU in Relevant field
<b>Age (Upper Limit)</b>	<b>Remuneration Range*</b>		<b>Tenure*</b>
<b>35 years</b>	<b>Rs. 50,000/- to Rs. 70,000/-</b>		<b>02 years</b>

**Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification.**

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

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

**(Table- III)**

<b>Designation</b>	<b>Evaluation Criteria (Total Marks-100)</b>
<b>Junior Consultant</b>	<p>i. Weight age for marks Obtained in Essential Qualification <b>(Total- 30 Marks)</b> with further break-up as given below :-</p> <ol style="list-style-type: none"> <li>1. Greater or equal to 60% - 30 Marks</li> <li>2. 50% - 60% - 20 Marks</li> <li>3. 45% - 50% - 10 Marks</li> <li>4. Less than 45% - 0 Marks</li> </ol> <p>ii. Weight age for work Experience <b>(35 marks)</b> with further break-up as:</p> <ol style="list-style-type: none"> <li>1. Greater than 07 Years - 35 Marks</li> <li>2. 06-07 Years - 25 Marks</li> <li>3. 05-06 Years -15 Marks</li> </ol> <p>iii. Weight age for work Experience in Sports Sector <b>(25 marks)</b> with further break-up as:</p> <ol style="list-style-type: none"> <li>1. Greater than 05 Years - 25 Marks</li> <li>2. 2-5 Years - 20 Marks</li> <li>3. 2-3 Years -05 Marks</li> </ol> <p>iv. Weightage work Experience in any Government / Semi Govt./ Autonomous/PSU in Relevant field as Mentioned in Job Description <b>(10 Marks)</b></p> <ol style="list-style-type: none"> <li>1. Greater than 02 Years - 10 Marks</li> <li>2. 01-02 Years - 05 Marks</li> </ol>
<p><b>Note* If a candidate is working in Sports Sector and (or) in Government Sector as specified in iv, he/she will be eligible for weight age in ii, iii &amp; iv depending on number of years of experience.</b></p>	

<b>Designation</b>	<b>Evaluation Criteria (Total Marks-100)</b>
<b>Young Professional</b>	<p>i. Weight age for marks Obtained in Essential Qualification <b>(Total-40 Marks)</b> with further break-up as given below :-</p> <ol style="list-style-type: none"> <li>5. Greater or equal to 75% - 40 Marks</li> <li>6. 60% - 75% - 30Marks</li> <li>7. 45% - 60% - 20Marks</li> <li>8. Less than 45% - 0 Marks</li> </ol> <p>iii. Weight age for work Experience (30 marks) with further break-up as:</p> <ol style="list-style-type: none"> <li>1. Greater than 05 Years- 30 Marks</li> <li>2. 3-5 Years - 20 Marks</li> <li>3. 2-3 Years – 10 Marks</li> </ol> <p>v. Weight age for work Experience in Sports Sector (25 marks) with further break-up as:</p> <ol style="list-style-type: none"> <li>1. Greater than 05 Years- 25 Marks</li> <li>2. 2-5 Years – 20 Marks</li> <li>3. 2-3 Years- 10 Marks</li> </ol> <p>Experience in any Government / Semi Govt./ Autonomous/PSU in Relevant field as Mentioned in Job Description <b>(Minimum 01 Year) -05 Marks.</b></p>

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**NOTE:**

- ❖ If a candidate is working in Sports Sector and (or) in government sector as specified in iv, he/she will be eligible for weightage in ii, iii & iv depending on number of Years of Experience.
  - ❖ The above-mentioned short-listing criteria (Table-III) will be used for calling the candidates to appear in the interview.
  - ❖ The final merit will be based on the score obtained in the interview only.
  - ❖ The candidate must produce all the original documents at the time of joining otherwise the candidature will be cancelled.
- i. **DEGREE AND MARKSHEET (\*PDF format are to be uploaded\*)**.: The certificate uploaded must be one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification.
- ii. **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.
  - d. The field in which the candidate has worked or the post held in the establishment.

iii. **OTHER DOCUMENTS:**

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

❖ **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. The candidate must upload the following documents in the below mentioned order. Self-attested documents are to be provided. **Without self-attestation, no document shall be considered in the application \*PDF format are to be uploaded\***.
2. **The order of documents is as follows:**
  - a) Candidate details:
  - b) Document for DOB:
  - c) Online application printout.
  - 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.
3. 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.
4. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfillment 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 fulfill any of the eligibility conditions; their candidature will be cancelled by SAI.

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6. 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.

**Terms and Conditions:**

a) **Tenure:** The contractual engagement will be initially for a period of 02 years. The contract can be terminated by giving a 30 days' Notice period by either party, i.e. SAI or the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.

b) **Age Limit & Salary:**

Age Relaxation will be applicable to the candidates belonging to OBC, SC & ST as per DoPT norms

Designation	Age (Upper) Limit	Salary
Junior Consultant	45 Years	Rs. 80,250/- Rs. 1,00,000/-
Young Professional	35 years	Rs. 50,000/- to Rs. 70,000/-

**Age relaxation will be applicable to the candidates belongs to OBC, SC & ST as per DoPT norms as mentioned below:-**

- a) Proof of Age - OM No. 19017/7/79-Estt(A) dated 30.11.1979.  
b) Caste certificate –  
SC/ST/ OBC – OM No. 36012/6/88-Estt(SCT) dated 24.04.1990,  
OM No.36011/1/2012-Estt(Res) dated 14.03.2016,  
OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016

**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

**\*\* The initial remuneration for the present recruitment shall be fixed as Rs. 80,250/-.**

**Last pay drawn document: Candidates shall get their monthly remuneration document from their previous employer. Only the last pay drawn document issued at most three months prior to the date of advertisement shall be considered for enhancement of remuneration. Any document prior to the aforesaid period will not be entertained for revision of remuneration. The candidates have to submit the document at the time of applying for the post. Any representation after selection shall not be considered.**

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 last date of applications of this notification.

c) **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.

d) **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.

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

f) **Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.

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

Post	Mode of Journey	Re-imbursment of Hotel, Taxi and Food Bills
Junior Consultant/ Yong Professional	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs.2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

**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.

**How to Apply:** -The candidate has to apply on the attached proforma on e-mail Id - [esttnis@gmail.com](mailto:esttnis@gmail.com)

- I. Applications received through any other mode would not be accepted and summarily rejected.
- II. Before registering /submitting applications the candidates should possess a valid E-mail ID.
- III. 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 entertained.

**LAST DATE FOR RECEIPT OF APPLICATIONS:-** All eligible & willing candidates may apply with scanned application along with documents in support of qualification and experience at mail id [esttnis@gmail.com](mailto:esttnis@gmail.com) by **14.01.2024** till 5.00 P.M.

**Note:** All the relevant documents are to be uploaded in PDF format. Incomplete application, if any, will not be entertained.

**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 pseudonymous 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.

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**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 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.
- f) 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.
- g) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- h) The Executive Director SAINSNIS, Patiala shall be the final authority in Case of any dispute.
- i) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- j) The vacancy is primarily for location in SAI NSNIS, Patiala, However, SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- k) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Patiala Courts.
- l) 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 reserve the right to cancel the panel without assigning any reason.



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**APPLICATION FORM**

Recent  
colored  
Passport  
Size  
Photograph

1. Full Name in Capital Letters\* : \_\_\_\_\_  
(As per the matriculation certificate)
2. Gender : Male  Female
3. Date of Birth\* : \_\_\_\_\_  
(As per the matriculation certificate)
4. Father's Name\* : \_\_\_\_\_  
(As per the matriculation certificate)
5. Category\* : \_\_\_\_\_
6. Nationality : \_\_\_\_\_
7. Post Applied For : \_\_\_\_\_
8. Permanent Address\* : \_\_\_\_\_
9. Address for Communication : \_\_\_\_\_
10. Mobile Number\* : \_\_\_\_\_
11. Email ID\* : \_\_\_\_\_  
(A valid and functional email ID to be provided)
12. Proof of Identity : \_\_\_\_\_
13. Academic Qualifications : \_\_\_\_\_



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QUALIFICATION	NAME AND ADDRESS OF COLLEGE/INSTITUTION	UNIVERSITY	YEAR OF PASSING

14. Details of Services rendered earlier/Experience in related field: (After the basic graduation).

Post/Designation	Name and Address of the Organization	Duration of Tenure		Total Period
		From	To	

**Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of Sports Authority of India.**

**Name & Signature of Candidate**