



SPORTS DEVELOPMENT AUTHORITY OF TAMIL NADU

Jawaharlal Nehru Stadium, Raja Muthiah Road, Periyamet, Chennai – 600003

www.sdat.tn.gov.in

No. 6921/HR-2/2022

Date: 15.12.2022

NOTIFICATION FOR SELECTION OF CONSULTANTS

Sports Development Authority of Tamil Nadu (SDAT), under the Youth Welfare and Sports Development Department, Government of Tamil Nadu invites young and dynamic professionals interested in providing their valuable contribution to the development of Sports in Tamil Nadu and to play a key role in the administration of sports in the state. Applications are invited from the eligible candidates for engagement as Consultant (Sports /Performance Management), Consultant (Information Technology) and Consultant (Accounts) for a period of 11 months. The contract is renewable for upto 3 years on mutual agreement and depending upon the performance of the selected Consultant and at the discretion of SDAT.

2. POSITIONS:

| S. No | ROLE | NUMBERS |
|--------------|--|----------------|
| 1 | Consultant (Sports Performance Management) | 2 |
| 2 | Consultant (Information Technology) | 1 |
| 3 | Consultant (Social Media Management) | 1 |
| 4 | Consultant (Accounts) | 2 |

3. RESPONSIBILITIES

All Consultants shall be reporting to the CEO, SDAT through the GM/DGM or directly on need basis. This is a full-time engagement with the following responsibilities.

a. Consultant (Sports Performance Management)

The following shall be the responsibility of the Consultant (Sports / Performance Management)

- i) Identification of sports talent, training methodology, monitoring and performance measurement systems, requirements of sporting facilities, sports science backup, sports medicine etc.,
- ii) To do detailed performance analysis of Coaches, Centre of Excellence and Sports Hostels.
- iii) Interact with the athletes and their support team on a regular basis, prepare a comprehensive data base for the athletes.
- iv) To make the detailed analysis on the Proposal/assistance applied by the athlete.
- v) To give the detailed analysis of athletes like past performance, further potential & make the comparative study/analysis with performance of sports persons in other countries & review the performance after every competition.
- vi) All other related matters and works as assigned by SDAT.
- vii) Assisting, coordinating and managing the implementation support for various Sports Promotional Schemes of Sports Development Authority of Tamil Nadu.
- viii) Sports Hostels, Centers of Excellence – works to strengthen them.
- ix) To provide administrative support and oversee various schemes like various SDAT / SAI / Khelo India initiative for strengthening the sporting ecosystem.
- x) Formulation and implementation of action plan for improving Tamil Nadu's participation in national and international sporting events.
- xi) Oversee the function, management, planning, execution, verifications & reporting of operations of the given projects.
- xii) To liaise with various stakeholders of the Indian sports Ecosystem including Ministry of Youth Affairs and Sports, State Governments, Private Academies, National and Sports Federations, State Sports Associations and other agencies for smooth functioning of the SDAT Schemes.
- xiii) All other related matters and works as assigned by SDAT.

b. Consultant (Information Technology)

The following shall be the responsibility of the Consultant (Information Technology)

- i. Study, design, develop, implement, support, and manage computer-based information systems, including both software applications and computer hardware related to SDAT.
- ii. Involved in virtually every aspect of modern computing, from designing computer systems and computer networks to helping users troubleshoot technical problems.
- iii. Responsible for writing and testing the code for computer applications and software programs.
- iv. Create code from scratch, building brand new programs and applications. Updating or enhancing older code to make programs faster, more stable, or more efficient.
- v. Requiring a broad range of skills and abilities, like programming in several different languages.
- vi. Updating the programmes of the SDAT in the website.
- vii. Creating database for sportspersons in discipline and category wise.
- viii. Channelize for the e-office in SDAT.
- ix. Generating day-to-day reports.
- x. All other related matters and works as assigned by SDAT.

c. Consultant (Accounts)

- i. Budget, annual accounts, consolidation of accounts
- ii. Prepare and maintain account statements and financial reports.
- iii. Oversight of daily reconciliation of all transactions.
- iv. Assist in daily / monthly / quarterly / annually account reconciliation activities.
- v. Assist in monthly / quarterly / annually account closing process.
- vi. Prepare reports to support internal and external audits.
- vii. Manage general ledger accounts.
- viii. Responsible for generating reports.
- ix. All other related matters and works as assigned by SDAT.

4. ELIGIBILITY CRITERIA:

Fluency in Tamil and English. Excellent communication skills, presentation skills, MS Word, Excel (basic level).

a. Consultant (Sports / Performance Management)

- i. **Essential Qualification** MBA in Sports Management / MBA / PGDM (2 Years)/ equivalent from a recognized university.
- ii. Candidates who have participated in national and international level in any sports Disciplines would be given preference.
- iii. Minimum 03 Years (In relevant field as mentioned in JD)
- iv. Work experience in Sports industry and Government organization is desirable.

b. Consultant (Information Technology):

- i) **Essential Qualification:** BE (IT) (Regular) / equivalent from a recognized university
- ii) Candidates who have participated in national and international level in any sports Disciplines would be given preference.
- iii) Minimum 03 Years (In relevant field as mentioned in JD)
- iv) Work experience in digital, web development sector preferable.

c. Consultant (Accounts):

- i) **Essential Qualification:** B.Com from a recognized university with ICWA / CA / CA Inter
- ii) Minimum 03 Years (In relevant field as mentioned in JD) in case of CA-Inter. ICWA and CA – freshers can apply.
- iii) Work experience in large scale industries, renowned companies, malls or business hubs is desirable.

4. REMUNERATION

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| Monthly Remuneration | A monthly fee of Rs. 30,000 to Rs.60,000 per month depending on the experience and qualification. (TDS as per applicable IT Rules). For any approved official travel, expenses and TA shall be provided as per the policy of SDAT. No other benefits shall be applicable. |
| Age Limit | 23 years to 40 years as on 1.12.2022. Relaxation may be given for deserving candidates at the discretion |

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| | of SDAT. No relaxation beyond 40 years of age as on 1.12.2022. |
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- i) The contractual period is for 11 months and renewable for upto 3 years on mutual agreement and depending upon the performance of the selected Consultant and at the discretion of SDAT.
- ii) 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 SDAT will issue TDS/Service Tax Certificates, as applicable.
- iii) TA/DA shall be admissible to the selected Consultant on official travel pre-approved by the competent authority as per the Policies of SDAT.
- iv) Usual working days shall be from Monday to Friday. However, the Consultant may have to work on Saturdays and Sundays on need basis and during events/ training programs/ inspection/etc. The remuneration already covers this kind of work.
- v) The consultant shall be eligible for twelve (12) days of leave in a calendar year on pro-rata basis and Government holidays of not less than 15 days in a calendar year. No remuneration for the period of absence in excess of the admissible leave will be paid.

5. TERMS AND CONDITIONS

- i) The engagement of the consultants shall be purely on a temporary basis. At no point, the applicants can claim any benefit in any appointments to SDAT or Government citing this engagement. At no point this engagement shall be given any status of permanency.
- ii) This is a full-time engagement. Hence, the consultants shall not undertake any form of consultancy activity at any other entity/ person, shall not engage in any business/commercial activity or any other employment.
- iii) The engagement will be initially for a period of 11 months renewable for upto 3 years. The contract can be terminated by giving a 30 days' Notice period by either party. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.
- iv) The engagement of consultants is purely on a monthly fee, subject to applicable TDS. No EPF/ESI/Gratuity/medical benefit or any other benefits shall be applicable to the Consultants.

- v) 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 31.12.2022.
- vi) The Selection will be based on preliminary short listing of applications based on qualifications, followed by an interview. However, this is subject to modification by SDAT at any stage.
- vii) SDAT at its discretion shall decide on the selection process, period of engagement, etc. Also, SDAT shall at any stage cancel or modify this selection process.
- viii) All official communications regarding this selection process shall be made only through the email address or mobile number given in the application form by the candidate. All general notices shall be published only in the official website of SDAT.

6. CONFIDENTIALITY:

- i) All data collected/ accessed, information accessed, reports prepared or accessed, etc, whether in digital/ printed or in any other form as a part of this assignment and during this period on anything related to this assignment shall be a property of SDAT. Strict confidentiality shall be maintained and at no point any of these shall be shared with anyone without prior, specific, written approval of MS/CEO, SDAT.
- ii) 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.
- iii) 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.
- iv) 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 SDAT/ its members or players /Government.

7. HOW TO APPLY:

The applications in the prescribed format (Annexure I) along with the

following documents shall be mailed to **hr.sportstn@gmail.com**. Applications received in any other mode shall not be considered.

- i. Last Pay Certificate
- ii. Aadhar Card / Passport copy
- iii. PAN Card
- iv. Last 3 years IT returns.

Last date for receipt of application: 30.12.2022, 5pm

Date :14.12.2022

CEO/ MEMBER SECRETARY, SDAT

10. Work Experience:

| S. No | Organization | Period From- To | Nature of Work | Achievements/ Remarks |
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11. Sporting Achievements:

| S. No | Name of the Sport | Event | Achievement | Remarks, if any |
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DECLARATION

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I also state that I do not have any criminal case pending against me and I understand that there might be police verification by SDAT. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled / rejected at any stage of selection.

Signature of the applicant