



**SPORTS AUTHORITY OF INDIA
JAWAHARLAL NEHRU STADIUM (EAST GATE)
LODHI ROAD NEW DELHI-110003**

**RECRUITMENT OF LIBRARY ASSISTANT IN SPORTS AUTHORITY OF
INDIA (HEAD OFFICE), NEW DELHI.**

Sports Authority of India an autonomous organization under the Ministry of Skill Development, Entrepreneurship, Youth Affairs and Sports invites applications from the eligible candidates for the post on Regular basis for Head Office Sports Authority of India, Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003.

2.00 The details of the posts and eligibility criteria are as under: -

| Sl. No. | Posts | Number of Post. | Minimum Educational Qualification | Pay Scale | Age as on 30.09.2014 | Experience |
|---------|----------------|-----------------|---|-------------------------|--|--|
| 1 | Library Asstt. | 01 | Senior Secondary from recognized board of Education with Certificate Course in Library Science. | Rs. 5200-20200+ GP 1900 | Maximum 25 years relaxable upto 10 years in case of departmental candidates. | 03 Years experience in a reputed Library |

2.1 ABOUT SAI

SAI is an autonomous organization under the Ministry of Skill Development, Entrepreneurship, Youth Affairs and Sports registered under the Societies Registration Act, 1860, with the mandate of development and promotion of Sports in the country. SAI's main object today is to achieve excellence in Sports and train & prepare sportspersons to participate in international competitions. It has international standard sports infrastructure spread across the country along with trained coaches to achieve its objectives.

3.0 DETAILS OF THE POST

3.1 Director General is the Principal Executive Officer and Secretary is the Principal Secretary of the Society, both of them are appointed by the Government of India.

3.2 The post of Library Assistant is the entry level post in the Library Cadre which is Group 'C' in SAI and place of posting is in Delhi. However, if needed the candidates may be posted in anywhere in India.

- 3.3 The vacancy shall be filled up as per the vacancy position indicated above.
- 3.4 Allowances and other benefits: The candidates recruited shall be entitled for Dearness Allowance, House Rent Allowance, Transport Allowance, Leave, Medical Benefits, etc., as per Central Government Rules.

4.0 RELAXATION IN AGE LIMIT

- (a) Up-to a maximum of 10 years in case of departmental candidates.
- (b) Up-to a maximum of 05 years in the case of SC/ ST candidates.
- (c) Up-to a maximum of 03 years in the case of OBC candidates.
- (d) Up-to 05 years for persons who had ordinarily been domiciled in the State of Jammu and Kashmir during 01.01.80 to 31.12.89.
- (e) Up-to a maximum of 03 years in the case of Defence Services personnel disabled in the operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.
- (f) Up-to a maximum of 05 years in the case of ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least 05 years Military Service as on May 01, 2011 and have been released (i) on completion of assignment (including those whose assignment is due to be completed by May 01, 2011) otherwise then by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service, or (iii) on invalidment.
- (g) Up-to a maximum of 05 years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years Military Service as on May 01, 2011 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.
- (h) Up-to a maximum of 05 years for employees working in Government Organizations.
- (i) Up-to a maximum of 10 years in the case of SC/ST candidates serving as Govt. employees in accordance with the Govt. of India instructions. An applicant claiming age relaxation under this para should produce a certificate from his/her employer to the effect that he/ she is a Govt. servant as on the date of advertisement.
- (j) Up-to a maximum of 10 years in the case of Physically Challenged candidates.

- 5.0** The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University, which extract must be certified by the

proper authority of the University or in the Higher Secondary or an equivalent examination certificate.

These certificates are required to be submitted at the time of applying. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted. The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.

- 5.1 Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of para 5.0 above, viz., those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, physically challenged etc. will be eligible for grant of cumulative age-relaxation under both the categories.
- 5.2 The term ex-servicemen will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.
- 5.3 The age concession will not be admissible to Ex-Servicemen and Commissioned Officers including ECOs/SSCOs who are released on own request.
- 5.4 SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED**
- 5.5 The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University, which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.

These certificates are required to be submitted at the time of applying. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.

The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.

- 5.6 Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted and no subsequent request for its change will be considered or granted.
- 5.7 The candidate should exercise due care while entering their date of birth in column 3 of the Application. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their matriculation or equivalent Examination certificate, disciplinary action will be taken against them.

6.0 SELECTION PROCESS

- 6.1 A merit list would be prepared amongst those who apply. The post is fulfilled on the basis of personal interaction/ interview by the Interview board member.

7.0 APPLICATION FEE (Non-refundable)

Candidates will have to pay along with his / her application a non-refundable application fee of **Rs. 500/-** by Demand Draft only in favour of '**SECRETARY, SPORTS AUTHORITY OF INDIA**' payable at New Delhi.

Important:

The Candidates must check the following on the Bank Draft before dispatch of the application form:

- Date of Issue must be correct on the Draft
- Signature of bank Authorities
- Address of the Issuing Bank with Branch code
- Draft Amount in words and figures are correct
- Draft must be in favour of 'SECRETARY, SPORTS AUTHORITY OF INDIA' payable at 'New Delhi'
- Bank Draft is valid for 06 (Six) months
- Please write Name, Father's Name, DOB and Contact phone number on the back side of Demand Draft
- Mutilated/incorrect drafts enclosed with application form are liable to be treated as rejected application.

Application once submitted will not be allowed to be withdrawn and the application fee once paid will not be refunded under any circumstances nor will it be held in reserve for future recruitment.

The SAI will not accept fee sent through IPO/Money Order/Crossed Cheque/Currency Note or the Treasury Challans etc. and such applications will be treated as having been received without fee.

8.0 FEE EXEMPTION

No fee is required to be paid by woman candidates/SC,ST candidates.

9.0 HOW TO APPLY

- 9.1 Candidates satisfying all the conditions of eligibility shall submit their Application in the format given in the annexure which shall be either hand-written in bold capitals or typewritten on A-4 size paper only. The copy of proof of age, qualification, experience, caste, mark-sheet of Board/ University etc, must be enclosed along with the application form. The candidates can also download the application format from the websites of SAI i.e., www.sportsauthorityofindia.nic.in
- 9.2 Candidates who are working in Central/State Government/Autonomous Organizations should apply through proper channel along with a certificate of vigilance clearance from the competent authority. However, to avoid delay, an advance copy of the application form, complete in all respects, along with the requisite fee, should be submitted by the last date.

10.0 LAST DATE FOR RECEIPT OF APPLICATIONS

- 10.1 Last date for receipt of application form complete in all aspects together with demand draft towards application fees is Rs. 500/-. Application forms, complete in all respects, with enclosures, should be sent in a closed cover with a superscription on the cover "Application for the Post of Library Assistant" at the following address:

Director (Personnel)
Sports Authority of India
Jawaharlal Nehru Stadium (East Gate)
2nd Floor, Lodhi Road,
New Delhi-110 003.

- 10.2 All Applications must reach at the aforesaid address either by hand or by Post/Speed Post or by Courier, on or before the **October, 15th 2014**
- 10.3 In respect of applications received only by post (by post/speed post) from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep or abroad, the last date for receipt of applications is **22nd October, 2014 till 5 P.M. only**. The benefit of extended time will be available only in respect of applications received by Post/ Speed Post from the above mentioned areas/regions. In the case of applications received by hand or through courier service, benefit of extended time will not be available regardless of the place of residence of the applicant. Candidates who are claiming the benefit of extended time should clearly indicate in column 12 of the Application Form, the

area code of the particular area or region (e.g. Assam, Meghalaya, J&K etc.) where they are residing. In case they fail to do so, the benefit of extended time will not be allowed to them.

- 10.4 Candidates should clearly note that SAI will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected. They should therefore, ensure that their applications reach the SAI Office on or before the prescribed last date.
- 10.5 Candidates can also deliver their applications personally at the address mentioned at para 10.1 against proper acknowledgement. The SAI will not be responsible for the applications delivered to any other functionary of SAI.
- 10.6 The candidates should note that applications will be received by hand only one at a time at the address mentioned at para 10.1, and not in bulk, till 5 PM only.
- 10.7 Applications received through Couriers or Courier Services of any type shall be treated as having been received "By hand."

11.0 ACKNOWLEDGEMENT OF APPLICATIONS:

Immediately on receipt of an application from a candidate, an Acknowledgement as indicated in application form, will be dispatched to him/ her by SAI duly stamped in token of receipt of his/her Application. If a candidate does not receive the Acknowledgement within 30 days, he/she should at once contact by quoting his/her Demand Draft Number. Candidates delivering the Application Form in person at SAI office will be issued Acknowledgement at the office itself. The mere fact that a candidate's application has been acknowledged by SAI would not mean that his/her candidature for the post has been accepted.

12.0 GENERAL INSTRUCTIONS

- a) Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- b) The envelope containing the application must be superscripted in bold letters on top as "**APPLICATION FOR THE POST OF LIBRARY ASSISTANT**".

- c) Application Form not in the prescribed format or incomplete / unsigned or received without the Demand Draft for application fee (wherever applicable), copy of Age Certificate, qualification, experience., copy of mark-sheet of Board/ University shall not be considered and are liable to be rejected.
- d) Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.
- e) ***CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.***

Director (Personnel)

09.

| |
|-------------------|
| Post Applied |
| Library Assistant |

10.

| |
|---|
| Do you fulfill the eligibility criteria as per the Advertisement [Yes/No] |
| |

11. Educational Qualification (Attested copy of certificate starting from 10th level should be attached)

| S. No | Qualification | Board/ Inst./Uni | Marks Obtained | Total Marks | Subject |
|-------|---------------|------------------|----------------|-------------|---------|
| | | | | | |
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12. Candidate's Address for communication (IN CAPITAL LETTERS)

| | | |
|--------------------|---|-------------|
| Name | : | |
| Father's Name | : | |
| Address | : | |
| District | : | |
| State | : | Pin Code: |
| Contact : Tel. No. | | Mobile No.: |

Please affix one recent passport size Photograph **without attestation**

13. Particulars of Demand Draft (if applicable)

| DD.No. | Date | Name of Bank | Branch Address | Branch Code | Amount (Rs.) |
|--|------|--------------|----------------|-------------|--------------|
| | | | | | |
| Candidates Name, Father's name, address, telephone number, date of birth and category should be written on the reverse side of the Demand Draft | | | | | |

14. Experience (Attested copy should be attached)

| Designation & Scale of Pay | Name of Office | From | To | Total Experience |
|----------------------------|----------------|------|----|------------------|
| | | | | |
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| | | | | |

15. Permanent Address

| | | |
|-----------|---|--|
| Address | : | |
| | : | |
| District | : | |
| State | : | |
| Pin Code: | : | |

Please affix one recent passport size attested Photograph

DECLARATION

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. 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.

Place:

Date:

(Signature of the Applicant)

ACKNOWLEDGEMENT

1. An application form along with Demand Draft No. _____ dated _____ for Rs. 500/- has been received on _____ from Mr./Ms. _____.
2. The contents have not been verified.

**PA to Director (Personnel),
Sports Authority of India**