



Hiring of a Member/ Secretary for SC-GNIDA on contractual basis

Terms of Hiring

- Contract Period: 2 years (extendable on performance basis)
- Age Limit: 50 years (as on date of application)
- Remuneration: ₹ 1,15,000 Per Month (the compensation shall be liable to taxes as applicable)
- Other Allowances: NA
- Leave Schedule: will follow GNIDA list of holidays

Role Eligibility

1. Graduate from a premier institute
2. Minimum of 15 years of working experience post qualification in maintaining sports facilities preferably a stadium.
3. The experience of sports management must include at least 5 sports.
4. Should have the experience of managing a large workforce permeated across different section working towards a given objective (e.g. coach, athlete, clerical staff, security and housekeeping staff etc.)
5. Should be experienced in managing Government set up & multiple stakeholders.
6. Experience of event organization and activation, preferably across various sports disciplines.
7. Persons working with PSUs, State or Central Government Undertaking, and other similar services with relevant experience will be given preference.
8. Experience in financial management including preparation of budget, analysing data, projection of revenue and expenditure.
9. Good command on Hindi language to ensure effective communication (written and oral) with the officials as well as the locals.

Job Description

- i. To look after the overall administration and day to day running of the Sports Complex with the assistance of the Administrator and Sports Complex Staff.
- ii. To call and convene the meetings of the Governing Body and the Management Committee, with prior permission or on being so directed by the Chairman.
- iii. To keep and maintain all the records and proceedings of the meetings of the Governing Body and the Management Committee.
- iv. To perform such other functions and duties as assigned by the Governing Body and Management Committee.
- v. To ensure that the all-round activities of the sports complex are run in a highly professional manner.
- vi. To execute and implement all the decisions as per the policy parameters set by the Governing Body and the Management Committee from time to time.
- vii. To put in place the system for:
 - a. Inviting membership.
 - b. Inviting sponsorship for sports academies and other programs.
 - c. Making and presenting the budget estimates and revised budgets estimates of the complex.
 - d. Liaise with external sporting bodies, concert promoters, and other event owners to provide services for the delivery of third-party events.



- e. Putting in smooth and fool proof systems for office management, financial management, up keep of the complex, maintenance and any other procedures deemed necessary in due course.
 - f. To promote the activities of the sports complex and define systems to scout and train the talent of the NCR/ the state and the country in all the games being played in the sports complex.
 - g. To promote all the games for which infrastructure is available in the sports complex.
 - h. Coordinate the 'advancing' of all shows, concerts and events with the event organiser including ensuring that all event critical staff, equipment and services are booked in a timely manner, either directly or via other internal departments.
 - i. Management of an event tracker system to ensure progress is routinely and regularly monitored and reviewed for contractual, financial and operational show and event requirements.
- viii. To ensure that the objective as defined by the Governing Body and the Management Committee are achieved and physical as well as financial health of the Sports Complex improves steadily.
- ix. To continue to be associated with the development of Sports Infra-structure at the Gautam Buddha University as consultant/ advisor.
- x. To ensure that well considered proposals for the benefit of the complex, the sports persons and creating a lasting environment for sports in the township are made and submitted to the decision-making committee.
- xi. To put up staff requirements and proposals for hiring suitable persons with sports background for such requirements.
- xii. To carry out any other sports related function/ duties assigned by the decisions making authorities of GNIDA with dedication.

Scrutiny of the Applications

| <i>S.No.</i> | <i>Evaluation Criteria</i> | <i>Maximum Marks</i> |
|---------------------|---|-----------------------------|
| 1. | Educational Background With Sports background – 10 marks Without Sports background – 5 marks | 10 Marks |
| | Total Experience of Sports Management 15 to 18 years of experience – 10 marks 18 to 20 years of experience – 15 marks 20+ years of experience – 20 marks | 20 Marks |
| 2. | Experience with functioning of Government and PSU 6 to 8 years of experience – 10 marks 8 to 10 years of experience – 15 marks 10+ years of experience – 20 marks | 20 Marks |



| <i>S.No.</i> | <i>Evaluation Criteria</i> | <i>Maximum Marks</i> |
|--------------|---|----------------------|
| 3. | Previous Experience of Sports Management <ul style="list-style-type: none">• Number of sports managed• Sports properties managed• Relevant trainings• Associated sports camps• Experience of playing sports• Experience of managing events (preferably sports events) | 20 marks |
| | Interview and Communication | 30 marks |
| | Total | 100 |