



भारतीयखेलप्राधिकरण

SPORTSAUTHORITYOFINDIA  
REGIONAL CENTRE, KANDIVALI ( EAST ), MUMBAI

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No.SAI/RC/MUM/Recruitment/AO/2022

Date:12/05/2022

**INVITING APPLICATIONS FOR ENGAGEMENT OF ACCOUNTS OFFICER  
IN SPORTS AUTHORITY OF INDIA ON CONTRACT BASIS**

Sports Authority of India (SAI), Regional Centre, Mumbai invites applications for engagement of services of **retired persons** as Accounts Officer (Level 7) on contract basis initially for a period of one year extendable upto 5 years on annual periodical review basis.

**About SAI**

SAI is an autonomous organization under the Ministry of Youth Affairs & Sports (MYAS) registered under the Societies Registration Act, 1860, with the mandate of development and promotion of sports in the country. SAI's main objective today is to achieve excellence in sports and train & prepare sports persons to participate in International competitions. It has international standard sports infrastructure spread across country along with trained coaches to achieve its objective. The Authority is substantially funded by the Government of India.

**Nature of work**

The officers who are retired from Central/State Government/Union Territories offices/PSUs /Autonomous Bodies/Statutory Bodies under Central/State Government can apply for appointment as Accounts Officer, having experience/specialization in the following fields:-

- i) Administration/Personal matters viz. Pension, Revision of Pay, etc.
- ii) Procurement of Equipment etc. including through GEM.
- iii) Matter related to Audit, Conduct of internal/concurrent Audit, furnishing replies to all audit reports etc.
- iv) Preparation of Budget, expenditure vouchers, cheques and release of grant etc.
- v) Preparation of Tender/e-tender/contract/agreements/MOU.
- vi) Timely filing of TDS Return etc.
- vii) Compliance of foreign Coaches Salary & Pension
- viii) All matters concerning Taxation including TDS calculations, deductions, deposit, filling of return etc.
- ix) All banking related activities including preparing monthly Bank reconciliation statements and monitoring expenditure against the allocated budget on monthly basis.

- x) Maintenance of Books of Accounts viz Cash Books/Ledger/Broad Sheets/Assets Register/ECR.
- xi) Preparing of monthly/quarterly/Annual Accounts & along with all schedules and reports
- xii) Financial concurrence for proposals
- xiii) Preparation of U.C.
- xiv) All other duties pertain to DDO
- xv) Any other duties assigned by Head of the Division/In-charge of the Center

#### 4.0 Eligibility Criteria

<b>Name of the post</b>	<b>Accounts Officer</b>
No. of Post	01 (ONE)
Age limits	Not exceeding 65 years for retired Central/ State Government Officers as on closing date of receipt of applications for appointment on contract basis.
Essential Qualification	Retired in Pay Level-07 in Accounts / Audit Retired in Pay level-07 in Accounts / Audit Department or completed 5 years service in Accounts / Audit Department before retirement in Level – 06 as per 7 <sup>th</sup> CPC in Central / State Government / Union Territories Offices / PSUs/ Autonomous Bodies / Statutory Bodies under Central / State Government. <b>Desirable</b> i. B.Com/M.Com background. ii. Knowledge of working on computers. Should be able to work on Tally programme & MS Office.
Method of recruitment	<b>Contract:-</b> They should have retired as Accounts Officer or completed 05 years' service as Accounts Officer / Assistant Accounts Officer / Junior Accounts Officer from the Central/State Government/Union Territories offices/PSUs /Autonomous Bodies/Statutory Bodies under Central/State Government and possess the essential qualification and experience as mentioned above.
Remuneration	Last Pay Drawn minus Pension
Term of engagement	Appointments shall be on contract basis initially for a period of one year, which can be extended from year-to-year basis up to maximum of 5 years or till the age of 65 years whichever is earlier.

## 5.0 Selection Process

The candidate fulfilling the eligibility criteria will be called for interview and the selection will be made on the basis of the recommendations of duly appointed Selection/Interview Committee.

## 6.0 Terms and Conditions

- a) **Remuneration:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No annual increment/percentage increase and Dearness Allowance shall be allowed during the contract.
- b) **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.
- c) **Other Allowances:** No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible.
- d) **Transport Allowance:** - You will be entitled for the transport allowance of Rs. 4212/- per month during the period of contract.
- e) **Extension:** - His/her Performance would be continuously reviewed and his/her extension will be considered on the basis of periodic review/requirement.
- f) **Leave:** - He/she will be entitled for 1.5 days leave in a calendar month on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 18 days in a year. Also un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

## 7.0 Confidentiality:

- a) He/she 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 pseudonymously 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, he/she 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 engagement to anyone who is not authorized to know.
- c) He/she at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

## 8.0 Other Conditions:

- a) 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 as applicable to Officers of equivalent level in SAI (Pay Grade Level 7) for Accounts Officer and provided transport for local official travel in MUMBAI.
- b) In case performance is not found satisfactory, his/her services will be discontinued after giving fifteen days notice. In case he/she wants to discontinue he will have to give 30 days advance notice which will be subject to approval by the Competent Authority.

- c) He/she would be required to attend office on regular basis and would not take up any other assignments during the contract period.
- d) No request for any kind of transfer would be entertained whatsoever. However, depending upon the requirement, SAI can transfer him within the period of engagement to any other place in India.
- e) During the course of his/her engagement he/she is required to maintain office decorum and discipline failing which his/her services are also liable to be terminated at any time without assigning any reason.
- f) During the contractual engagement you will be paid fixed monthly remuneration of "Last Pay Drawn Minus Pension".
- g) He will abide by the CCS (Conduct) Rules, 1964.
- h) Without any prejudice to the above condition, the candidate will be terminated from his/her 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.
- i) The DG SAI shall be the final authority in case of any dispute.
- j) The appointment will be purely on contract basis and does not confer any right to claim permanent employment in SAI.
- k) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the MUMBAI court.

## 9.0 How to Apply

Candidates satisfying all the conditions of eligibility shall submit their application completed in all respect in the prescribed format given in the Annexure which shall be either handwritten in bold capitals or typewritten on A-4 size paper only. The copy of the certificates in proof of age, qualification, experience, Last Pay drawn and draw of pension etc. must be enclosed along with application form. The candidate can also download the application format from the website of SAI i.e. [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in). The application duly completed in all respect with enclosures should be sent in the closed cover "**Application for appointment**" superscribed on the envelop and addressed to **REGIONAL DIRECTOR, SPORTS AUTHORITY OF INDIA, REGIONAL CENTRE, AKURLI ROAD, KANDIVALI (EAST), MUMBAI - 400101 (MAHARASHTRA)**. The application must reach at the aforesaid address either by hand or by post or carrier on or before 24.05.2022 till 5PM.



Recent self attested passport size photograph (2 nos)

**SPORTS AUTHORITY OF INDIA,**  
**REGIONAL CENTRE, KANDIVALI (E) MUMBAI**

PROFORMA FOR APPLICATION FOR THE POST OF ACCOUNTS OFFICER (ON CONTRACT BASIS)

- 1. Full Name (BLOCK letters) : \_\_\_\_\_
- 2. Gender : \_\_\_\_\_
- 3. Father/Husband's Name : \_\_\_\_\_
- 4. Nationality : \_\_\_\_\_
- 5. Present address for correspondence: \_\_\_\_\_
- 6. Contact No.    Mobile \_\_\_\_\_  
                          Residence \_\_\_\_\_  
                          E-mail ID \_\_\_\_\_

7. Date of Birth and present age : \_\_\_\_\_  
(as on..... )

8. Essential Qualification :  
(i) Minimum qualification : B.COM

9. Desirable qualification :  
Sufficient expertise in the specific field for which applied:

10. Work Experience while in service & as Consultants

S.N.	Post held	Period of employment		Employers	Brief job description
		From	To		

- 12. LPD – Pension as being drawn :  
Enclose: Attested copies (self attesting of all credentials)
- 13. DECLARATION: I hereby declare that the above furnished particulars are correct and no information is suppressed/concealed.

Enclosures : \_\_\_\_\_ No.  
\_\_\_\_\_.D

ATE & PLACE: \_\_\_\_\_

(SIGNATURE OF THE CANDIDATE)