

F. No. 20-65/2014 – SP II (NSDF)
Government of India
Ministry of Youth Affairs and Sport
Department of Sports
(National Sports Development Fund)

Shastri Bhavan, New Delhi – 110001
Dated July, 2014

Subject: Engagement of Assistant Project Officer (APO) in the National Sports Development Fund (NSDF) in Department of Sports

The National Sports Development Fund (NSDF) in the Ministry of Youth Affairs & Sports (Department of Sports) invites applications in the prescribed format from eligible candidates for engagement of an 'Assistant Project Officer' (APO) in the NSDF on contractual basis.

2. The APO will assist the management of the Fund in its day to day working and the assignment includes the following:

- a) To make preliminary examination of the proposals for financial assistance keeping in view the policy and norms for such assistance;
- b) To monitor cases, where financial assistance has been provided;
- c) To attend work relating to settlement of accounts in all the cases;
- d) To attend Audit and Income Tax related issues of the Fund;
- e) To assist in preparing and updating accounts details and data of the Fund;
- f) Record management;
- g) Supervision of the work of the staff in the NSDF Cell; and
- h) Any other task connected with the functioning of the Fund as assigned by Member Secretary/Project Officer

3. The candidate should have the following minimum qualifications and experience:

Category	Minimum Qualifications	Experience	Age limit
Retired Government employees	Graduate	Persons who served in Central/State Governments/ Autonomous Bodies/PSUs and held a post at the level of Section Officer/Senior Accountant or equivalent	Upto 65 years
Open market	B.Com, with accounting as one of the subjects, from a recognized University	Should have worked at least for two years in a reputed organization dealing with matters relating to finance and accounts	22 to 40 years

4. The engagement will be for a period of one year on contractual basis which may be extended subject to review of performance. The monthly consolidated remuneration will be Rs 25,000.00. In deserving cases, higher remuneration may be considered.

5. Interested persons may apply in the prescribed format to the National Sports Development Fund in the following address:

Shri Sunil Garg
Deputy Secretary to the Government of India &
Member Secretary-NSDF
Room No: 520 'C' Wing
Shastri Bhawan, New Delhi – 110 001
Tele: 011-2338 3336
Email: sunil.garg@nic.in

6. The application should reach latest by 30th July, 2014. Short-listed candidates may be called for interview at short notice.

(Sunil Garg)
Deputy Secretary to the Government of India &
Member Secretary-NSDF

Format of application

1	Name				
2	Contact details: Address Tele/Mob No: Email:				
3	Date of Birth				
4	Domicile				
5	Present assignment, if any				
6	Educational qualifications				
	S. No.	Course	Subject	Year of passing	Division/class
7	Work experience				
	S. No	Organization	Period	Nature of assignment	Remarks
8	Whether SC/ST/OBC				

Reference:

(i)

(ii)

Name and signature of the applicant
Date