

EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF CONSULTANT FOR MP DSYW JABALPUR KRIDA PARISAR

INTRODUCTION

Madhya Pradesh Directorate of Sports and Youth Welfare (hereinafter referred to as MP DSYW) is involved in comprehensive development of sports within the state of Madhya Pradesh. MPDSYW wants to engage an individual as consultant for its Krida Parisar in Jabalpur.

Through this EOI, MPDSYW invites applications from such individuals with requisite experience and educational qualification as mentioned in this document.

The proforma for applying is provided at the end of this document and all applications must be submitted as per this format accompanied by all necessary supporting documents.

The last date for submission of applications is 4:30 PM, 15th October, 2020. All documents and application should be submitted online only. No physical submission is required. MPDSYW may request candidate to produce original documents for verification (if required)

SCOPE OF WORK

The Consultant will have to provide the following services during his/her tenure with MPDSYW:

Maintenance of premises

1. Overseeing maintenance of all aspects of the facility including FOP, Hostels, Mess, Office and other areas of the KP
2. Co-ordination with maintenance personnel such as electrician, plumber, gardeners etc. to ensure overall upkeep of the facility. Ensuring that any electricity and plumbing issues are solved in a timely manner
3. Ensuring cleanliness and hygiene in the hostels
4. Co-ordinating with concerned Assistant Director regarding any repairs or replacement of assets including management of financial approval process for the same

Player training and tournament co-ordination

1. Supervision of Field of Play (FOP) and ensuring all necessary arrangements are made for conduct of proper training as per directions of the coaches
2. Co-ordination with concerned Assistant Director regarding individual/team logistics including travel, accommodation, food etc.
3. Managing logistics related to tournament being conducted at Krida Parisar

Accounts and Administration

1. Overall administration of materials, purchases etc. for Krida Parisar
2. Maintaining asset registers and purchase/consumption logs of all materials
3. Assisting concerned Assistant Director in maintaining proper accounts for the Krida Parisar

It should be noted that above Scope of work is indicative in nature and MPDSYW may choose to add additional work as required during the tenure of the project.

OTHER CONDITIONS

Other conditions related to this work are:

- 1) The position is full time in nature and minimum working hours would be 5:30 AM to 8:30 AM and 12 Noon to 7:30 PM. Additional work hours may be required during tournaments/camps at Krida Parisar
- 2) Accommodation would be provided within the Krida Parisar and selected candidate will always be required to be present in the premises to handle any emergency situations
- 3) 12 casual leaves and 6 sick leaves would be provided every year. For casual leave, complex manager will have to take prior approval at least 7 days before proceeding for leave. For any additional leave above this limit, permission will be required and pro-rata deduction will be applicable for such approved leaves. In case complex manager is absent without permission for more than 7 days, MP DSYW reserves the right to terminate contract and withhold any due payment.
- 4) It should be noted that this position will be strictly on a contract basis only and cannot be considered as a permanent appointment by MP DSYW
- 5) In case consultant has to travel to other locations as required by MP DSYW, TA/DA would be provided as per District Coach norms.

PAYMENT STRUCTURE

In consideration for the above tasks, MP DSYW shall pay the consultant a fixed contract fee of Rs. 60,000 per month. In addition, as mentioned above, a non-furnished accommodation will be provided on Krida Parisar campus.

PRE-QUALIFICATION EXPERIENCE

The consultant should have the following experience and qualification in order to be eligible for this contract

Criteria	Desired Qualification
Work Experience	
Work background	Should have served in the defence forces (Army, Navy or Air-Force) at a level of Captain and above
Sports experience	Any candidate who has played at state level or above OR has represented Services in state tournaments or above will be given preference.
Educational Background	
Preferred educational qualification	Should hold minimum graduation degree
Language	Should have knowledge of speaking, reading and writing Hindi & English
Age	Age of the applicant as of 31 st October, 2020 should not exceed 70 years .

DURATION

The minimum duration of this contract would be 24 months and can be extended further as per mutual understanding

APPLICATION PROCESS

Candidates interest in applying for this role are required to fill up the application form attached with this document, scan it and attach it at the following URL. In addition, they will also be required to submit self-attested scanned copies of all experience and educational certificates.

All applications received through the process will be evaluated by a technical committee. An interview will be conducted for all the qualified individuals by technical committee and/or Director, MP DSYW. The committee's/director's decision on selection of candidate will be final.

SUBMISSION OF DOCUMENTS

Applications in the prescribed format along with necessary documents have to be submitted online.

APPLICATION FORM FOR CONSULTANT

Primary information			
First Name			Affix recent photograph here
Last Name		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (dd-mm-yyyy)			
Mobile Number			
Email Address			
Contact Details			
Current Address			
Work experience			
Defence Force	Last Rank Held	Retirement year	
<input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air-Force (pls tick appropriate box)			
Educational Details			
Name of Institution	Name of degree	Year of education	Remarks
Details of Sports Background (if any)			
Name of Sport	Comments		