

No. 49/38/2011-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 29<sup>th</sup> April, 2011.

To

As per list enclosed.

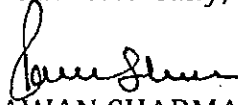
Subject: Filling up of the post of Special Officer in Sports Authority of India, New Delhi in the revised scale of Rs. 37400-67000+GP10000/-on deputation basis.

\*\*\*\*

Madam /Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No. 1-33/2008/ID(Pt), dated 31<sup>st</sup> March, 2011 received from Government of India, Ministry of Youth Affairs and Sports (Department of Sports), New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(PAWAN SHARMA)  
Superintendent Services-II.

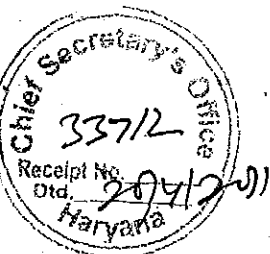
INTERNAL DISTRIBUTION

e-champion

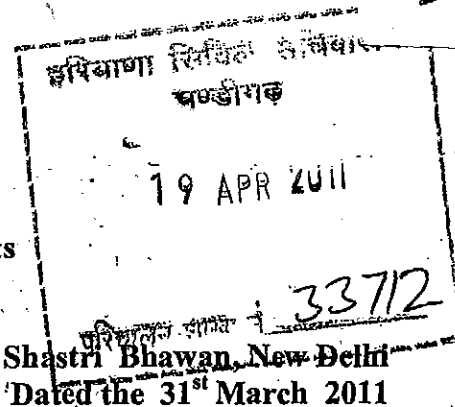
## LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Rajni Sekhri Sibal, IAS	1986	Executive Director, HIPA, Gurgaon
2.	Sanjeev Kaushal, IAS	1986	M.D. Haryana Power Generation Corpn. Ltd.,
3.	V.S. Kundu, IAS	1986	M.D.Haryana Dairy Development Coop. Fed. Ltd.
4.	Pranab Kishore Das, IAS	1986	Special Secretary, Health and Mission Director, National Rural Health Mission and Commissioner, Food and Drugs Administration, Haryana.
5.	Shashi Bala Gulati, IAS	1986	Special Secretary, Forests Department.
6.	Roop Ram Jowel, IAS	1986	Director-cum-Special Secretary, Urban Local Bodies and Project Director, Swarn Jayanti Shehri Rozgar Yojna and State Urban Development Society, Haryana.
7.	Dheera Khandelwal, IAS	1986	Director General-cum-Special Secretary, Higher Education
8.	Jyoti Arora, IAS	1987	M.D.HVPN and Special Secretary, Power and Director, Power Reforms, Haryana.
9.	T.C. Gupta, IAS	1987	Director General-cum-Special Secretary, Town & Country Planning and Urban Estates.
10.	S.N. Roy, IAS	1987	Managing Director, Haryana Tourism Corporation and Director-cum-Special Secretary, Tourism & Hospitality Departments.
11.	Avtar Singh, IAS	1987	Director General, Technical Education, Director, Environment and Special Secretary, Environment.
12.	Rajiv Arora, IAS	1987	M.D.HSIDC and MD.Haryana Financial Corporation
13.	T.V.S.N.Prasad, IAS	1988	Chief Administrator, Haryana Agriculture Marketing Board, Panchkula and Special Secretary, Revenue & Disaster Management-II Department, Director, Consolidation of Holdings, Director, Land Records, Haryana Special Collector(HQ), Special LAO, Haryana.
14.	Anil Kumar, IAS	1988	Special Secretary, Housing and Commissioner, Ambala Division, Ambala
15.	Mahavir Singh, IAS	1989	Director-cum-Special Secretary, Employment Department
16.	Arun Kumar, IAS	1989	M.D., Uttar Haryana Bijli Vitran Nigam, Panchkula, Additional M.D. Haryana Vidyut Prasarn Nigam Ltd. and Director, Renewable Energy, Haryana.
17.	Sudhir Rajpal, IAS	1990	Commissioner, M.C., Gurgaon.
18.	Sumita Misra, IAS	1990	CEO, Haryana, Commissioner & Secretary to Govt., Haryana, Elections Department.
19.	Ankur Gupta, IAS	1990	Managing Director, HARTRON, Special Secretary, Electronics & Information Technology and Director, Information Technology, Haryana
20.	Anurag Rastogi, IAS	1990	Excise and Taxation Commissioner, Haryana and Special Secretary, Excise & Taxation Department.
21.	Anand Mohan Sharan, IAS	1990	Additional Resident Commissioner, Haryana Bhawan, New Delhi and Administrator, TFAH, Director-cum-Special Secretary, Development & Panchayats Department.
22.	R.S.Vundru, IAS	1990	Special Secretary, PW (B&R) and Architecture.
23.	Ashok Khemka, IAS	1991	Director-cum-Spl. Secy., Social Justice & Empowerment.
24.	Anil Malik, IAS	1991	M.D.HAFED
25.	Sandeep Garg, IAS	1991	MD, HLRDC and Special Secretary, Agriculture Department
26.	A.K. Singh, IAS	1991	Director General, State Transport, Haryana, Adviser, Civil Aviation, Haryana and Special Secretary, Civil Aviation and Transport Departments.

27.	Ashok Kumar Yadav, IAS	1993	Director General -cum-Special Secretary, Agriculture
28.	Suresh Kumar Goyal, IAS	1993	Special Secretary, Irrigation and MD, HSMITC.
29.	Anurag Agarwal, IAS	1994	Special Secretary, Personnel, Training, Vigilance and Parliamentary Affairs, Director, Training (ex-officio) and Inquiry Officer, Vigilance Departments and Director, Science & Technology, Haryana.
30.	M S Seharawat, IAS	1994	Chief Executive, Haryana Khadi & Village Industries Board.
31.	Suprabha Dahiya, IAS	1994	Administrator, HUDA, Rohtak
32.	Vijayendra Kumar, IAS	1995	Director-cum-Special Secy., Secondary Education Department
33.	D. Suresh, IAS	1995	M.D.Haryana Minerals Ltd, New Delhi and Commissioner, M.C., Faridabad
34.	Chander Parkash, IAS	1995	District Commissioner, Jhajjar
35.	Chhajju Ram Rana, IAS	1995	District Commissioner, Bhiwani.
36.	Rajbir Singh, IAS	1995	Special Secy. to Govt., Haryana, Secretariat Establishment and Monitoring & Coordination.
37.	Subhash Chandra, IAS	1995	Director-cum-Spl.Secy.Welfare of SCs & BCs Department and M.D., Haryana SCs Finance Dev.Corp. Ltd. and M.D. BCs & Economically Weaker Sections Kalyan Nigam.



F.No.1-33/2008/ID(Pt)  
Government of India  
Ministry of Youth Affairs and Sports  
(Department of Sports)



**Sub: Filling up of the post of Special Officer in Sports Authority of India ,  
New Delhi in the revised scale of Rs.37400 -67000 + GP 10000/- on  
deputation basis.**

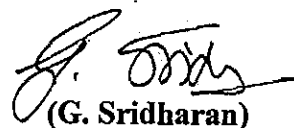
It is proposed to fill up the post of **Special Officer in the Sports Authority of India,  
New Delhi in the revised scale of Rs.37000 - 67000/- + GP Rs.10000/-** on deputation basis.

The eligibility criterion is given in **Annexure -I**.

2. Applications of only such Officers will be considered which are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure - II**, (ii) up-to-date CR dossier of the officer containing CRs of at least last five years, duly attested by a Group 'A' officer (if not in original) (iii) cadre clearance; (iv) clearance from Vigilance and disciplinary angle; and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years. The job requirement/description and other relevant details are given at **Annexure III**.

3. All the Ministries/Departments and the State Government/UTs are requested to forward the applications of willing and eligible Officers in the prescribed Performa to Deuty Secretary, (SKG) Room No 11- C Wing, **Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi - 110001** so as to reach this office latest by **25<sup>th</sup> April 2011..**

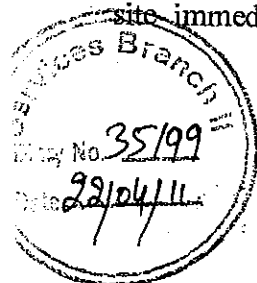
4. The applications of only those Officers may be forwarded who, in the event of their selection, would be relieved immediately. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

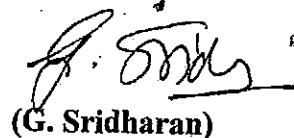
  
(G. Sridharan)

Under Secretary to the Govt. of India

- To
1. Secretaries of the Ministries/Departments of Government of India ( By name).
  2. Chief Secretaries of States/UTs (By Name)

Copy to: Technical Director, NIC for uploading the circular on this Deptt's web site immediately.

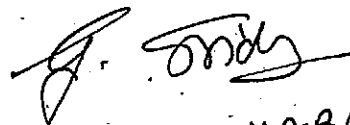


  
(G. Sridharan)

Under Secretary to the Govt. of India

Copy also forwarded to :-

- ① Secretary, SAI, JN Stadium, N.D.
- ② PS to Hon'ble Minister, YAS
- ③ PPS to Secy (Sports)
- ④ PS to JS (SP)
- ⑤ PS to JS (YA)
- ⑥ PA to DS (SKH)



(G. SRIDHARAN)  
Under Secretary to Govt. of India

**Annexure-I**

**Eligibility criterion for the post of Special Officer in SAI**

1. Name of the Post (s) : Special Officer
2. Scale of Pay : Rs.37,400-67,000/ + GP Rs.10,000/-
3. Eligibility :
  - (i) Officers under the Central/State govt./Including officer of All India Services and Central Goup 'A' Services):
  - (ii) At least one year service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Rs.37,400-67,000/- +GP 10000/- or equivalent in the parent cadre/department; and
  - (iii) 15 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial Matters.
  - (iv) Domain expertise experience in the fields of sports -desirable
4. Period of deputation : Upto December 2012
5. Age limit : The maximum age limit for appointment by deputation shall not exceed 56 as on the closing date for receipt of applications.

**PROFORMA**

1. Name and address (in block letters) :  
and the service to which belong.
2. Date of Birth :
3. Date of retirement under Central  
Govt. Rules. :
4. Educational Qualifications :  
(a) Bachelor Degree  
(b) Post Graduate Degree.
5. Experience possessed in :-

Field of experience	Nature of Duties	Period of Experience	Organization in which the experience gained
---------------------	---------------------	-------------------------	--

- (a) Administrative
- (b) Vigilance
- (c) Establishment
- (d) Finance matters
- (e) Sports

6. Please indicate the following particulars of the present post held

- a. Present post held with date
- b. Whether regular/Ad hoc
- c. Scale of pay
- d. Present Basic Pay

7. Position held:-

Sl.No.	Name of Office/organization Where employed	Post held	From	To	Pay Scale
--------	--	-----------	------	----	-----------

(1)	(2)	(3)	(4)	(5)	(6)
-----	-----	-----	-----	-----	-----

8. Additional information, if any, which you would like to mention in support of your application for the post

(Signature of the candidate)

Telephone number with STC code \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**To be Certified by the forwarding authority**

- i. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- ii. Certified that no disciplinary proceedings are either pending or contemplated against the officer.
- iii. Integrity certificate is attached.
- iv. CR Dossier attached or Photocopy of up-to-date CR dossiers of the officer for the last five years, duly attested, attached.
- v. In the event of selection, he will be relieved of his duties immediately.

Signature  
Name & Designation of the  
Forwarding Officer with Seal and  
Telephone Number



Annexure -III

Job Description.

Background

SAI and Ministry are investing a lot on the human capital i.e, the

- Athletes
- Employees (Regular & Contractual)

The Officer Select will be the Head of the Human Resources Unit and will be Strategic member of the core team. SAI is responsible for the professional management of the athletes not only in the context of 2012 London Olympics but also of SAF games to be held in 2012/2013. The Selected Officer will have to identify the potential talent, then and shape team to identifiable goals.

The role and responsibilities of the selected Officer will be to:-

- Provide professional human resource Counsel to support the plans.
- Initiate skills gap analysis and suggest rectification.
- Assist in identifying talent and devise training to upgrade the skills.
- Manage a team of staff and will be responsible for mentoring and guiding the team to develop into Sports Administrators.
- Facilitate training schedules identify and give appropriate interventions for training and Sports Sciences.
- Ensure timely recruitment of management staff and develop effective methods of selection to ensure that right people with the right desired level of confidence are brought into the organization or selected within the organization.
- Manage development.