

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 8 March, 2022.

OFFICE MEMORANDUM

Subject: Notice Inviting applications for one (01) post from the retired personnel (Under Secretary/Section Officer level) of Central Government Services for rendering their services on contractual basis as Assistant Project Officer (APO) in National Sports Development Fund (NSDF) under Department of Sports-reg.

The undersigned is directed to refer to vacancy circular No. 20-106/2014-SP-II-NSDF, dated 25.02.2022 on the above subject. **Last date for receipt of applications is 21 days from the date of issue of this Circular.**

2. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**


(R.Chakrapani)

Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

F.No.20-106/2014-SP-II-NSDF
Government of India
Ministry of Youth Affairs & Sports

Shastri Bhavan, New Delhi
Dated the 25th February 2022

CIRCULAR

Subject: Notice Inviting applications for one (01) post from the retired personnel (Under Secretary/Section Officer level) of Central Government Services for rendering their services on contractual basis as Assistant Project Officer (APO) in National Sports Development Fund (NSDF) under Department of Sports-reg.

It is proposed to engage retired personnel (Under Secretary/Section Officer level) who served in Central/State Government/Autonomous bodies/PSUs and held a post at level of Under Secretary (pay level 11)/Section Officer (pay level 8) or equivalent to render their services as Assistant Project Officer (APO) in National Sports Development Fund (NSDF) on contractual basis for an initial period not exceeding one (01) year which may be extendable by another year.

SNo	Particular	Detail		
1	Name of the Post	Assistant Project Officer (APO) on contractual basis in National Sports Development Fund (NSDF) for retired Government personnel (US/SO level) form Central Government Services.		
2	Total Vacancies	One (01)		
3	Period of engagement	For an initial period not exceeding one year, which may be extendable by another year.		
4	Job Location	New Delhi		
5	Age Eligibility	Not more than 62 years as on the last date of receipt of application		
6	Eligibility Criterion	Category	Qualification	Experience
		Retired Government employee below 62 years of age	Graduate	Person who served in Central/State Government/Autonomous bodies/PSUs and held a post at level of Under Secretary (pay level 11)/Section Officer (pay level 8) or equivalent. Should have experience in the field of Government rules/ accounts/ tally and working knowledge of MS office etc.


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7	Scope of Work	<p>Assistant Project Officer (APO) will assist the NSDF management in its day to day working and also includes the following:</p> <ul style="list-style-type: none"> • To make preliminary examination of the proposal for financial assistance keeping in view the policy and norms for such assistance; • To monitor cases, where financial assistance has been provided; • To attend work relating to settlement of accounts in all the cases; • To attend Audit and Income Tax related issues of the Fund; • To assist in preparing and updating accounts details and data of the Fund; • Record management; • Supervision of the work of the staff in NSDF Cell; and • Any other task connected with the functioning of the Fund as assigned by Member Secretary/ Project Officer.
8	Remuneration	<p>A fixed monthly amount will 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. There will be no annual increment/percentage increase during the contract period.</p> <p><u>Example</u></p> <p>An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs.1,55,900. Thus, the basic pension will be Rs.77,950. If the employee is appointed on contract basis, the remuneration shall be fixed at Rs. 77,950 (1,55,900-77,950).</p> <p>An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as Assistant Project Officer (APO) may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.</p>
9	Leave	1.5 paid leave for every completed month
10	Working Hours	<ul style="list-style-type: none"> • Normal office timing from 09:00 am to 05:30 pm. • May also have to devote more time than usual to meet the exigencies of work, if required.

11	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance.
12	How to apply	The application in the prescribed format (complete in all respect) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card to the following address:- Under Secretary (SPII) Department of Sports, Room No.102, C Wing, Shastri Bhawan, Dr. R.P. Road, New Delhi — 110001 or email on: shanthasharma-upsc@gov.in ; & sp2-section-myas@gov.in.
13	Last date of receipt of application	<u>21 days</u> from the date of issue of this Circular.

2. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma (Annexure), alongwith a copy of PPO & Last Pay Drawn.

Enclosure: as above



(Shantha Sharma)

Under Secretary to the Governmet of India

Tel. No.011-23381003

To

1. All Ministries/ Departments of the Government of India.
2. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi - with a request to post the same on DoPT website.
3. NIC, MYAS with a request to upload this circular on the website of the Ministry.
4. NIC, Department of Personnel and Training with a request to upload this circular on the website of the DoPT.
5. Project Officer (NSDF)
6. Guard file (SPII).

**Application proforma for engagement of Assistant Project Officer (APO)
on contractual basis in National Sports Development Fund (NSDF)**

A recent passport size photograph
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1	Name (in block letters)				
2	Date of Birth				
3	Date of retirement				
4	Education Qualification				
5	Post at retirement				
6	Last Officer address				
7	Brief about posting in Government service during last 10 years before retirement				
	Post held (Ministry/Department)	Period		Pay level PB/GP	Area of experience
		From	To		
8	Details of Last Pay drawn and basic Pension (enclose a copy)				
9	Aadhar No. (enclose a copy)				
10	PAN No. (enclose a copy)				
11	PPO No. (enclose a copy)				
12	Complete residential address (enclose a copy of address prof)				

13	Mobile No.	
14	Email ID	
15	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.	
16	Publications	
17	Availability (Time required for joining)	

I hereby declare that the particulars furnish above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of APO in NSDF.

Place:

Date:

(signature of the candidate)