

Judo Federation of India

Judo Federation invites online application for Sports Associate.

Judo Federation of India (JFI) is the National Sports Federation for the sport of Judo in India, recognized by the Department of Sports, Ministry of Youth Affairs & Sports, Government of India, and International Judo Federation (IJF), Judo Union of Asia (JUA) Commonwealth Judo Association (CJA) and affiliated to Indian Olympic Association.

For development of the sport of Judo and providing coaching and support to the Indian Judokas, JFI Intends to recruit support staff /Sports Associate to work with the JFI head- office and other team members in the National Coaching Camps. The Sports Associate, so recruited, will be posted at Delhi/NCR and may also travel anywhere in India for the tournaments and championships in India as well as abroad.

Vacancy & Remuneration

The number of vacancies and the place of deployment can be varied as per workload.

Indicative figures are as follows:-

SNo.	Designation	No of Vacancies	Consolidated Monthly Remuneration
1	Sports Associate	02	Rs. 35000-50000/-

Justice Pankaj Naqvi (Retd/)
Administrator
Judo Federation of India

A. Sports Associate:-

Sports Associate will undertake following tasks:-

- I. Manage day to day administrative work of HQ, JFI.
- II. Monitoring of National Campers, NCOE athletes e.t.c.
- III. Oversee the function, management, planning, execution, verification & reporting of Operations of the given projects.
- IV. Preparing Reports and Presentation.
- V. Draft Expression of Interest (EOI) and Request for Proposals (RFPs) for Procurement of Goods and Services according to the GFRs, CVC Guidelines and Procurement Manual of Government of India.
- VI. Any other work as assigned by JFI/SAI.

Eligibility Criteria:

- I. **Essential Qualification** :- Bachelor Degree in any stream (3years from a recognized University).
- II. **Desirable Qualification** :- MBA/Post Graduate Diploma specialization in Sports Management from a recognized university.
- III. **Desirable Experience** :-
 - a. Preference will be given to persons with work experience in the relevant field.
 - b. Participation in nationals and international level in Olympic Sports Disciplines would be advantageous.
 - c. Strong written and verbal communication skills in English.
 - d. Good Knowledge of IT, Software applications and social media.
 - e. Knowledge of Judo would be advantageous.

NOTE:

- **OF THE TOTAL APPLICATIONS RECEIVED, CANDIDATES WILL BE SHORTLISTED FOR THE INTERVIEW BASED ON THE CRITERIA MENTIONED ABOVE.**
- **MERIT LIST: IT IS TO BE NOTED THAT MERE QUALIFYING FOR THE INTERVIEW DOES NOT CONFIRM FINAL SELECTION. SEPARATE MERIT LIST WILL BE PREPARED PURELY ON THE BASIS OF MARKS OBTAINED BY THE CANDIDATES IN INTERVIEW.**
- **THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS; AT THE TIME OF INTERVIEW OTHERWISE THE CANDIDATURE WILL BE CANCELLED.**

GENERAL INSTRUCTIONS

(All the instructions given below must be strictly followed or else the application is liable to be rejected)

1. **WHO CAN APPLY:** Online applications are invited from both male and female candidates, who fulfill the essential eligibility criteria as mentioned above on contract basis in Judo Federation of India.
2. **HOW TO APPLY:** The candidate has to apply only online through the email at jfiindia@gmail.com
 - I. Applications received through any other mode would not be accepted and summarily rejected.
 - II. The applicant must possess a valid and functional email id.
 - III. The e-mail ID entered in the form should remain active until the recruitment process is completed. No change in the e-mail ID will be entertained.

DATE OF OPENING ONLINE REGISTRATION : 12th September 2024

DATE OF CLOSING ONLINE REGISTRATION : 7th October 2024

3. DOCUMENTS REQUIRED:

- A. Application form with recent passport size photograph.
- B. Resume.
- C. Proof of Date of Birth.
- D. Proof of identity.
- E. Bachelor's Degree and mark sheet.
- F. Work Experience Documents claiming work experience must clearly mention the following:
 - Name of the establishment.
 - Signature of competent authority/issuing authority clearly stating their position of authority in the organization.
 - Duration of work experience.
 - The field in which the candidate has worked or the post held in the establishment.

4. UPLOADING OF DOCUMENTS : THE FOLLOWING ESSENTIAL CERTIFICATES/ DOCUMENTS SHOULD BE SELF ATTESTED, SCANNED AND FORWARDED STRICTLY IN THE ORDER MENTIONED BELOW ALL COMPILED IN A SINGLE PDF FILE VIA EMAIL ID PROVIDED.

- a) Application Form with recent passport size photograph.
- b) Resume.
- c) Document for DOB.
- d) Proof of Identity.
- e) Bachelor degree and mark sheet.
- f) Work experience Certificate.

NOTE : Non self-attested documents will be rejected.

5. **CALL LETTERS FOR INTERVIEW :** The Call Letters for interview shall be communicated electronically in the valid and functional email id provided by the candidate.

CANDIDATES SHOULD CHECK THE WEBSITE AND THEIR REGISTERED EMAIL REGULARLY FOR UPDATES REGARDING INTERVIEW DATES AND OTHER RELEVANT DETAILS. ANY VARIATION IN THE DETAILS PROVIDED AND DOCUMENTS SUBMITTED ONLINE WILL LEAD TO REJECTION OF THE CANDIDATE. ANY UPDATES AND NOTIFICATIONS WILL BE HOSTED ON THE WEBSITE.

6. The responsibility of ensuring genuineness of the certificate lies completely with the candidate by self-attestation. JFI reserves the right to discard experience certificates which do not provide correct details as asked above. Website links could be provided to ascertain genuineness.
7. Any experience claimed during the course of completion of the degree will not be counted. Any experience which is not relevant to the above discipline /fields will not be counted.
8. Candidates will be called for the interview based on the short listing criteria as mentioned above. Hence mere fulfillment of eligibility criteria does not entail that candidate will be called for the interview.
9. The Candidates should note that their candidature at all the stages will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature will be cancelled by the JFI.
10. **NOTE : SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE THE ORIGINALS OF THE CERTIFICATES MENTIONED ABOVE AT THE TIME OF JOINING. FAILURE TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF PHYSICAL JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE.**

11. Terms & Conditions for contractual engagement:

- (i) **Tenure** : Initial contractual engagement will be for a period of two years. The tenure can be further extended on the basis of satisfactory performance and subject to requirement.
- (ii) **Age limit** : **The candidate must not have attained 35 years of age as on the closing date of advertisement.**

The date of birth, accepted by the JFI is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. Aadhar Card/Passport/Voter Id will also be accepted. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted. The expression Matriculation/Higher Secondary Examination Certificate in this part of the Instruction includes the alternative certificates mentioned above.

Annual Increment upto 10% (maximum) may be considered subject to satisfactory performance.

- (iii) **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 JFI will issue TDS certificates/ Service Tax, as applicable.
- (iv) **Other Allowances** :- No TA/DA shall be admissible for joining the assignment or on its

completion. No other facilities like DA, Accommodation, Residential Phone, Conveyance/Transport, Personal Staff, Medical reimbursement, HRA, and LTC etc. would be admissible to them. In case he/she is required to proceed outstation from the place of posting for official duty, he/she will be entitled to boarding lodging and travel as per JFI norms.

(v) Extension : - Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review /requirements.

(vi) Leave : - Personnel will be entitled for 30 days leave in a calendar year on pro- rata basis. Employee shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also any un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

(vii) Termination:- The contract can be terminated by giving a 30 days' Notice period by either party, ie. JFI and the employee. In cases of extreme impropriety by the employee the contract may be terminated immediately without notice.

12. Candidates must apply within the scheduled time period, no application received after the last date shall be entertained.
13. Candidates who apply under this advertisement may also be shortlisted for future requirements of Administrative staff in organizations covered under JFI schemes.
14. Decision of JFI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by JFI in this regard.
15. JFI reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises without issuing any further notice or assigning any further notice/any reasons thereafter. The decision of the JFI will be final and no appeal will be entertained against this issue. A panel of eligible candidates will be created to cater to future requirements. The panel made by JFI can also be utilized by various other Govt. Organization which are supported under various schemes of JFI.
16. In case of any dispute, jurisdiction of Court, Delhi only will be applicable.
17. Please do visit your email account regularly for further updates.
18. Further notifications/corrigendum in this regard, if any, will be put upon JFI website only.
19. In case of any dispute, English version of the Employment notice will be treated as valid.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

SAMPLE DOCUMENT DEMONSTRATING HOW THE CERTIFICATES ARE TO BE ATTESTED AND SCANNED AND COMPILED IN THE FORMAT REQUIRED.

APPLICATION FORM:

APPLICATION FORM FOR THE POST OF SPORTS ASSOCIATE



1. Full Name in Capital Letters(as per the matriculation certificate):
2. Gender:
3. Date of Birth (as per the matriculation certificate):
4. Father's Name (as per the matriculation certificate):
5. Nationality:
6. Permanent Address:
7. Address for Communication:
8. Mobile number and Email ID(a valid and functional email ID to be provided):
9. Academic Qualifications:

Degree	Maximum Marks	Marks Obtained	Percentage of Marks	Name and Address of College/Institution	University	Year of Passing
Graduation						
Post-Graduation (Mention the Specialty- _____)						

10. Details of Services rendered earlier/Experience in related field: (After the basic graduation).

Designation	Name and Address of the Organization	Duration of Tenure		Total Period
		From	To	

Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of Judo Federation of India .

Name & Signature of Candidate