

**NATIONAL GAMES SECRETARIAT
SHILLONG, MEGHALAYA
J.N. Stadium, Polo Grounds**

No.SSCM/NGS/3/2019-20/7

Dated: 15th November, 2019

RECRUITMENT TO VARIOUS POSTS ON CONTRACT BASIS

National Games Secretariat, Meghalaya announces vacancies in the following categories. **Applications are invited from genuine citizens of India:**

Name of the Post	Consolidated Salary	Mode of Appointment	No. of Posts
Project Officer	₹ 75,000/-	Contract	1
Project Engineer	₹ 55,000/-	Contract	1
Accountant	₹ 40,000/-	Contract	1
Assistant Project Officer	₹ 35,000/-	Contract	1

All posts will be on short term contract basis (01 year). The contract would be renewable on the basis of performance.

Details and form for applicants may be downloaded from the website megsports.gov.in

A- Project Officer

I- Qualifications & Experience:

Bachelor Degree in Physical Education (B.P.Ed.) or Diploma in Sports Coaching in any discipline from NSNIS Patiala or its subsidiary Regional Centre or Referee/Umpire/Judge in any discipline with international certification or equivalent with 50% Marks

Minimum experience in 3 Sports Events in India or abroad independently handling volunteer management and operations or should have served in the National Games Secretariat handling responsibilities similar to the job role for at least 3 years.

II- **Age: upper age limit 55 years**

III- **Process of Selection** : The selection process comprises of interview/ presentation as given below:

- 1- Personal Interview: The Candidate shall be called for presentation/ /demonstration before a group of experts on a topic given an hour earlier. They will also have to appear for interview before the Selection Committee.

B. **Project Engineer**

I- **Qualifications & Experience:**

1. M.E./Tech(Structures)
2. Should be well versed in Auto Cad, Spreadsheet, STAAD. Pro softwares. Preference will be given to those having additional knowledge related to the field.
3. Minimum 3 to 5 years working experience with Construction firms

II- **Age: upper age limit 45 years**

IV- **Process of Selection** : The selection process comprises of personal interview and written test as given below:

Part I-There shall be a written test which shall carry a weightage of 70% to be considered by the Selection Committee in addition to the performance in the personal interview which will carry weightage of 30%.

The eligible candidates shortlisted by the Screening Committee based on their performance in written test shall be called to appear for interview before the Selection Committee.

The comparative weightage for written test and interview will thus be 70%, and 30% respectively.

C- **Accountant**

V- **Qualifications & Experience:**

Education

- 1- UG :B.Com in Commerce
- 2- PG : in Chartered Accountancy
- 3-

Key Skills

Tally software, Accountants receivable, Accounts payable, Cash application, Petty cash, Civil contractor, Accounting, Bill passing, Journal Entries, General Accounting, Invoice processing, General ledger.

Minimum 8 years experience

Age: upper age limit 55 years

VI- **Process of Selection** : The selection process comprises of interview/ presentation as given below:

1- Personal Interview: The Candidate shall be called for interview before the Selection Committee.

D- Project Assistant

VII- **Qualifications & Experience:**

1. MCA
2. Microsoft Office, Spreadsheets, Email Communication, Marketing Automation, Data Visualization

VIII- **Age: upper age limit 35 years**

IX- **Process of Selection** : The selection process comprises of personal interview and written test as given below:

Part I-There shall be a written test which shall carry a weightage of 70% to be considered by the Selection Committee in addition to the performance in the personal interview which will carry weightage of 30%.

The eligible candidates shortlisted by the Screening Committee based on their performance in written test shall be called to appear for interview before the Selection Committee.

The comparative weightage for written test and interview will thus be 70%, and 30% respectively.

D- **GENERAL INSTRUCTIONS :**

- a) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that

they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.

- b) The application should be accompanied by self-attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application not accompanied with the required certificates / documents/ unsigned are liable to be rejected.
- c) Candidates who are self-employed are required to produce supporting documents towards proof of employment viz. registration of company/audited accounts of turn-over etc.
- d) Candidates will not be paid Travelling allowances.
- e) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview.
- f) The decision of the National Games Secretariat in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- g) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- h) The selected candidates will be posted in Shillong.
- i) **The number of vacancies may increase or decrease as per requirement and at the sole discretion of National Games Secretariat.**
- j) **The National Games Secretariat reserves the right to recall the Advertisement.**

E. HOW TO APPLY

- (a) Candidates who are desirous of applying for posts with different competencies must apply separately. The following copy of documents must be submitted/ attached along with **application form which is available in the Directorate of Sports and Youth Affairs, J.N.S. Complex, Polo. The last date for submission of the application forms is 20th December, 2019 on or before 4:30 PM.**
- (b) **The application may be submitted at the address given below:-**

**Directorate of Sports and Youth Affairs,
J.N.S. complex, Pologround,
Shillong, 793001
Meghalaya.**

(c) The following documents must be submitted along with the application form:-

- (i) Coloured Passport Size Photo**
- (ii) Category Certificate**
- (iii) Self attested photocopies of Certificate, Mark Sheets/Transcript:**
- (iv) Proof of Experience letter/Supporting documents**
- (v) Any other relevant information**

- (d) Black & white/ unclear/hazy/doctored / morphed images if submitted by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain 3 identical copies of this photograph which has been submitted and will have to produce them before the Authority as and when called for.
- (e) Applicants are advised to enter correct/valid data in respect of various information. Incorrect details, if entered, by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- (f) Application once made will not be allowed to be withdrawn on any count nor can it be held in reserve for any other recruitment or selection process.
- (g) All correspondence including interview letter, if any, shall be sent only to the mail address provided by the applicant in the application form.
- (h) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the National Games Secretariat reserves the right to modify/withdraw/cancel any communication made to the applicant.

**CEO, National Games Secretariat
Meghalaya**

**NATIONAL GAMES SECRETARIAT
APPLICATION FORM**

Instructions

1. **Please fill the form using a ball point pen**
2. **Use Block Letters only**
3. **Read the advertisement for the post in question in the website megsports.gov.in before filling up the form.**
4. **Last date for submission of application 20th December,2019 4:30 PM**

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INCOMPLETE APPLICATION WILL BE SUMMARILY REJECTED

1. Advertisement No and Date:

No.SSCM/NGS/3/2019-20/7Dated: 15th November, 2019

Affix latest
photograph of
size 3.5cm x 4.5
cm
Do not staple or
pin.
Use gum only

2. Name of the Post applied

for: _____

3. Name

Surname

4. Date Of Birth

(dd)

(mm)

(yyyy)

5. Sex (Male/Female)

Male

Female

6. Father's/Mother's Name

**7. Present Address for communication with pin code
(This address will be used for all communication)**

8. Phone No: (Mobile)

(Land Line with STD Code)

9. Permanent Address in full with Pin code

10. Are you a resident of Meghalaya? (Yes/No)

11. Are you a citizen of India? (Yes/No)

12. Indicate category

Eg. General/ST/SC/OBC

13. Educational Qualifications

Sl. No.	Name Of Institution And Address	Board/ University	Examination Passed	Date, Month and Year of Passing	Subjects (Separate sheet may be attached, subject should be listed and sheet should be signed)	Division/ Grade	Percentage Obtained
1							
2							
3							
4							
5							

14. Do you possess the essential qualification(s) prescribed for the post ? _____
(Yes/No) Please specify.

15; Experience Certificate. -----

16. If Yes, specify the following details.

Appointment Type :

Permanent /
 Adhoc /
 Casual /
 Contractual

Name of the Office: _____

Name of post held: _____

Duration in Years: _____

17. Present occupation (for Non-Govt/Semi- Govt/PSU/Private/Others)

Name of the Organization: _____

Name of post held: _____

Duration in months: _____

Declaration:

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I also understand that my candidature is liable to be cancelled in case of any false statement.

Date: _____

Signature of Candidate