

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SPORTS & YOUTH AFFAIRS:
J.N. SPORTS COMPLEX, POLO, SHILLONG, MEGHALAYA**

No.DSYA/NG2022/GAMES-SECTT/2018/28 Dated Shillong the 26th September 2018

**ADVERTISEMENT FOR CHIEF EXECUTIVE OFFICER, NATIONAL GAMES
SECRETARIAT, MEGHALAYA**

Applications are invited from willing and eligible candidates for the post of Chief Executive Officer for National Games 2022, Meghalaya. Job Description/ Terms of Reference along with eligibility conditions are available at the website <http://meghalaya.gov.in> and <http://megsports.gov.in> and in the address below:-

**Director
Sports & Youth Affairs
Government of Meghalaya
JNS Sports Complex, Polo,
Shillong, Meghalaya- 793001**

**Sd/-
Director
Sports & Youth Affairs
Meghalaya**

No.DSYA/NG2022/GAMES-SECTT/2018/28 (A) Dated Shillong the 28th September 2018

Copy to:

1. The Director, Information & Public Relation with a request to publish the advertisement on 28th September 2018 in 3 (three) local Newspaper (English, Khasi and Garo) positively, in the size 4 column x 15 cms.
2. The State Informatics Officer, National Informatics Centre (NIC), Meghalaya, Shillong with a request to upload the advertisement and other related Job Description/ Term of Reference in the official website of the Government of and the website of the Sports & Youth Affairs Department, Govt. of Meghalaya.
3. The Deputy Secretary to the Govt. of Meghalaya, Sports & Youth Affairs Department, Shillong for information.

**Director
Sports & Youth Affairs,
Meghalaya, Shillong**



GOVERNMENT OF MEGHALAYA
Department of Sports & Youth Affairs, Government of Meghalaya
39th National Games Meghalaya, 2022



No.DSYA/NG2022/GAMES-SECTT/2018/29

Dated Shillong the 26th September 2018

EMPLOYMENT OPPURTUNITY

CHIEF EXECUTIVE OFFICER FOR NATIONAL GAMES SECRETARIAT MEGHALAYA (NGSM)

1. BACKGROUND

Meghalaya is set to host the 39th edition of the National Games in 2022 which is also the year when the hill state will celebrate 50 years of statehood. The Host City Contract for the 39th National Games 2022 was signed between the Indian Olympic Association (IOA), Meghalaya State Olympic Association (MSOA) and Meghalaya Government on 3rd January 2018. On March 29th 2018, 39th National Games Organizing Committee (NGOC) was formed under the Chairmanship of the Hon'ble CM, Meghalaya. The Government of Meghalaya is now in process of setting up of the National Games Secretariat Meghalaya (NGSM), which will be the institutional arm under the Government of Meghalaya for creation of sports infrastructure in the state and conduct of the Games.

2. ROLES AND RESPONSIBILITIES

It is the intent of the Government of Meghalaya to appoint the Chief Executive Officer (CEO) of the National Games Secretariat, a full time functionary who will be engaged for 4 years and may be extended for 1 more year. The roles and responsibilities of the CEO will include:

- i. Head the National Games Secretariat Meghalaya and be responsible for its internal functioning as well as it's interaction with NGOC, State Government , and state departments.
- ii. Develop long term and short terms strategy for the NGSM to meet its objectives and monitor activities and investments through various implementing agencies/ line departments of the state
- iii. Oversee procurement of various services and infrastructure required for the delivery of the 39th National Games 2022

3. REQUIRED QUALIFICATION AND EXPERIENCE

- i. Graduate degree/diploma in any relevant disciplines
- ii. Senior or retired officers from All India Services or State Services with at least 15 years' experience of working in State Government/ Central Government/ Public Sector Undertaking in India
- iii. At least 10 years of experience in large scale programme management, infrastructure procurement, budgeting and financial management, coordination and capacity building of stakeholders

4. SUBMISSION OF APPLICATION

Interested applicants may submit their application by hand or by post by **17th October 2018 (5:00 PM Indian Standard Time)** to the following nodal officer:

Director
Sports & Youth Affairs
Meghalaya
e-mail: ng2022megh@gmail.com

Address: J.N.S Complex. Polo Grounds, Shillong - 793001

Applications received after due date or without requisite documents will not be considered.

For the detailed Job Description and more details for the application process please visit: <http://megsports.gov.in/>

Job Description/ Terms of Reference of CEO, National Games Secretariat Meghalaya

Title	Chief Executive Officer, National Games Secretariat Meghalaya
Project	39th National Games 2022, Meghalaya
Duty Station	Shillong, Meghalaya
Start of Contract	2018
End of Contract	4 year + 1 year extension

Background:

The objective of the Sports and Youth Affairs Department, Government of Meghalaya is to provide a more focussed approach to sports and games, development of youth and youth activities competitions in schools, clubs, associations, age group competitions for boys/girls and senior men/women etc., training and coaching of sportspersons at various levels, training of technical personnel for various games like coaches, physical education teachers, umpires /judges /referees etc. have been taken up in right earnest. It is the effort of the Department to facilitate sportspersons of the State to enable them to take part in the regional and national level competitions every year to place them in a position to be selected for international competitions like Asian Games, Commonwealth Games, South Asian Games and Olympic Games etc.

The National Games of India is the premiere multi discipline sporting events in the country. The first National Games was held in 1924. It was initially called Indian Olympic Games later known as National Games. Till date, 35 editions of the Games have been held successfully across India. National Games are scheduled to be held every two years.

The National Games act as a platform for catapulting Indian sportspersons, sports organizations, sports technical officials and sports administrators of India onto a national and global platform. It provides an opportunity to states/UTs to create sports infrastructure of international specifications, attract youth participation in large number of sports and identify talent for building the medals winning national teams for international competitions.

Meghalaya is set to host the 39th Edition of the National Games in 2022 which is also the year when the hill state will celebrate 50 years of statehood. Meghalaya will be the third state

in the Northeast to host the Games after Manipur and Assam that hosted it in 1999 and 2007 respectively. The Host City Contract for the 39th National Games 2022 was signed between the Indian Olympic Association (IOA), Meghalaya State Olympic Association (MSOA) and Meghalaya Government on 3rd January 2018. On March 29th 2018, 39th National Games Organizing Committee (NGOC) was formed under the Chairmanship of the Hon'ble CM, Meghalaya.

The NGOC now proposes to setup the National Games Secretariat Meghalaya (NGSM), which will be the nodal agency set up by the Government of Meghalaya for support in execution and conduct of the 39th National Games. The Secretariat will be the institutional arm for creation of sports infrastructure in the state and conduct of the Games for the effective monitoring of all projects for Games. The NGSM will be an autonomous body and will function under the guidance of the NGOC. The management and control of affairs of the Secretariat is entrusted with the NGOC.

The National Games Secretariat Meghalaya will have the following objectives:

- a) To take up activities and make investments through various implementing agencies/ line departments of the state government leading to: -
 - Creation of sports infrastructure of International standard for National Games
 - Improvement of existing sports infrastructure in the state
 - Successful operational conduct and delivery of the 39th National Games
 - Strengthening the sports policy framework and improving the Government's long-term capacity for strategic sports development
- b) To upgrade the existing sports infrastructure in the state and construct new sports infrastructure for conduct of the National Games
- c) To develop accommodation facilities for the participants and officials of the National Games
- d) To procure and sports equipment's and services for the delivery of the games in consultation with State Sports Associations and National Federations.
- e) To make all arrangements for the smooth conduct of the 39th National Games
- f) To make rules and regulations for conduct of activities of the National Games Secretariat and its affiliates
- g) To develop long term and short term strategy for sports talent scouting and development in the state for sports persons and new talents in consultation with State Sports Associations and National Federations.

- h) To act as an interface between the stakeholders viz Government of Meghalaya, Government of India, Indian Olympic Association (IOA), Meghalaya State Olympic Association and National Federations.
- i) To recruit suitable and experienced technical, administrative and office personnel for the functioning of the National Games Secretariat Meghalaya subject to following the procedures laid down by the State Government.
- j) To accept grants of money, securities of property and to undertake/accept management of any endowment consistent with the objectives of the National Games Secretariat Meghalaya.
- k) To commit expenditure as received from Government or any other source in pursuance of objectives of National Games Secretariat Meghalaya.
- l) To undertake innovative initiatives to secure funds for the delivery of the National Games through central and state government schemes, Corporate Social Responsibility (CSR), Public Private Partnership (PPP), sponsorship etc.
- m) To create duly empowered management mechanism as may be deemed necessary for achievement of objectives of the National Games Secretariat Meghalaya.

Objectives of this Assignment:

- n) The Chief Executive Officer (CEO) will be the head of the National Games Secretariat Meghalaya and be responsible for developing and leading the execution strategy for the National Games Secretariat Meghalaya. He will be responsible for all day-to-day management decisions and for implementing the long and short term plans for meeting the objective set for the National Games Secretariat Meghalaya. The CEO will act as a direct liaison between the NGOC and other official of the National Games Secretariat Meghalaya.

The following will be the roles and responsibilities of the CEO:

- To be the head of the National Games Secretariat Meghalaya and be responsible for its internal functioning as well as it's interaction with NGOC, State Government and state departments.
- To develop long term and short terms strategy for the National Games Secretariat Meghalaya to meet its objectives and monitor activities and investments through various implementing agencies/ line departments of the state.

- To oversee procurement of various services and infrastructure in consultation with in-line departments, state sports associations and National Federations for the delivery of the 39th National Games 2022
- Strengthening the state's sports policy framework and improving State Government's long-term capacity for strategic sports planning
- To delegate appropriately the work involved and make all arrangements for the smooth conduct of the National Games 2022 as per schedule.
- To activate required functional areas, oversee recruitment of teams, development of policies and procedures for effective delivery of the 39th National Games 2022
- To create duly empowered management mechanism, through participation of various government departments and autonomous institutions including State Associations, Indian Olympic Association, private agencies etc. for execution of the National Games
- To ensure effective budgeting and financial management for the National Games Secretariat Meghalaya based on Government of Meghalaya and Government of India guidelines
- To ensure that periodic reports, monthly, quarterly and annual accounts of the National Games Secretariat Meghalaya are prepared and published.
- To take all such actions, including those not mentioned above, as may be necessary for or incidental to achievements of National Games Secretariat's Meghalaya objectives.

Qualifications & Experience:

- a) Graduate degree/diploma in any relevant disciplines
- b) Senior or retired officers from All India Services or State Services with at least 15 years' experience of working in State Government/ Central Government/ Public Sector Undertaking in India.
- c) At least 10 years of experience in large scale programme management, infrastructure procurement, budgeting and financial management, coordination and capacity building of stakeholders.
- d) Demonstrable competence in government affairs and exposure to large scale government projects. Preference would be given to candidates with previous experience with large scale sporting events.

Preferred Skills:

- Promoting ethics and integrity;
- Building staff competence, creating an environment of creativity and innovation;
- Inter-cultural and constructive thinking skills with team working spirit
- Creating and promoting enabling environment for open communication;
- Appropriate knowledge of local conditions, such as local language, culture, administrative systems and government organizations.
- Excellent managerial, communications and interpersonal skills, communication skill in local languages will be an asset
- Regular interaction with government (various State Government Missions and officials of the Central Government)

Remuneration:

The remuneration shall depend on the qualification and experience of the candidate and as per prevailing norms. Please mention the minimum emoluments expected.

Application procedure:

Interested and qualified candidates should submit their application along with latest Curriculum Vitae in hard copy or by post, to the following address, latest by 17.00 Hrs. on 17th October, 2018 giving name of the Job Title in the subject line.

A Shortlisting Committee will shortlist all application received and the shortlisted candidates will be called for interview with the Selection Committee. Please note that only applicants who are short-listed will be contacted.

Nodal Officer:

Director
Sports & Youth Affairs
Meghalaya
e-mail: ng2022megh@gmail.com
Address: J.N.S Complex. Polo Grounds, Shillong - 793001

Sd/-
Director
Sports & Youth Affairs
Meghalaya