इण्डियन एसोण्सएशन फॉर द कल्टीवेशन ऑफ साइंस

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

**(An Autonomous Institute of Department of Science &Technology, Government of India and
a deemed to be University under section 3 of UGC Act, 1956)**

2 ए और बी,राजा एस सी मण्लृिकरोिे,जादवपुर,कोििकाता-700032

2A&B, Raja S.C. Mullick Road, Jadavpur, Kolkata-700032

Adv No: IACS/ADVT/P/SPORTS OFFICER/07/376   **Date: 04.04.2024**

Indian Association for the Cultivation of Science (IACS) desires to appoint one Sports Officer on purely temporary and contractual basis (in Consultancy mode) initially for a period of two (2) years. The tenure of appointment may be extended up to another period of three (2+1) years, subject to the requirement of the Association, satisfactory performance of the incumbent and attaining 65 years of age by the incumbent.

1. ROLES AND RESPONSIBILITIES

1. Management of all student sports activities.
2. Suggesting improvement plans for up-gradation of Student's facilities for sports and facilitating the execution of the same.
3. Maintenance of records for all sports activities, participants, results, etc.
4. All arrangements and management for the Inter University, Institute etc. matches.
5. Managing and maintenance of Sports item stocks, GYM, Play Ground and other Sport facilities.
6. Issuance of sports kits and stores. Maintaining stock register.
7. Coordination and monitoring of the sports ground and attendees.
8. Sports storekeeper and all matters related to the sports item purchase.
9. All administrative tasks related to student sports.
10. Coaching of different games.

2. VACANCIES:

One (1)

3. QUALIFICATION:

Essential:
1. Bachelor's Degree from a recognized Board or University.
2. Diploma in Physical Training from a recognized Institution
3. Minimum three (3) years' experience of imparting training in Physical training in recognized college or institution.
4. Experience of having coaching in Track & Field events or any games.

Desirable:
1. Participation at the National level in any of these above fields.
2. Experience of organizing Sports Meet.
3. Should have computer literacy and experience of working with computer office applications.

4. REMUNERATION:

IACS will offer a fixed and consolidated remuneration of Rs.65,000/- (Rupees Sixty Five thousand only) per month, subject to the condition that the pay plus pension must not exceed his/her last pay and if s/he attends duties on all the 5(five) working days in a week on full time basis. Pro- rata remuneration will be offered for the number of days in a week and number of hours in a day, the incumbent will attend duties.

5. MAXIMUM AGE LIMIT:

Up to 63 years of age as on closing date of application.

6. HOW TO APPLY:

Interested applicants are required to submit their latest BIO-DATA along with a passport size self attested photograph affixing on it and supporting documents in support of educational qualification and experience. The application should be sent in an sealed envelope superscripted clearly "**APPLICATION FOR THE POST OF SPORTS OFFICER ON PURELY TEMPORARY AND CONTRACTUAL BASIS against Notification No. IACS/ADVT/P/SPORTS OFFICER/07/376 dated 04.04.2024 "** to **The Registrar, Indian Association for the Cultivation of Science, 2A & B, Raja S. C. Mullick Road, Kolkata – 700032 by post or by hand to** the Receipt and Dispatch Section only during office hours (11 am - 5.30 pm) on any working day till the closing date of receiving the application.

7. SELECTION PROCEDURE:

Presentation and Personal Interview. No TA/DA shall be paid to the candidates for attending the Presentation / Interview.

8. IMPORTANT DATES:

Closing date for receipt of application**: On or before 45 days from the date of publication of the Recruitment Advertisement in the Website of IACS (up to 5.00 PM). The Institute shall not be responsible for postal delays, if any.**

Date of Presentation/Personal Interview**: Will be notified in due course in the official website of IACS and/ or issuance of letter.**

Registrar