

**BOXING FEDERATION OF INDIA****F. No. BFI/01/Recruitment/2020-21****Dated: 20/11/2020****ADVERTISEMENT NO. 01/2020-21**

Boxing Federation of India in collaboration with Khelo India launched a Grassroot Development Programme to promote boxing at district, state and national Level. The program aims to identify and help recognize boxing talent of India at the grassroots level and promote boxing across India. This program strengthens the training and coaching facilities for boxers and development of academies.

E-Khelo Pathshala Project: E Khelo Pathshala project is a level based E-learning online programme for boxers and coaches under Grassroots Development Program. Online training will be given to boxers which include fitness, nutrition, physiotherapy, mental health & technical boxing lecture. Training will be based on Uniform content shared by the National coaches under the program. National Centre of Excellence (NCOE Rohtak) will be the main centre of the Grassroot Development Program.

Applications are invited for E-Khelo Pathshala under Grassroots Development Program for various posts i.e. Lead Programme Manager cum Jr. Consultant (Administration), Young Professional and Data Entry Operator on contractual basis. Interested candidates, who fulfil the criteria for various posts mentioned in the attachment, may send their application in the format provided in the annexure to Boxing Federation of India. The complete application form i.e **Annexure A** along with latest C.V. should reach [info@boxingfederation.in](mailto:info@boxingfederation.in) by 11<sup>th</sup> December 2020.

| <b>S. No.</b> | <b>Designation</b>  | <b>Number of Counts</b> |
|---------------|---|-------------------------|
| 1             | Lead Programme Manager cum Junior Consultant (Administration) | 01                      |
| 2             | Young Professional  | 02                      |
| 3             | Data Entry Operator   | 02                      |
| <b>Total</b>  |   | <b>05</b>               |

BFI reserves the right to withdraw this advertisement at any time without assigning any reason thereof.

**P.C Pratihari**  
**Director, Administration**

## **A. Lead Programme Manager cum Junior Consultant (Administration):**

### **Eligibility:**

MBA/ PGDM or Masters' Degree with 05 Years of overall experience with atleast 02 years in Sports Management/Govt. Organisation/PSU

OR

Graduate with 07 years of overall experience with atleast 02 years in Sports Management.

### **Job Description**

- Successful planning and execution of E-Khelo Pathshala Programme under grassroot development on Pan India basis.
- Responsible for Coordination with State Units.
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Oversee the function, management, planning, execution, verification & reporting of Operations of all the projects.
- Interacting with empanelled agencies to assist in their efficiencies in the build up to the bid & facilitate any on-site requirement in the assigned project.
- Conduct and maintain records various meetings with all the stakeholders, including drafting of Minutes of Meeting.
- Coordination with external stakeholders regarding communications at various levels to ensure smooth delivery of the function.
- Drafting of official letters to various divisions/departments/organisations etc. related to given project.
- Preparation of power-point Presentations for the given projects.
- Registration of Boxers, coaches & officials and Manage day to day administrative work.
- Any other work assigned by the reporting authority.

### **Age Limit:**

There is an upper age limit of 55 Years for Junior Consultants

### **Remuneration**

- Rs. 50,000-60,000 Per Month for 1 year contract.

## **B. Young Professional:**

### **Eligibility:**

MBA/ PGDM or Masters' Degree

OR

Graduate with atleast 1 Year of experience in Sports Management/ Government Organization.

### **Job Description**

- Drafting of Presentations for different Grassroots Development & e-Khelo Pathshala Meetings
- Coordination with State Units, registration of Boxers, coaches & officials.
- Responsible for registration of Boxers, Coaches & Officials.
- Collection, organisation and analysis of various data pertaining to athletes, coaches, academies, etc. in MS-Excel and MS Powerpoint.
- Drafting of minutes for all e-Khelo Pathshala and other Meetings.
- Coordinating with different departments in queries related e-Khelo Pathshala.
- All work related to day to day administration
- Maintain the data of the material/resources provided to manpower engaged in e-Khelo Pathshala and grassroots development program.
- Drafting of letters, file noting, orders etc
- Manage the marketing strategy and communication plan.
- Assist in various promotional opportunities, for example – conferences, sports events, tournaments, seminars, media events etc.
- Any other work assigned by the reporting authority.

### **Age Limit:**

There is an upper age limit of 35 Years for Young Professionals.

### **General:**

- Good Knowledge of Computer- Windows and Microsoft office application especially Ms. Excel, Ms Word and Ms Powerpoint
- Confident, self-driven and a team player.
- Ability to read, write and speak in English and Hindi

### **Remuneration**

- Rs. 40,000-45,000 Per Month for 1 year contract.

### **C. Data Entry Operator**

#### **Eligibility:**

Essential:

- i) Graduate from a recognized Indian University with basic computer knowledge including;
- ii) Certificate/Diploma in Data Entry Operator etc, from Govt. recognized institution;
- iii) Data Entry Speed of 8,000 (eight thousand) key Depressions per hour on Computer.

Desirable: One-year working experience in a Govt. recognized organization.

#### **Job Description:**

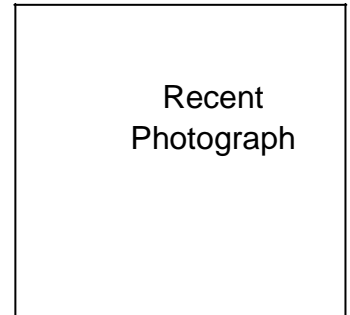
1. Prepares, compiles, and sorts documents for data entry.
2. Verifies and logs receipt of data.
3. Transcribes source data into the required electronic format.
4. Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
5. Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
6. Maintains a filing system and protects confidential customer information.
7. Responds to requests to retrieve data from the database or electronic filing system.
8. Uses basic office equipment (photocopy machine, facsimile machine, etc.)
9. Maintains a satisfactory level of quality and productivity per department standards.

#### **Remuneration**

- Rs. 25,000-30,000 Per Month for 1 year contract.

**PERFORMA FOR APPLICATION**

Post applied for: .....



- 1. Name: .....
- 2. Father's/Mother's Name: .....
- 3. Date of Birth: .....
- 4. Nationality: .....
- 5. Postal Address: .....
- 6. Contact Number: .....
- 7. E-mail address: .....
- 8. Educational Qualifications Matriculation onwards:

| S. No. | Certificate/Degree | Subject | Institute/University | Year of Passing | Percentage/CGPA |
|--------|--------------------|---------|----------------------|-----------------|-----------------|
|        |                    |         |                      |                 |                 |
|        |                    |         |                      |                 |                 |
|        |                    |         |                      |                 |                 |
|        |                    |         |                      |                 |                 |
|        |                    |         |                      |                 |                 |

9. Work Experience:

| S. No. | Organization/Institute | Period From - To | Nature of Work | Remarks |
|--------|------------------------|------------------|----------------|---------|
|        |                        |                  |                |         |
|        |                        |                  |                |         |
|        |                        |                  |                |         |
|        |                        |                  |                |         |

Total Experience (in months).....

10. Sports Participation:

(A) International Level

| S.No. | Event | Position |
|-------|-------|----------|
|       |       |          |
|       |       |          |

(B) National Level

| S.No. | Event | Position |
|-------|-------|----------|
|       |       |          |
|       |       |          |

**DECLARATION**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility criteria for the post applied for, my candidature is liable to be cancelled / rejected at any stage of selection.

**Place:**

**Date:**

**(Signature of the Applicant)**