



**Recruitment of Support Staff  
(Doctors, Physiotherapists, Physiologists,  
Nutritionist, Psychologists, Masseurs,  
Administrative Staff etc.)  
For the Sport of Boxing under “Scheme of  
Assistance to NSF”**

Boxing Federation of India  
323, Udyog Vihar, Phase-IV,  
Gurugram-122015  
[info@boxingfederation.in](mailto:info@boxingfederation.in)



## **Preamble**

Boxing Federation of India (BFI) is the National Sports Federation for the sport of Boxing in India, recognised by the Department of Sports, Ministry of Youth Affairs & Sports, Government of India, and International Boxing Association (IBA) and is affiliated to Indian Olympic Association.

For development of the sport of boxing and providing coaching and support to the Indian National Boxers, BFI intends to recruit support staff (Doctors, Physiotherapists, Physiologists, Nutritionist, Psychologists, Masseurs, Administrative Staff etc.) to work with the boxers who train at the National Coaching Camps for Elite (Senior) Boxers. The officials, so recruited, will be posted anywhere in the country and may also travel with the team for within various foreign exposure programmes, tournaments and championships in India and abroad.

Recruitments will be done strictly on the basis of guidelines of Sports Authority of India (SAI) circulated vide their letter No. SAI/TD/Misc/2019 dated 4<sup>th</sup> November, 2019, appended below.

The recruitments will be done on contractual basis initially for a period of one year and may be extended further, subject to the officials found suitable to continue on the basis of their performance assessed on a quarterly basis.

Suitable remuneration will be paid as per SAI norms.

Interested candidates, who fulfil the criteria for various posts mentioned below may send their applications in the format provided in the Appendix with self-attested copies of their credentials to Executive Director, Boxing Federation of India at 323, Udyog Vihar, Phase-IV, Gurgaon, Haryana – 122015 and by mail to [info@boxingfederation.in](mailto:info@boxingfederation.in) and [ed@boxingfederation.in](mailto:ed@boxingfederation.in). **The applications must be in the format given in the Appendix. Last date of receipt of application for all posts is Monday, the 1<sup>st</sup> August, 2022**

**Date: 19<sup>th</sup> July, 2022**



## **Sports Physician / Team Doctor**

### **Eligibility Criteria:**

1. Government recognized MBBS qualification with valid registration for practicing in India
2. Government recognized postgraduation in Sports Medicine i.e., MD (Sports Medicine) degree or PGDSM with valid registration for practicing in India
3. No online degree/diploma will be accepted as substitute to above qualifications
4. Experience should be sports specific and at elite level preferably with national teams.
5. Other qualifications relevant to meet the sports specific demand may be considered as additional qualifications.

### **Job Description:**

1. Shall conduct annual medical examination of all camp athletes at the beginning of national coaching camp and communicate the results.
2. Shall be attending to all day-to-day injuries and illnesses of the athletes and staff of the concerned coaching camp.
3. Shall co-ordinate for Scientific Testing with the Sports Science Department of SAI/ SAI/outourced agency if any.
4. Shall be head for medical team and would work closely with team strength & conditioning expert, physiotherapist, sports science expert and masseurs for injury management and rehabilitation.
5. Shall suggest the requirements of food supplements to various groups of boxers in consultation with the related officials.
6. Shall work on injury prevention strategy for the athletes and implement it with help of other team members.
7. Must send his reports to the Chairman, Medical Commission of BFI, Performance Director and BFI HQ.
8. Any other work as assigned by BFI/SAI.

## **Sports Physiotherapist**

### **Eligibility Criteria:**

1. BPT qualification from a recognised university/institute
2. UGC recognized postgraduation in Sports Physiotherapy i.e., MPT (Sports) or MPT (Ortho & Sports Combined PG degree) or equivalent qualification from a recognised university/institute - Desirable
3. No online degree/diploma will be accepted as substitute to above qualification
4. Experience should be sports specific (in this case Boxing) and at elite level preferably with national teams.
5. Other qualifications relevant to meet the sports specific demand may be considered as additional qualifications.



#### Job Description:

1. Shall be responsible for day-to-day injury management and rehabilitation of athletes.
2. Shall work on injury prevention strategy for the athletes in consultation with team doctor
3. Shall maintain a record of present and past injuries for all athletes of camp
4. Shall help the coach in planning strength conditioning sessions for all athletes
5. Any other work as assigned by BFI/SAI.

#### **Sports Masseur/Masseuse**

#### Eligibility Criteria:

1. Must have passed SSC/HSSC examination from a recognised Board. Higher educational qualification may be preferred.
2. Certified Sports Massage Course from a recognised university/institute
3. No online degree/diploma will be accepted as substitute to above qualifications

#### Desirable:

- 1 SAI NIS Sports Massage Skill Development Course
- 2 Ayurvedic massage experience

#### Job Description:

1. Massage therapy for the athletes on direction of team Doctor and/or Physiotherapist.
2. Help the team to carry out daily functioning
3. Any other work as assigned by BFI/SAI.

#### **Sports Psychologist**

#### Eligibility Criteria:

1. Post graduate qualification in Sports Psychology i.e., MA/MSc (Sports Psychology) or MA/MSc (Clinical Psychology/Counselling Psychology/ DevelopmentPsychology) from a recognised university/institute.
2. No online degree/diploma will be accepted as substitute to above qualifications
3. Minimum of 5 years' experience with sports specific experience preferred

#### Job Description:

1. Group psychology session for all athletes in camps
2. Address the psychological issues of individual athletes and provide solution to resolve them
3. Quarterly assessment in respect of individual athletes
4. Any other work as assigned by BFI/SAI.



## **Sports Nutritionist**

### **Eligibility Criteria:**

6. Post graduate in Nutrition/Dietetics from a recognised university/institute
7. No online degree/diploma will be accepted as substitute to above qualifications
8. Minimum of 5 years' experience with sports specific experience preferred

### **Job Description:**

1. Group session for all athletes in camp
2. Address the weight management issues of athletes and suggest proper diet plan
3. Prepare the daily diet menu for mess and ensure compliance
4. Supplement advice
5. Quarterly assessments
6. Any other work as assigned by BFI/SAI.

## **Physiologist**

### **Eligibility Criteria:**

1. MBBS/Masters in Medical Physiology/Human Physiology/Sports & Exercise Physiology
2. No online degree/diploma will be accepted as substitute to above qualifications
3. Must have worked on physiological monitoring systems
4. Minimum of 5 years' experience with sports specific experience preferred.

### **Job Description**

1. To work on physiological monitoring system for each athlete on periodical basis
2. Observe the progress of athletes
3. Suggest measures for improvement in consultation with the team Doctor and Coaches
4. Any other work as assigned by BFI/SAI.

## **Administrative Assistant**

### **Eligibility Criteria**

1. Must be Graduates in any discipline from a recognised University/Institute
2. Must be well conversant with working on computer systems, internet and data management
3. Must be having experience in working in sports related activities like organising National and International sporting events
4. Must be conversant with working of sports organisations like Federations /Associations etc.
5. Preference will be given to persons with over all experience of 5 years in sports activities

### **Job Description**

1. Will work with Sports Federation
2. Interact with the State Sports Associations and nodal Government organisations
3. Organise Open/National Championships at Zonal/Central level
4. Must be willing to travel frequently



5. Any other work as assigned by BFI/SAI.

### **Development Manager**

#### **Eligibility Criteria**

- 1 Must be a Graduate in any discipline from a recognised University/Institute
- 2 Must be MBA in any discipline from a recognised University/Institute
- 3 Must be well conversant with working on MS Office use of internet and data management
- 4 Must have experience in working in sports related activities like Sports analytics, Sports Management, Planning & Procedure creation
- 5 Must be conversant with working of sports organisations like Federations /Associations/SAI etc.
- 6 Preference will be given to persons with over all experience of over 5 years in sports activities

#### **Job Description**

1. Organising, developing and delivering a varied range of sporting activities, projects or programmes
2. Finding funding and managing budgets
3. Sports promotional activities
4. Maintaining statistical data
5. Administrative tasks
6. liaising and working with other sports bodies or agencies working at Grass root levels as also talent identification
7. Assessment and gap analysis of infrastructure as well as manpower at various canters across India.
8. Monitoring and assessing progress of national level athlete including Elite, Youth and Junior.
9. Assistance to HPD
10. Any other work assigned by BFI



No. SAI/TD/Misc./2019

4<sup>th</sup> Nov. 2019

1. President/Secretary General, IOA
2. President/Secretary General of  
National Sports Federations

Sub: ***Policy for Recruitment of Coaches and Support Staff under the "Scheme of Assistance to NSF" – Reg.***

Sir/Madam,

The following document outlines the policy related to appointment of Coaches and Support Staff by the National Sports Federations (NSFs) or Sports Authority of India (SAI). The Competent Authority has decided to streamline the process related to empanelment, appointment, review and remuneration of Coaches and Support Staff working part time or full time in national camps or appointed to work with Indian athletes by the NSF.

#### **NSF Search Committee**

1. Each NSF will form a Search Committee, to be decided by its President/ Secretary General. The Search Committee will be responsible for:
  - a) Initiating research on credible coaches and support staff in the Indian and international sport ecosystem.
  - b) Maintaining upto date database of such personnel jointly with SAI.
  - c) Initiating contact, establishing and maintaining relations with such personnel.
  - d) Reaching out to suitable personnel from the database, during the beginning of the recruitment/empanelment process, encouraging them to apply.



- e) Preparing and circulating advertisement for recruitment.
- f) Shortlist candidates for interview/evaluation of the Empanelment Committee.

### **Empanelment Committee**

2. SAI will form an Empanelment Committee of the following members:
  - a) CEO (TOPS)/RD (TEAMS); Chairman of the Committee
  - b) Two members from the panel of elite coaches (annexed) OR two members from sport science/medicine; to be decided by DG (SAI).
  - c) One representative from the concerned NSF; to be nominated by the President/Secretary General of the NSF
  - d) One expert from the concerned sport discipline; to be nominated by DG (SAI)
  - e) Project Officer of the concerned sport discipline; as Member Secretary
3. The Empanelment Committee will be responsible for:
  - a) Reviewing all applications received for coaches and support staff.
  - b) Finalising names of candidates for interview.
  - c) Recommending candidate(s) for both recruitment and empanelment (if any) based on interview and other assessments, as applicable from time to time.
  - d) Drafting the Key Result Area (KRA) and/or Key Performance Indicators (KPI) to be used for periodic performance review of the Coach/Support Staff by the Committee.
  - e) Submitting recommendations on remuneration and tenure of Coach/Support Staff.

### **Coach/Support Staff Identification Process**

4. The process for identification of the coach/support staff will be as follows:
  - a) The concerned NSF will place the advertisement of recruitment on its website, social media platforms and other relevant platforms to ensure maximum outreach. The advertisement circulated should be open for a minimum period of 15 days and a maximum of 30 days and must contain a,



- i. Job Description - Mutually developed by NSF and SAI and approved by Chairman of the Empanelment Committee, detailing the expected roles and responsibilities and minimum eligibility criteria to apply.
  - ii. Job Application Form – Format at Annexure 1.
- b) In case suitable candidates are not found within the defined time frame, the advertisement process may be repeated for another cycle by the Search Committee. For the purpose of shortlisting however, applications received during both advertisement cycles will need to be considered.
- c) After completion of the above, the NSF will forward all applications received as per prescribed format at Annexure 1 to the Empanelment Committee, along with names of candidates shortlisted by the NSF Search Committee for consideration of the Empanelment Committee. It is recommended that the ratio of coaches and support staff approved in ACTC to the candidates shortlisted by the NSF Search Committee for each role be at least 1:3.
- d) After the interview assessment, the Empanelment Committee will sequence the candidates in an 'Order of Merit'. In case the Committee is divided in its opinion, each member will simultaneously place before the Committee their respective 'Order of Merit'. Points will be allocated against ranks given by each Committee member; highest point being equivalent to the number of candidates interviewed and lowest being 1. Total score thus obtained will be used to arrive at the final 'Order of Merit'.
- e) The highest ranked candidates on the 'Order of Merit', against the available vacancies, will be recommended for appointment to DG (SAI). Other meritorious candidates on the 'Order of Merit' (if any) as deemed fit by the Empanelment Committee will be recommended for inclusion to the 'Empanelled List' to DG (SAI).
- f) A candidate once empanelled by the Committee will remain part of the 'Empanelled List' for a maximum period of four years. Such list may be used by SAI or NSF from time to time for future recruitment of candidates in specific roles, with due approval of the Empanelment Committee and DG (SAI).



### **Remuneration, Tenure and Performance Review**


5. The process of deciding remuneration, tenure and conducting periodic performance review of coaches and support staff will be as below:
- a) In case of recruitment, the Empanelment Committee will submit its recommendations on remuneration and tenure of the chosen candidate to DG (SAI) with due justification in writing, along with minutes of the discussion, for consideration and approval.
  - b) The selected candidate will be required to sign a Tripartite Letter of Agreement between the individual, SAI and the concerned NSF, as applicable. An updated version of the existing agreement capturing the present nuances is under discussion and will be placed before the Competent Authority for approval.
  - c) The NSF will be required to submit to the Empanelment Committee the Coach/Support Staff's functional responsibilities and performance targets in the format developed by SAI, within 30 days from his/her official date of joining. Basis this, the Committee will draft the Key Result Area (KRA) and/or Key Performance Indicators (KPI) to be used for periodic performance review of the Coach/Support Staff by the Committee.

### **Timelines**

6. The timelines for finalisation of coaches and support staff is as below:
- a) All coach and support staff requirements must be projected in the ACTC budget proposed by the NSF. For the current Olympic cycle, ACTC requirements beyond 2020 Olympic/Paralympic Games and up to 31<sup>st</sup> Mar 2021 must be submitted by 30<sup>th</sup> June 2020 to SAI. For every subsequent Financial Year (FY) the requirement of the coaches and support staff must be submitted by the NSF by 31<sup>st</sup> Dec of the preceding FY.
  - b) After receiving all applicant details from the advertisement process, review of applicants by empanelment committee and final approval from SAI/MYAS is expected to complete within a maximum time period of 60 days.



- c) Coach and Support Staff recruited from FY 2021-22 will be for a maximum tenure of four years, subject to periodic performance review of the Committee.
7. The above guidelines come into force with immediate effect and supersede all the previous guidelines/instructions regarding appointment of coaches and support staffs for National Coaching Camps (NCC).
8. This does not apply to recruitment procedure to hire foreign coach/support staff which is governed by MYAS guideline. However, performance review of foreign coaches/support staff will be done by the above procedure.

  
(Cdr. Rajesh Rajagopalan)  
CEO (TOPS)

Enclosure – Annexure 1

Copy to: -

1. AD to DG, SAI
2. RD (TEAMS), SAI
3. All PO's of TEAMS/TOPS Division



ANNEXURE 1



## JOB APPLICATION FORM (COACH & SUPPORT STAFF)

PERSONAL INFORMATION													
ROLE APPLIED FOR													
NAME (as per passport)	FIRST												
	MIDDLE												
	LAST												
DATE OF BIRTH	D	D	/	M	M	/	Y	Y	Y	Y			
PASSPORT NO.													
PASSPORT EXPIRY DATE	D	D	/	M	M	/	Y	Y	Y	Y			
MOB. NO. (with Country Code)	1.	P	R	I	M	A	R	Y					
	2.	A	L	T	E	R	N	A	T	E			
EMAIL ID.	1.	PRIMARY											
	2.	ALTERNATE											
PERMANENT ADDRESS	HOUSE NO., STREET, AREA												
	CITY												
	STATE												
	COUNTRY												
	P	I	N	/	Z	I	P		C	O	D	E	
COMMUNICATION ADDRESS	HOUSE NO., STREET, AREA												
	CITY												
	STATE												
	COUNTRY												
	P	I	N	/	Z	I	P		C	O	D	E	



EDUCATION QUALIFICATIONS										
COURSE/DEGREE	DOMAIN	INSTITUTE/UNIVERSITY	YEAR OF COMPLETION	MARKS/%AGE/CGPA/GRADE						
EG. Bachelor in Science	Sports Coaching									
EG. M.Sc.	Physiotherapy									
ADDITIONAL CERTIFICATIONS (IF ANY)										
COURSE/CERTIFICATE	DOMAIN	CERTIFYING AGENCY	YEAR OF COMPLETION	MARKS/%AGE/CGPA/GRADE						
EG. IAAF LEVEL IV	ATHLETICS	IAAF								
EG. ASCA LEVEL I	S&C	Australian Strength & Conditioning Association								
PRESENT EMPLOYER DETAILS (To be filled only if employed by or working for an entity)										
ORGANISATION										
DESIGNATION										
DATE OF JOINING	D	D	/	M	M	/	Y	Y	Y	Y
REMUNERATION	MONTHLY GROSS									
EMPLOYMENT TYPE	<input type="checkbox"/> FULL TIME <input type="checkbox"/> ON CONTRACT <input type="checkbox"/> CONSULTANT									



PREVIOUS EMPLOYMENT HISTORY												
(To be filled only where employed by or working for an entity)												
ORGANISATION	DESIGNATION	TIME PERIOD						TYPE	REFERENCE			
1.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y			Y		
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y			Y		
2.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y			Y		
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y			Y		
3.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y			Y		
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y			Y		
4.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y			Y		
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y			Y		
5.		FROM						<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL			
		M	M	/	Y	Y	Y			Y		
		TO						<input type="checkbox"/> ON CONTRACT				
		M	M	/	Y	Y	Y			Y		

Please attach additional sheets if there are more details to be mentioned.



MAJOR PLAYERS WORKED WITH										
PLAYER & SPORT	WORKED AS	TIME PERIOD								MAJOR ACHIEVEMENTS OF PLAYER DURING TENURE
1.	<input type="checkbox"/> PERSONAL COACH/ SUPPORT STAFF	FROM								
		M	M	/	Y	Y	Y	Y		
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO								
		M	M	/	Y	Y	Y	Y		
2.	<input type="checkbox"/> PERSONAL COACH	FROM								
		M	M	/	Y	Y	Y	Y		
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO								
		M	M	/	Y	Y	Y	Y		
3.	<input type="checkbox"/> PERSONAL COACH	FROM								
		M	M	/	Y	Y	Y	Y		
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO								
		M	M	/	Y	Y	Y	Y		
4.	<input type="checkbox"/> PERSONAL COACH	FROM								
		M	M	/	Y	Y	Y	Y		
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO								
		M	M	/	Y	Y	Y	Y		
5.	<input type="checkbox"/> PERSONAL COACH	FROM								
		M	M	/	Y	Y	Y	Y		
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO								
		M	M	/	Y	Y	Y	Y		
6.	<input type="checkbox"/> PERSONAL COACH	FROM								
		M	M	/	Y	Y	Y	Y		
	<input type="checkbox"/> CAMP/ACADEMY/SQUAD COACH/ SUPPORT STAFF	TO								
		M	M	/	Y	Y	Y	Y		

Please attach additional sheets if there are more details to be mentioned.



AWARDS, CITATION AND RECOGNITION		
DETAILS	YEAR	AWARDING BODY/AGENCY
1.		
2.		
3.		
4.		
5.		

RESEARCH STUDIES UNDERTAKEN		
TOPIC	DETAILS AND IMPACT	PUBLISHING JOURNAL (if applicable)
1.		
2.		
3.		
4.		
5.		

**STATEMENT OF PURPOSE**  
(the candidate may elaborate on why he/she is applying for this role and the nature of impact he/she intends to create in her capacity)



# **CANDIDATE DECLARATION**

I hereby confirm that the details shared above are true. I agree to submit further proof of the details mentioned above, if requested by the TOPS Secretariat.

(Candidate signature and date)

## **FOR OFFICIAL USE ONLY**

DOCUMENTS CHECKLIST (To be verified by National Sports Federation and Sports Authority of India)	
LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE	PROOF OF EDUCATIONAL QUALIFICATIONS, CERTIFICATIONS, AWARDS
	PROOF OF ALL EMPLOYMENT
	COPY OF PASSPORT
	2 PASSPORT SIZE PHOTOS

Verified by,

National Sports Federation:

Name:

Designation:

Date:

Signature:

Verified by on behalf of SAI,

Name:

Designation:

Date:

Signature: