

Dated: 23<sup>rd</sup> November, 2023

**Subject: Engagement of Staff on Contract basis in BFI for REC Project.**

Boxing Federation of India invites applications for engagement of staff on contract basis. The employment is initially for a period of one years. The details of the job description and responsibilities, etc. for the positions mentioned below are at Annexure I.

**1. Requirement: -**

S. No.	Post	Number of Vacancies	Salary Per Month
1	Project Manager	2	Rs. 90,000/- to Rs. 1,10,000/-
2	Procurement Manager	1	Rs. 45,000/- to Rs. 55,000/-
3	Executive/ Young Professional	3	Rs. 45,000/- to Rs. 55,000/-

**2. Salary package:**

An attractive salary package is available to the right candidate, dependent on experience and background for all the above-mentioned vacancies.

Interested candidates, who fulfil the criteria for various posts mentioned below may send their applications in the format provided in the Annexure-II with self-attested copies of their credentials to Executive Director, Boxing Federation of India at 323, Udyog Vihar, Phase-IV, Gurgaon, Haryana – 122015 or 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 Annexure-II. Last date of receipt of application for all posts is Wednesday, the 6<sup>th</sup> December,2023.



Hemanta Kumar Kalita  
Secretary General  
Boxing Federation of India



**1. Project Manager**

Project Officer will undertake following tasks: -

- I. Planning and Organizing National level championship.
- II. Coordination with State bodies for development of sport in their state.
- III. Able to conduct Research work and do the analysis.
- IV. Maintaining Data.
- V. Budget preparation and cost control.
- VI. Development of a Standard Operating Procedure (SOP) for national & state level championship.
- VII. Venue operation & coordination with other FAs for International Events.
- VIII. Supervision for Athlete registration
- IX. Identification and assessment of clubs, training center and academies in the country.
- X. Coaches and R&J's Development program
- XI. Coordination with Youth & Junior National team

**Eligibility Criteria:**

- I. **Educational Qualification:** Persons should be graduate from recognized University. Preference would be given to candidates done MBA.
- II. 05 years of experience in relevant field like sports management & sports events.
- III. Excellent knowledge of office software like MS office, Excel, Power point etc.
- IV. Understanding of results and competition formats.
- V. Candidates who have participated in nationals and international level in Olympic Sports Disciplines would be given preference.

**1. Procurement Manager**

**Role:**

The Procurement Manager will be responsible for sourcing/Purchasing equipment, goods and services and managing vendors for Boxing Federation of India.

The Procurement Manager will be able for purchasing the goods and services for smooth function of the organization. The procurement manager should conversant with the General

Financial Rules (GFR) 2017 and other directives issued by the Government from time to time. He will also be responsible for sourcing & timely delivery of equipment, goods and services and managing vendors. The Procurement Manager must be creative and enjoy working within a small, dynamic environment that is mission-driven and result-driven. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills.

### **Responsibilities**

- I. The Procurement Manager is responsible for managing and overseeing the bids/tenders, contracts and purchases to meet the requirement and delivery standards and compliance with applicable laws, rules, codes, regulations, policies and procedure.
- II. Planning and implement sourcing and purchasing strategies.
- III. Work with suppliers, manufacturers and internal departments.
- IV. Maintain a database of approved suppliers.
- V. Build and maintain relationships with suppliers and vendors.
- VI. Negotiate lower pricing.
- VII. Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence and other tasks as assigned on day-to-day basis.
- VIII. Maintain files and records for all work related to the procurement and supervise for maintaining the stock registers at Camps/Project sites.
- IX. Prioritizes conflicting needs; handles matter expeditiously, pro-actively, and follows-through on projects to successful completion, often with deadline pressures.

### **Qualifications**

- I. Strong organizational skills that reflect ability to perform and prioritize multiple tasks emails with excellent attention detail.
- II. Very strong inter personal skills and the ability to build relationships with stakeholders including staff.
- III. Expert level written and verbal communication skills
- IV. Demonstrated proactive approaches to problem-solving with strong decision-making capability
- V. Emotional maturity
- VI. Highly resourceful team-player, with the ability to also be extremely effective in dependently
- VII. Demonstrated ability to achieve high performance goals and meet all deliverables.

### **Education and Experience**

- I. Persons should be commerce graduate from recognized University. Preference would be given to candidate done MBA(Finance)
- II. Strong work tenure: minimum 05 years of experience purchasing experience in Government/Private department.
- III. Proficient in Micro soft Office (Outlook, Word, Excel and PowerPoint), Adobe Acrobat and Social Media web platforms.

## **Executive/ Young Professional:**

### **Job Description**

- I. Drafting of Presentations for different Grassroots Development
- II. Coordination with State Units, registration of Boxers, coaches & officials.
- III. Responsible for registration of Boxers, Coaches & Officials.
- IV. Collection, organization and analysis of various data pertaining to athletes, coaches, academies, etc. in MS-Excel and MS PowerPoint.
- V. Drafting of minutes for all Meetings.
- VI. Coordinating with different departments.
- VII. All work related to day to day administration
- VIII. Maintain the data of the material/resources provided to manpower engaged in grassroots development program.
- IX. Assistance and coordination with state bodies in organizing State/Zonal/National Championship.
- X. Drafting of letters, file noting, orders etc.
- XI. Manage the marketing strategy and communication plan.
- XII. Assist in various promotional opportunities, for example – conferences, sports events, tournaments, seminars, media events etc.
- XIII. Any other work assigned by the reporting authority.

### **Eligibility:**

- I. MBA/ PGDM or Masters' Degree OR Graduate with atleast 3 Year of experience in Sports Management/ Government Organization.

### **Additional Eligibility:**

Preference should be given to candidate having experience in media.

### **General:**

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

### **Age Limit:**

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



## JOB APPLICATION FORM (COACH & SUPPORT STAFF)

PERSONAL INFORMATION												
<b>ROLE APPLIED FOR</b>												
<b>NAME</b> (as per passport)	FIRST											
	MIDDLE											
	LAST											
<b>DATE OF BIRTH</b>	D	D	/	M	M	/	Y	Y	Y	Y		
<b>PASSPORT NO.</b>												
<b>PASSPORT EXPIRY DATE</b>	D	D	/	M	M	/	Y	Y	Y	Y		
<b>MOB. NO.</b> (with Country Code)	1.	P	R	I	M	A	R	Y				
	2.	A	L	T	E	R	N	A	T	E		
<b>EMAIL ID.</b>	1.	PRIMARY										
	2.	ALTERNATE										
<b>PERMANENT ADDRESS</b>	HOUSE NO., STREET, AREA											
	CITY											
	STATE											
	COUNTRY											
	P	I	N	/	Z	I	P		C	O	D	E
<b>COMMUNICATION ADDRESS</b>	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	<input type="checkbox"/> ON CONTRACT	
		TO	<input type="checkbox"/> CONSULTANT	
		M M / Y Y Y Y		
2.		FROM	<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL
		M M / Y Y Y Y	<input type="checkbox"/> ON CONTRACT	
		TO	<input type="checkbox"/> CONSULTANT	
		M M / Y Y Y Y		
3.		FROM	<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL
		M M / Y Y Y Y	<input type="checkbox"/> ON CONTRACT	
		TO	<input type="checkbox"/> CONSULTANT	
		M M / Y Y Y Y		
4.		FROM	<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL
		M M / Y Y Y Y	<input type="checkbox"/> ON CONTRACT	
		TO	<input type="checkbox"/> CONSULTANT	
		M M / Y Y Y Y		
5.		FROM	<input type="checkbox"/> FULL TIME	NAME DESIGNATION PH. NO EMAIL
		M M / Y Y Y Y	<input type="checkbox"/> ON CONTRACT	
		TO	<input type="checkbox"/> CONSULTANT	
		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**

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

Verified by,

National Sports Federation:

Name:

Designation:

Date:

Signature:

Verified by on behalf of SAI,

Name:

Designation:

Date:

Signature: