



निष्पक्ष खेल
Play fair

National Anti Doping Agency

(An autonomous body of the Ministry of Youth Affairs and Sports, Govt of India)
Hall No. 103-104, First Floor, Jawahar Lal Nehru Stadium, New Delhi - 110003

File No. 1/1/2024/NADA

Date: 23rd August 2024

NOTICE FOR CONTRACT ENGAGEMENT

National Anti-Doping Agency (NADA) is an autonomous body of the Ministry of Youth Affairs & Sports, Government of India. NADA is responsible for promoting, coordinating and monitoring the doping control programme in sports in all its forms across the country.

Online Applications are invited from Indian Citizens for engagement of following positions on contract basis in the National Anti-Doping Agency, New Delhi.


Sl	Positions name	No of positions	Remuneration/per month
1	Young Professional International Relation	01	Rs 70,000/- to 80,000/- (Salary shall be fixed based on the experience of the deserving candidates)
2	Young Professional	01	Rs 60,000/- to 70,000/- (Salary shall be fixed based on the experience of the deserving candidates)

The details of the contract engagement, qualification, eligibility criteria etc. required for above positions can be downloaded from the official website of NADA www.nadaindia.org. The last date for receipt of application is 23rd September, 2024.

Candidates may submit their applications online on the given link i.e.

<https://docs.google.com/forms/d/1XmCrGvsNzNqadbgOmgIn2rylplz23QZmSreqh10VXvkI/edit>

latest by the closing date of 23rd September, 2024.


(Accounts-cum-Administrative Officer)
National Anti Doping Agency
Tele : 011-24368274

अजीत सिंह /Ajeet Singh
लेखा एवं प्रशासनिक अधिकारी
Accounts-cum-Administrative Officer
राष्ट्रीय डोप रोधी एजेंसी
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New Delhi - 110003



राष्ट्रीय डोप रोधी एजेंसी

(युवा कार्यक्रम और खेल मंत्रालय भारत सरकार का एक स्वायत्त निकाय)

हॉल नं. 103-104, प्रथम तल, जवाहरलाल नेहरू स्टेडियम, नई दिल्ली-110003

फाइल संख्या 1/1/2024/नाडा

दिनांक : 23 अगस्त 2024

अनुबंध के चयन की सूचना

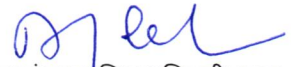
राष्ट्रीय डोप रोधी एजेंसी (नाडा) युवा कार्यक्रम और खेल मंत्रालय भारत सरकार का एक स्वायत्त निकाय है। डोप नियंत्रण कार्यक्रम को बढ़ावा देने, समन्वय और निगरानी रखने का उत्तरदायित्व पूरे देश में नाडा द्वारा हर तरह के खेलों में किया जा रहा है।

राष्ट्रीय डोपिंग रोधी एजेंसी, नई दिल्ली में अनुबंध के आधार पर निम्नलिखित पदों पर नियुक्ति के लिए भारतीय नागरिकों से ऑनलाइन आवेदन आमंत्रित करती है।

क्र.सं.	पदनाम	पद संख्या	पारितोषिक/प्रति माह
1	यंग प्रोफेशनल अंतरराष्ट्रीय संबंध	01	Rs. 70,000/- से Rs.80,000/- (योग्य अभ्यर्थियों के अनुभव के आधार पर वेतन निर्धारित किया जाएगा)
2	यंग प्रोफेशनल	01	Rs. 60,000/- से Rs.70,000/- (योग्य अभ्यर्थियों के अनुभव के आधार पर वेतन निर्धारित किया जाएगा)

उपरोक्त पदों के लिए आवश्यक अनुबंध, योग्यता, पात्रता मानदंड आदि का विवरण नाडा की आधिकारिक वेबसाइट www.nadaindia.org से डाउनलोड किया जा सकता है। नाडा इस विज्ञापन को बिना कारण बताये रद्द करने का अधिकार रखता है। ऑनलाइन फॉर्म भरने की अंतिम तिथि 23 सितंबर 2024 है।

अभ्यर्थी अपना आवेदन <https://docs.google.com/forms/d/1XmCrGvsNzNqadbgOmgIn2rylpz23QZmSreghI0VXvkl/edit> इस लिंक पर ऑनलाइन जमा कर सकते हैं। ऑनलाइन फॉर्म भरने की अंतिम तिथि 23 सितंबर 2024 है।


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File No. 01/01/2017/NADA

Date: 23rd August 2024

NATIONAL ANTI DOPING AGENCY INVITES APPLICATIONS FOR THE POSITION OF YOUNG PROFESSIONAL ON CONTRACT BASIS

National Anti-Doping Agency (NADA) is an autonomous body of the Ministry of Youth Affairs & Sports, Government of India. NADA is responsible for promoting, coordinating and monitoring the doping control programme in sports in all its forms across the country.

2. NADA invites applications from eligible, qualified, and motivated Indian Citizens for engagement as Young Professional on contract basis initially for a period of 01 years and extendable on yearly basis up to maximum period of 3 years (1+2) subject to the Contract extension on the basis of satisfactory performance/ requirement of NADA. The details of the positions are as under: -

S. No.	Post and its Nature	Job description	Qualifications and Experience	Monthly remuneration
1	Young Professional (International relation) - 01	(i) International communication with WADA and other stake holders. (ii) Managing the ongoing MoU with stake holders .	<ul style="list-style-type: none">Master degree from a recognized university/institution with proficiency in IT/Computer skills and data analysis.Experience in the related field is preferred in international communication Desirable Candidates will be given preference those having experience in the Sports or Doping control in sports.	Rs 70,000/- - 80,000 per month (Salary shall be fixed based on the experience of the deserving candidates)
2	Young Professional (01)	(i) Managing the communication/ email in the DG Sectt (ii) Preparation of PPT for the various meetings	<ul style="list-style-type: none">A Post Graduate degree from a recognized University/ with proficiency in IT/Computer skillsExperience in the related field is preferred in making reports/PPT Desirable - Candidates will be given preference those having experience in the Sports or Doping control in sports.	Rs 60,000/- - 70,000/- per month (Salary shall be fixed based on the experience of the deserving candidates)

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Accounts Officer

राष्ट्रीय डोप रोधी एजेंसी
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5. The details of recruitment along with application form is available on NADA website i.e; <http://nadaindia.yas.gov.in>

- Date of Opening Online Application: 23.08.2024 (05.00 PM)
- Closing date for submission of online application: 23.09.2024 (05.00 PM)

6. NADA intends to fill the anticipated positions arising in future for a period of 01 year from the extended panel of waitlisted candidates. NADA reserves the right to cancel the panel without assigning any reason.

7. NADA reserves all the rights to withdraw this advertisement at any time without assigning any reason. For any recruitment-related query, e-mail info.nada@nic.in.



(Accounts-cum-Administrative Officer)
NADA, New Delhi

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Job Description

Young Professional (01)	(i) International communication with WADA and other stake holders. (ii) Managing the ongoing MoU with stake holders .
Young Professional (01)	(i) Managing the communication/ email in the DG Sectt (ii) Preparation of PPT for the various meetings

Eligibility Criteria


Position	• Qualifications and Experience	• Monthly remuneration
Young Professional (01)	Essential <ul style="list-style-type: none">• A Post Graduate degree from a recognized University/ with proficiency in IT/Computer skills and data analysis.• Experience in the related field is preferred in international communication Desirable <p>Candidates will be given preference those having experience in the Sports or Doping control in sports.</p>	<ul style="list-style-type: none">• Rs 70,000/- - 80,000 per month• (Salary shall be fixed based on the experience of the deserving candidates)
Young Professional (01)	<ul style="list-style-type: none">• A Post Graduate degree from a recognized University/ with proficiency in IT/Computer skills• Experience in the related field is preferred in making reports/PPT Desirable <p>Candidates will be given preference those having experience in the Sports or Doping control in sports.</p>	<ul style="list-style-type: none">• Rs 60,000/- - 70,000/- per month• (Salary shall be fixed based on the experience of the deserving candidates)

Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification. The period of Ph. D/ research/ fellowship will not be counted as an experience

NOTE:

- (i) THE FINAL MERIT LIST WILL BE BASED ON THE SCORE OBTAINED IN THE INTERVIEW ONLY.
- (ii) MERIT LIST: IT IS TO BE NOTED THAT MERE QUALIFYING AT THE INTERVIEW DOES NOT CONFIRM FINAL SELECTION. SEPARATE MERIT LIST WILL BE PREPARED PURELY ON THE BASIS OF MARKS OBTAINED BY THE CANDIDATES IN INTERVIEW.
- (iii) THE CANDIDATE MUST PRODUCE ALL THE ORIGINAL DOCUMENTS; AT THE TIME OF PHYSICAL JOINING OTHERWISE THE CANDIDATURE WILL BE CANCELLED.

8. DEGREE AND MARKSHEET: The certificate uploaded must be one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification.


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- i. WORK EXPERIENCE: Documents claiming work experience must clearly mention the following: a. Name of the establishment b. Signature of competent authority/issuing authority clearly stating their position of authority in the organization. c. Duration of work experience. (in which Date of joining and Date of relieving shall be mentioned) d. The field in which the candidate has worked or the post held in the establishment.
- ii. OTHER DOCUMENTS: a. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet. b. One recent passport size color photograph.

9. GENERAL INSTRUCTIONS (All the instructions given below must be strictly followed or else the application is liable to be rejected).

10. WHO CAN APPLY: Applications are invited only from Indian citizens who fulfill eligibility criteria of essential educational qualification and essential work experience.

- i. After initial registration is completed online, the candidate must upload the following documents in the below mentioned order. Self-attested documents in PDF format are to be uploaded.
- ii. The order of documents is as follows:
 - a) Candidate details.
 - b) Document for DOB.
 - c) Online application printout.
 - d) Mark sheet of postgraduate degree.
 - e) Degree certificate of post-graduation course
 - f) Mark sheet of graduation degree.
 - g) Degree certificate of graduation course.
 - h) Work experience if any.
 - i) Latest Last Pay Certificate.
 - j) Documents supporting sports achievement if any.
- iii. The responsibility of ensuring genuineness of the certificate lies completely on the candidate by self-attestation. NADA reserves the right to discard experience certificates which do not provide correct details as mentioned above. Website links could be provided to ascertain genuineness.
- iv. Candidates will be called for the interview on the criteria as mentioned above. Hence, fulfilment of eligibility criteria does not entail that candidate will be considered for the interview.
- v. The Candidates should note that their candidature at all the stages will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification at any stage, before or after Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature will be cancelled by NADA.

NOTE: SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE THE ORIGINAL CERTIFICATES MENTIONED IN APPLICATION AT THE TIME OF


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13. LAST DATE FOR RECEIPT OF APPLICATIONS: The schedule for applying online is given below:-

- i. Date of opening of online registration – 23.08.2024 at 05:00 PM
- ii. Closing date for submission of online application– 23.09.2024 at 05:00PM

14. CONFIDENTIALITY:

- a. Selected persons will not be allowed to publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.
- b. During the period of engagement, Employee would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know.
- c. The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

15. OTHER CONDITIONS:

- a. The applications received will be scrutinized/ shortlisted on the basis of relevant experience and job description and the eligible candidates will be called for Interview at cost to the applicant.
- b. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- c. Without any prejudice to the above condition, the candidate will be terminated from his services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.
- d. Decision of NADA in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by NADA in this regard.
- e. NADA reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- f. The DG NADA shall be the final authority in case of any dispute.
- g. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in NADA.
- h. Any litigation matters pertaining to employment at NADA shall be amenable to jurisdiction of courts in Delhi.
- i. Owing to the requirement in NADA, a panel shall be drawn which will be valid for a period of one Year and can be utilized by any Scheme/project funded by Government of India along with NADA. NADA reserves the right to cancel the panel without assigning any reason.


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JOINING. FAILING TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THE TIME OF JOINING WILL LEAD TO CANCELLATION OF CANDIDATURE

11 Tax Deduction at Source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the NADA will issue TDS /Service Tax Certificates, as applicable.

12 Other Allowances: No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential Phone, Conveyance /Transport, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible.


13 Extension: Performance of the selected candidates would be continuously reviewed, and their extension will be considered on the basis of periodic review / requirement.

Leave: The Individual Consultants shall be entitled to leave at the rate of 1 day of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis.. Apart from this the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S- 36012/03/2015-SS-I dated 12th April 2017. Also unveiled leave in a calendar year will lapse and will not be carried forward to the next calendar year.

14 Relaxation: DG, NADA where DG, NADA is of the opinion that, it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules


12. HOW TO APPLY: - The candidate has to apply only online through the link <https://nadaindia.yas.gov.in/NADAJobs>. Applications received through any other mode would not be accepted and summarily rejected. Before registering/submitted applications on the website, the candidates should possess the following:

- i. Valid E-mail ID: The e-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in the e-mail ID will be allowed once entered.
- ii. Self-attested documents to be uploaded while submitting application online:
 1. Proof of Date of birth: Aadhar Card/10th class mark sheet/12th class mark sheet.
 2. Certificates of essential educational qualifications & experience.
 3. Scanned copy of passport size color photograph and signature.
 4. Scanned copy of No Objection Certificate from their present employer, in case working in Central/ State Government/ Autonomous Organizations.
 5. Latest Last pay drawn certificate


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- j. NADA or the candidate reserves the right to terminate the contract, by giving 30 (thirty) day notice to the other party or one month remuneration in lieu thereof.
- k. The NADA shall be the final authority in case of any dispute.
- l. Further notifications/corrigendum in this regard, if any, will be put up on NADA website only.
- m. In case of any dispute, English version of the Employment notice will be treated as valid.
- n. Decision of the NADA in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by NADA in this regard.
- o. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- p. Application Forms not in the prescribed format or incomplete/unsigned or received without a copy of essential qualification certificates, experience certificates, copy of mark-sheet of Board/ University etc shall not be considered and are liable to be rejected.
- q. Decision of the NADA in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by NADA in this regard.
- r. NADA reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if the need so arises without issuing any further notice or assigning any further notice any reason thereof.
- s. The decision of the NADA will be final and no appeal will be entertained against this issue.
- t. Please do visit your email account regularly for further updates.
- u. Relaxation may be given in case of deserving candidates by the selection committee

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION


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