



उत्तरी क्षेत्रीय केंद्र, जोशी चौहान,  
Northern Regional Centre, Joshi Chauhan,  
जी टी रोड, बहालगढ़,  
GT Road, Bahalgarh,  
सोनीपत -131021 (हरियाणा)

Adv. no.-SAI/Sonpeat/Recruit./Asst. Chef//2023-2024/04

Dated: 13.07.2023

### **ADVERTISEMENT FOR THE POST OF ASSISTANT CHEF**

Sports Authority of India (SAI) is an autonomous organization under the administrative control of the Ministry of Youth Affairs and Sports with its Head office at Jawaharlal Nehru Sports Complex, Lodhi Road, New Delhi-110003.

In an effort for strengthening the sports ecosystem and to bring more laurels in the Olympics, SAI has established 23 National Centre's of Excellence (NCOEs).

SAI NRC, Sonapat invites applications from eligible, qualified and motivated Indian Citizens for providing consultancy as Assistant Chef on contract basis initially for a period of 03 Years further extendable up to 03 years.

| Sr.No. | Post           | Number of Post |
|--------|----------------|----------------|
| 1.     | Assistant Chef | 01             |

The details of recruitment along with application form are available on SAI Head Office website i.e. <https://sportsauthorityofindia.nic.in/>

- **Date of Opening Online Application:** 17.07.2023
- **Closing date for submission of online application:** 30.07.2023

SAI NRC Sonapat reserves all the rights to withdraw/cancel this advertisement at any time without assigning any reason. For any recruitment related query, e-mail to [saincrectt@gmail.com](mailto:saincrectt@gmail.com)

**Executive Director  
Sports Authority of India  
Northern Regional Centre,  
Sonapat (Haryana)**

## Job Description

(Table-I)

| POSITION              | Job Description  |
|-----------------------|--|
| <b>Assistant Chef</b> | <p>This Position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the company.</p> <ul style="list-style-type: none"><li>▪ Performs any general cleaning tasks using standard kitchen cleaning products as assigned by chef in charge.</li><li>▪ Support the Chef in charge in the daily operation and work</li><li>▪ Work according to the menu specifications by the Chef in charge</li><li>▪ Keep work area at all times in hygienic conditions according to the rules set by the organization.</li><li>▪ Control food stock and food cost in his section</li><li>▪ Prepare the daily mise-en-place and food production in different sections of the main kitchen or satellite</li><li>▪ Follow the instructions and recommendations from the immediate superiors to complete the daily tasks</li><li>▪ Ensure the highest standards and consistent quality in the daily preparation and keep up to date with the new products, recipes and preparation techniques</li><li>▪ Instruct and lead subordinates through their daily requirements in food preparation and actively take part in set up of buffets and special functions</li><li>▪ Coordinate and participate with other sections of requirements, cleanliness, wastage and cost control.</li></ul> |

(Table- II)

| Eligibility Criteria                  |   |
|---------------------------------------|---|
| Particular                            | Assistant Chef  |
| Number of Person required             | 01  |
| Monthly remuneration (Rs.)            | Rs. 30,000/- to Rs. 50,000/-  |
| Age Limit                             | Not more than 50 years  |
| Qualification and experience required | <ol style="list-style-type: none"><li>1. Diploma in Hotel Management or Equivalent.</li><li>2. Certificate Chef Course that last 6-12months.</li><li>3. Relevant experience in the field for 2 years.</li></ol> <p style="text-align: center;"><b><u>Desirable</u></b></p> <ol style="list-style-type: none"><li>1. Qualification from National Council of Hotel Management and catering Technology, Ministry of Tourism, Government of India.</li><li>2. Work experience in the field of Sports.</li></ol> |

***\*Note: Experience will be counted only if the same is acquired after the completion of Essential Qualification.***

### 3.1 About SAI

SAI is an autonomous organization under the Ministry of Youth Affairs and Sports registered under the Societies Registration Act. 1860, with the mandate of development and promotion of Sports in the country. SAI's main objective today is to achieve excellence in sports and train & prepare sportspersons to participate in international competitions. It has international standard sports infrastructure spread across the country along with trained coaches to achieve its objectives.

### 4. 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.

## 5. Terms & Conditions

**a) Tenure:** - Initially contractual engagement will be for a period three years extendable by another three years. At the end of every year performance will be evaluated for annual increment. However, periodic evolution shall be made on performance and if found not satisfactory contract shall be terminated at any time by giving one-month notice.

**b) Age Limit:** - The maximum age shall not be more than 50 years on the last date of receipt of applications. Candidates should note that only the Date of birth as recorded in the matriculation / Secondary examination certificate or an equivalent certificate as on the date of submission of applications will be accepted and no subsequent request i for its change will be considered or granted.

**c) Remuneration:** - Will be finalized based on performance and experience.

**d) 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 SAI will issue TIDS certificates /Service Tax. as applicable.

**e) Other allowances-** No TADA shall be admissible for joining the assignment or on its completion. No other facilities like DA. Accommodation, Residential Phones. Conveyance /Transport. Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.

**f) Leave:** Candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, the contract employee shall not draw any remuneration in case of his/ her absence beyond 30 days in a year. Also, un-availed leave in a calendar year will apseand will not be carried forward to the next calendar year.

## 6. Selection process

The candidates who fulfill the eligibility criteria will be called for the interview at the following address along with the application form duly filled in and documents in original eligible candidates later. With photocopy). The venue and date of the interview will be communicated to the eligible candidates later.

(Table- III)

| Selection criteria :- Practical and Theory test |                         |
|---|-------------------------|
| Designation                                     | Selection criteria      |
| Assistant Chef                                  | 60% Marks for practical |
|   | 40% Marks for Theory    |

## **7. 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 he/she is required to proceed outstation from the place of posting on tour for official duty, he/she will be entitled to TA/DA as admissible under the rules.
- c) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- d) 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 the terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.
- e) Decision of SAI in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by SAI in this regard.
- f) Candidates must apply within the scheduled time period. No applications received after the last date shall be entertained.
- g) SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- h) The Executive Director shall be the final authority in case of any dispute.
- i) The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
- j) Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Sonapat Court only.
- k) The vacancy is primarily for location in SAI NRC Sonapat, However, SAI reserves the right to post the candidate from the selected list to any of its scheme located anywhere in India.
- l) Organization reserves the right to terminate the contract by giving one-month prior notice to the candidates.
- m) Owing to the requirement in SAI, 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 SAI. SAI reserve the right to cancel the panel without assigning any reason.
- n) In case of any dispute, English version of the employment notice will be treated as valid.

## 8. General instructions

- a) **WHO CAN APPLY:** Applications are invited only from Indian citizens who fulfil the eligibility criteria of essential educational qualifications and essential work experience (as mentioned in **Table II** )

**HOW TO APPLY:** The candidate has to apply only online through the link <https://sportsauthorityofindia.nic.in/saijobs>. Applications received through any other mode would not be accepted and summarily rejected.

**b)**

- c) **LAST DATE FOR RECEIPT OF APPLICATIONS:** The schedule for applying online is given below:

- I. **Date of Opening Online Application:** **17.07.2023**
- II. **Closing date for submission of online application:** **30.07.2023**

- d) **Call letters for interview:** The call letters for interview shall be communicated electronically in the valid and functional email id provided by the candidate in the application form. The shortlisted candidate will be called for interview at SAI NCOE, Sonapat.
- e) Candidates should ascertain, before appearing for interview, 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 the interview. "
- f) Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.

**CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION**

