

## Directorate of Sports & Youth Affairs

### **Subject - Notice inviting applications for appointment of Head Coaches on contract basis for State Level Khelo India Centre at G V Raja Sports School, Thiruvananthapuram**

Directorate of Sports & Youth Affairs invites applications from eligible citizens of India for filling up the post of ( No. ) Head Coach/es for the State Level Khelo India Centre at G V Raja Sports School, Thiruvananthapuram in the disciplines of Athletics, Boxing and Judo, in **The last date for the submission of application is 15.01.2021, 5 PM**

Discipline and station wise number of posts are as under:-

S.N	Place of posting	Discipline	Number of Post
1	Head Coaches at KISCE at G V Raja Sports School, Thiruvananthapuram	Athletics	1
2		Boxing	1
3		Judo	1
	<b>Total</b>		<b>3</b>

#### **2.0 ELIGIBILITY CONDITION:**

##### **i. Essential Conditions/Education Qualification:**

Candidate should have diploma in Coaching from SAI/NS NIS or from any other recognized Indian/Foreign University and should have represented India in Olympics/World Cup/World Championship. Certificate Course from concerned National/International Federation is a must. Working knowledge of computer is essential. Minimum 10 years of experience of coaching is required.

**OR**

Experience in Coaching with Senior/Junior Indian teams or Decoration of Dronacharya/Arjuna/Dhyan Chand Award or who have produced medalists in International Competitions. Minimum 10 years of experience of coaching is required.

**OR**

Central Government / State Government / PSU employees may be allowed to apply for the position. However, the applicable recruitment rules of the Department of Personnel & Training (DoPT) will be applicable for all such postings on deputation.

**OR**

Permanent employees of Sports Authority of India (SAI) interested in applying for the position must send a self-attested letter addressed to Director, Sports & Youth Affairs @ [gvrspportsschool@gmail.com](mailto:gvrspportsschool@gmail.com) and not apply through the advertisement.

**ii. Desired Qualification:-**

- Demonstrated experience in planning, organising and implementing a comprehensive high performance coaching programme for international teams and athletes.
- Knowledge of leading trends in coaching, including coaching science, practices and the appropriate application of leading technology tools.
- A background in teaching to provide mentoring and instruction to other support Coaches and Staff involved with the Academy.
- The ability to attain excellence from players, coaches, staff and all stakeholders through the establishment of a 'winning' culture.
- Effective management skills that reflect ability to build and successfully implement long-term strategic plans that are supported by informed operational decisions.

### 3.0 JOB PROFILE:

Head Coach will be responsible for the training to coaches & Academy trainees. Detailed job profile is given at **Annexure-I**.

### 4.0 TERMS AND CONDITIONS:

**i. Tenure:**

The contractual engagement will be for a period of four years on the basis of satisfactory performance, periodic reviews, result oriented, etc. and at all times coterminous with the Khelo India Scheme.

**ii. Remuneration:**

Remuneration is to be fixed depending upon the caliber and experience, on mutual agreement, between Rs. 1 lakhs to Rs.1.5 lakhs per month.

**iii. 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 DSYA will issue TDS/Service Tax Certificates, as applicable.

**iv. Extension:**

Performance of the Head Coach would be continuously reviewed and his extension will be considered on the basis of performance review reports.

**v. Leave Entitlement:**

Head Coach will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, Head Coach 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 lapse and will not be carried forward to the next calendar year.

### 5.0 CONFIDENTIALITY

- i** Head Coach may not, except with the previous sanction of DSYA in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or anonymously or pseudonymous 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, without the prior approval of the Directorate of Sports & Youth Affairs
- ii** During the period of engagement with DSYA, the Head Coach 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.
- iii** The Head Coach, engaged by the DSYA shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of DSYA.



## **6.0 OTHER CONDITIONS:**

- i.** In case Head Coach is required to proceed outstation from his place of posting on tour for official duty, he will be entitled to TA/DA as admissible under the rules. He will be entitled to travel by Economy class flight when travelling outstation from his place of posting on tour for official duty.
- ii.** In case of performance of Head Coach, DSYA is not found up to the mark, his/her services will be discontinued after giving one month notice.
- iii.** Directorate of Sports & Youth Affairs reserves the right to terminate the contract, by giving thirty days notice to Head Coach.
- iv.** Present assignment shall not entitle him to claim in any manner or bestow any rights for his engagement as regular employee in this organization.
- v.** Engagement would be on full time basis. And he will not be permitted to take up any other assignment in any manner during the contract period.

## **7.0 SELECTION PROCESS**

- i.** The candidates who fulfill the eligibility criteria will be called for interview.
- ii.** The selection will be made on the basis of merit list.

## **8.0 HOW TO APPLY**

Eligible candidate shall submit their Application in the format given at **Annexure I, by email**, on or before 15.01.2021 PM at following address:-

By email- [gvrspportsschool@gmail.com](mailto:gvrspportsschool@gmail.com)

## **JOB DESCRIPTION OF HEAD COACH**

### **Responsibilities**

Head Coach's roles vary hugely according to context, but typical work activities are likely to include:

#### **Performance management**

Evaluating performance and providing suitable feedback, balancing criticism with positivity and motivation.

Assessing strengths and weaknesses in an athlete's performance and identifying areas for further development.

- Adapting to the needs and interests of group or individual trainees.
- Communicating instructions and commands using clear, simple language.
- Encouraging participants to gain and develop skills, knowledge and techniques.
- Ensuring that trainees train and perform to a high standard of health and safety at all times.
- Inspiring confidence and self-belief.
- Developing knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science.
- Working with IT-based resources to monitor and measure performance.
- Acting as a role model, gaining the respect and trust of the people.
- Liaising with other partners in performance management, such as Coaches, Physiotherapists, Doctors and Nutritionists.
- Working to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding gender equality and health and safety requirements including protection from sexual harassment.

#### **Planning and Administration**

- Producing personalized training programmes.
- Maintaining records of trainees performance.
- Coordinating trainees attendance at meetings and other sports events
- Planning and running programmes of activities for groups and individuals.
- Co-coordinating with other coaches for transporting trainees to and from training sessions and sports events;
- Seeking and applying for sponsorship agreements by engaging all stakeholders.
- Finding appropriate competitions for participants.
- Planning work schedule in consultation with other coaches.

## **What to expect**

- Head Coach's work in different environments, from gyms to playing fields and sometimes in adverse weather conditions.
- Unsocial hours and fixed-term contracts mean the job may have an impact on personal life.
- Frequent travel to reach facilities or to attend competitions, often involving considerable distances, may be necessary.
- Absence from home overnight and travel throughout the India and abroad may be necessary, depending on the sport and the level.
- Head Coach will ensure discipline in Academy.

## **Skills**

- Team-building ability to transform the team into a winning combination to excel at all levels of competition.
- The ability to quickly develop successful working relationships with people from different backgrounds and with varying levels of sporting ability.
- Excellent communication and interpersonal skills;
- Enthusiasm, flexibility and patience.
- Awareness of equality and diversity issues, including those related to sport and disability.
- Motivational skills and an understanding of the psychology that underpins successful competition (particularly at senior coaching levels).
- Organizational skills.
- A strong interest in maintaining professional skills and knowledge.
- Ability to infuse team spirit among all stakeholders to achieve the common goal of excellence development.

**Directorate of Sports & Youth Affairs**

**Annexure-II**

**Application Form for the post of Head Coach for KISCE at G V Raja Sports School- Discipline-.....**

1	<b>Name of the Applicant</b>			
2	<b>Age &amp; Date of Birth</b>			
3	<b>Sex</b>			
4	<b>Nationality</b>			
5	<b>Permanent Address</b>			
6	<b>Address of Correspondence</b>			
7	<b>Telephone (Landline/Mobile)</b>			
8	<b>Email Address</b>			
9	<b>Educational Qualification</b>		<b>Educational</b>	
			<b>Professional</b>	
9	<b>Total Year of Experience as on date</b>		.....Years .....Months	
10	<b>Name of the</b>	<b>Period</b>	<b>Designation</b>	<b>Role and Responsibilities</b>



	<b>Institution</b>			
<b>I</b>				
<b>II</b>				
<b>III</b>				
<b>IV</b>				
<b>V</b>				
<b>11.</b>	<b>Achievements-</b>			

### **DECLARATION**

I do hereby declare that all the statement made in this application are true, competent and correct to the best of my knowledge and belief. I understand that in the event of any particular information given above being found false or incorrect, my candidature for the post is liable to be rejected and my services are liable to be terminated forthwith any notice to me.

Place:

Date:

Signature & Name of the Applicant: