



# भारतीय तीरंदाजी संघ

## ARCHERY ASSOCIATION OF INDIA

F.No.AAI/KIePP/Rect./2021/004

Dated: July 19, 2021

### ADVERTISEMENT NO. AAI/KIePP/Rect/Profls-3/2021/101

Archery Association of India (AAI) is a National Association registered with the Registrar of Societies, NCT of Delhi, under the Societies Registration Act, 1860, invites applications for recruitment by selection on contractual basis for the following posts to execute projects undertaken by AAI:-

S. No.	Position	Number of Positions
1	Lead Programme Manager	01
3	Data Entry Operator	01

Interested candidates are required to send their application along with their latest CV on email id: [indian.archery@yahoo.in](mailto:indian.archery@yahoo.in), by 30<sup>th</sup> July, 2021.

The subject of the email should contain the name of the applicant and the name of the position for which applied.

AAI reserves the right to withdraw this advertisement at any time without assigning any reason thereof. Any recruitment related query can be emailed to: [indian.archery@yahoo.in](mailto:indian.archery@yahoo.in).

**Gunjan Abrol**  
**Assistant Secretary**  
**Archery Association of India**



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### **Lead Programme Manager**

#### **Eligibility:**

MBA/ PGDM or Masters' Degree with atleast 05 Years of experience in project management.

#### **Job Description:**

- Coordinate with internal and external resources for flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with all stakeholders.
- Create and maintain comprehensive project documentation.
- Develop comprehensive project plans to be shared with stakeholders as well as other staff members.
- Develop spreadsheets, diagrams and process maps to document needs.
- Work closely with subject matter experts i.e. development team, products team, product marketing, etc. to leverage core content and build effective learning programs.
- Develop an effective document management process for: organizing e-learning project related source files; scheduling periodic courses reviews for any updates needed; scheduling the expiration of training courses, if appropriate; tracking documentation and version control of all revisions and updates.
- Perform quality assurance checks on training courses that have been developed.
- Assist with quarterly operational reviews, preparation and analysis.
- Provide project status reports to management and stakeholders.
- Flexibility in placement of the person i.e. he/she would be required to travel across Delhi NCR & Haryana at no cost to the organisation.

#### **General:**

- Candidates with experience of working in sports management field and/or Government organisations will be preferred.
- Good knowledge of computer - Windows and MS Office tools.
- Ability to read, write and speak in English and Hindi.



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### **Data Entry Operator**

#### **Eligibility:**

##### **Essential:**

- Graduate from a recognized Indian University with basic computer knowledge.
- Certificate/Diploma in Data Entry Operator or related field from recognised institution.

Desirable: One-year working experience in a Government Organization.

#### **Job Description:**

- Prepare, compile, and sort documents for data entry.
- Verify and log receipt of data.
- Transcribe source data into the required electronic format.
- Transfer information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Review data for errors, missing pages, or missing information and resolve any discrepancies.
- Maintain a filing system and protects confidential customer information.
- Respond to requests to retrieve data from the database or electronic filing system.
- Use basic office equipment (photocopy machine, facsimile machine, etc.)
- Maintain a satisfactory level of quality and productivity as per department standards.
- Track course registrations & create batches.
- Train users to use the LMS platform.
- Report technical issues regarding LMS platform & coordinate to resolve.
- Escalate issues with implementation of platform usage.
- Addition/ removal of users on system.

#### **General:**

- Data Entry Speed of 8,000 (eight thousand) key depressions per hour on computer.
- Good knowledge of computer - Windows and MS Office tools.
- Ability to read, write and speak in English and Hindi.



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## ARCHERY ASSOCIATION OF INDIA

### **Terms and Conditions (for all positions)**

#### **Remuneration:**

S. No.	Position	No. of Positions	Monthly Remuneration
1	Lead Programme Manager	01	Rs. 50,000/-
2	Data Entry Operator	01	Rs. 25,000/-

**Tenure:** The contractual engagement will be initially for a period of 11 (Eleven) months. The contract can be terminated by giving one-month notice period.

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

**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.

**Extension:** Performance of the selected candidates would be continuously reviewed and their extension will be considered on the basis of periodic review / requirement as well as extension of the projects.

**Leave:** Selected candidates will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, candidates shall not draw any remuneration in case of his/her absence beyond 30 days in a year. Also unutilized leave in a calendar year will lapse and will not be carried forward beyond the term.

#### **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 with AAI, 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 Association/Federation or Government.



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### **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) Candidates applied for more than one post will be interviewed only once.
- c) 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.
- d) In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- e) 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.
- f) Decision of Secretary General, AAI in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by AAI in this regard.
- g) AAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- h) The Secretary General, AAI 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 AAI.
- j) Any litigation matters pertaining to employment at AAI shall be restricted to the jurisdiction of the Delhi courts.
- k) Organization reserves the right to terminate the contract, by giving one month notice to Candidates.