



भारतीय तीरंदाजी संघ

ARCHERY ASSOCIATION OF INDIA

F.No.AAI/KIePP/Rect./2021/001

Dated: March 18, 2021

ADVERTISEMENT NO. AAI/KIePP/Rect/Profls-3/2021/98

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	Junior Consultant	01
2	Young Professional (IT)	01
3	Young Professional (Creative)	01

Interested candidates are required to send their application along with their latest CV on email id: indian.archery@yahoo.in, by 26th March, 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.

Gunjan Abrol
Assistant Secretary
Archery Association of India



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Junior Consultant

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.

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.

Young Professional (IT)

Eligibility:

Graduate with at least 3 years of experience in Information Technology/ Learning Management system.

Job Description:

- Responsible for the day-to-day operations of the LMS including the publishing of all learning content on the system, contributing to, coordinating resolution of system issues, generating reports.
- Coordinate learning management system integrations with external systems.
- Highlight issues relating to system functionality and software systems.
- Resolve identified LMS issues independently or by escalating to partners / vendors as needed.
- Gather information and course elements from members, internal departments, SMEs (subject matter experts), research institutions, and others.



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- Review educational content and incorporate current technology in developing specific eLearning curriculum.
- Support the deployment of learning programs including uploading and updating courseware and curricula, training assignments, learner notification text and rules in LMS.
- Drafting of presentations and minutes for different meetings.
- Coordinating with different stakeholders for day-to-day activities.
- Assist in work related to administration of the projects.
- Maintain the data of the material/resources provided to workforce engaged in the projects.
- Drafting of letters, orders and other necessary documentation.
- Communicate with users on a regular basis through phone, email, whatsapp to assist in delivering the message.
- Support the team in coordination with stakeholders as required from time to time.
- Any other work assigned by the reporting authority.

General:

- Good knowledge of computer - Windows and MS Office tools.
- Ability to read, write and speak in English and Hindi.

Young Professional (Creative)

Eligibility:

Professional degree in either scripting, storyboarding, graphic designing or video editing. Relevant work experience of at least 2 years in a production environment.

Job Description:

- Designing and packaging creative from technical inputs by subject matter experts of various sports disciplines.
- Editing videos in requisite formats from an array of raw footage.
- Ideating on out of the box multimedia campaigns.
- Scripting and storyboarding of content from raw form to fit for production by content management agencies.
- Conceptualizing the technical content into final product to be uploaded to LMS for end user access.
- Inculcating necessary reviews from respective stakeholder.
- Liaison with content management agency to ensure adherence to branding guidelines and production of content as per requirements.
- Communicate with users on a regular basis through phone, email, whatsapp to assist in delivering the message.
- Support the team in coordination with stakeholders as required from time to time.

General:

- Thorough knowledge of Adobe Creative Suite (mainly Premiere Pro, Photoshop, Illustrator and InDesign).
- Good knowledge of computer - Windows and MS Office tools.
- Ability to read, write and speak in English and Hindi.



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Terms and Conditions (for all positions)

Remuneration:

S. No.	Position	No. of Positions	Monthly Remuneration
1	Junior Consultant	01	Rs. 75,000/-
2	Young Professional (IT)	01	Rs. 40,000/-
3	Young Professional (Creative)	01	Rs. 40,000/-

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:

- 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.
- 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.
- 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 or Government.

Other Conditions:

- 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.
- Candidates applied for more than one post will be interviewed only once.



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- 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.