



भारतीय तीरंदाजी संघ

ARCHERY ASSOCIATION OF INDIA

F.No.AAI /Rect./NTPC/2025/4

30th June, 2025

Subject : Archery Association of India (AAI) invites applications on a contract basis under the NTPC CSR fund.

The Archery Association of India (AAI), a National Sports Federation registered with the Registrar of Societies, NCT of Delhi, under the Societies Registration Act, 1860, hereby invites applications for recruitment on a contractual basis. The contract is initially for a period of two year extendable by one year at a time up to a maximum tenure of five years subject to terms and conditions. The last date for inviting applications for the posts on a contract basis under the NTPC CSR fund is **15.07.2025**

The details of the job description and responsibilities, etc. for the posts are attached (Annexure-I) and available at the AAI website i.e., "indianarchery.info" as well as the SAI website ie "sportsauthorityofindia.nic.in"

Position Requirement: -

S. No.	Position	Number of Positions
1	Program Head	01
2	Finance Professional	01
3	Bio Mechanics Expert	01
4	Research officer cum Performance analyst	01
5	Young Professional (General)	02
6	Young Professional (Finance)	01
7	Multi-Task Staff	01

1. Job Description.

a) Program Head

Roles & Responsibilities:

i) Program Manager will undertake the following tasks on account of the NTPC CSR Project: -

- Timely submission of Proposals/budgets to the concerned authorities for approval.
- Ensuring proper planning and execution of projects in coordination/consultation with designated Steering Committee, NSDF, SAI, NTPC, and AAI.
- Maintaining and keeping all results and records of International/National events.
- Preparation of Press releases for various International/National events only.
- Coordination with all agencies/State Assns. regarding submission of UCs for all activities on time.
- Coordination of baseline survey and impact assessment with the Agency as per ISO standards.
- Ensuring the audit of accounts under the project in coordination with Finance Personnel/ Auditors as per GFR rules.
- Process visa applications for international exposure/participation covered under the project.
- Preparation of Monthly/Yearly calendar and fixation of timelines for various jobs to be conducted.
- Ensuring time-bound procurement of any or all of the required equipment etc under the project.
- Coordinating for Import & Custom Exemption.
- Coordinating with AAI, SAI, State Associations, NSDF, and other departments for the smooth execution of projects.
- Branding and marketing of NTPC.
- Yearly award function coordination
- Any other tasks assigned by a competent authority or reporting officer.

Eligibility Criteria:

i) Essential Qualification: -

- Person having 2 years Master's Degree in relevant subjects (Sports Management/Analytics/relevant field) or
- Master's Degree in any Discipline/MBA(Sports Management)/BE/ B. Tech with diploma/certificate course in Analytics/ /Sports Research.

ii) Desirable Qualification: -

- Ph.D. in a relevant field like Analytics/ Sports Research/ Sports Management from a recognized University.

- Excellent Knowledge and application of office software like MS Office, research tools, database management, application software, etc.
- CSR Background
- Understanding of results and competition formats of Archery.

iii) Essential Experience:

- Minimum 10 years of experience in a relevant field like sports analytics/ research/management. The experience will be counted only if the same is acquired after the completion of the essential qualification.

iv) Desirable Experience:

- Experience in any Government/ Semi Govt./ Autonomous/ PSU/ Private Sector is also considerable.
- Candidates who have participated at national and international levels in Olympic Sports Disciplines would be given preference.

b) Finance Professional

Role & Responsibilities:

Finance Professional will undertake the following tasks: -

- Matter related to Audit, conduct of internal/concurrent Audit, furnishing replies to all audit reports etc.
- Preparation and finalization of monthly/quarterly / Annual Accounts including Income & Expenditure, Receipts & Payments, and Balance Sheet along with all schedules and reports.
- Preparation of Budget, expenditure vouchers, cheques, and release of grants etc.
- All banking-related activities including preparing monthly Bank reconciliation statements and monitoring expenditure against the allocated budget on a monthly basis.
- Maintenance and keeping books of records viz Cash Books / Ledger/ Broad Sheets / Assets Register / ECR / Stock Register etc.
- Preparation of Tender/e-tender/Contract/Agreements/ MOU.
- Procurement of Equipment etc. including through GEM.
- All matters concerning Taxation including TDS calculations, deductions, deposits, filing of returns etc.
- Compliances with foreign Coaches' Salary.
- Taking and following up on the administrative and financial concurrence for proposals.
- Processing Foreign payment remittance and documentation.
- Ensuring UCs to be submitted for all the activities to SAI and clarifications of queries, if any.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP), accounting standards and GFR rules.
- Bank transactions for World Archery and LOC

- Preparation and checking of accounts of International Events and submission of the UC.
- Coordination with AAI, SAI, State Associations and NSDF for grants and sponsorships, scholarships etc.
- Petty Cash Management.
- Any other tasks assigned by a competent authority or reporting officer.

Eligibility Criteria:

i) Essential Qualification & Experience:

- Master's degree with at least 6 years of experience and OR
- MBA (Finance)/M. Com with atleast 6 years of experience.

ii) Desirable Experience:

- Experience in any Government/ Semi Govt./ Autonomous/ PSU/ Private Sector is also considerable and preferably in SAI/NSF.
- CSR/Sports Background

c) Bio Mechanics Expert

Role & Responsibilities:

i) Bio Mechanics will undertake the following tasks: -

- Record and analyze video footage of Archery events and training sessions.
- Use video analysis to identify and correct technical and tactical errors.
- Work with coaches and athletes to develop training programs and strategies.
- Stay up-to-date on the latest research and trends in video analysis and bio mechanics
- Analysis of movement and injury prevention.
- The identification of optimal techniques for performance enhancement.
- Writing technical documents describing protocols, standard procedures and user policies.
- The assessment of muscle conscription and loading.
- Any other task assigned by a competent authority or reporting officer.

Eligibility Criteria:

i) Essential Qualification:

- M.Sc. in Sports Biomechanics or equivalent degree in sports from a recognized university.

ii) Essential Experience:

- 3 years experience in video analysis and biomechanics, preferably in sports.

iii) Desirable Qualifications and Skills:

- Knowledge of sports biomechanics, video analysis software, video editing software, and statistical analysis software.
- Person should have a good command of Dartfish and Kinovea software.
- Person should know how to operate the high-speed motion sensor camera and video analysis 3D camera.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.

d) Research officer cum Performance analyst

Role & Responsibilities:

i) Research officer cum Performance analyst will undertake the following tasks: -

- Identify potential Archer, to make an extensive study & research of the performance at International/ National/State and other levels.
- To give a detailed analysis of Archers' past performance, and future potential, & make a comparative study/analysis with the performance of sportspersons in other countries & review the performance after every International Competition.
- Prepare a comprehensive database of the Archers.
- Interact with the Archers and their Coaches on a regular basis.
- Undertake studies of Indian and International training facilities, where athletes could train, which would entail a detailed analysis of playing and training facilities, standard of coaches, sports science facilities, and level of competition. Gap analysis of Indian training facilities vis-à-vis international standards.
- Coordinate with Video Analysts, Coaches and other Sports Science Staff.
- Oversee the development of the High-Performance Center Archery ground and all infrastructure-related developments.
- Conduct performance analysis of Archers from time to time using data from competitions.
- Provide feedback to Archers on their performance and help them to improve.
- Liaise with other departments at the High-Performance Center Archery to ensure that the centre is running smoothly.
- Stay up to date on the latest research in archery
- Any other task assigned by a competent authority or reporting officer.

Eligibility Criteria:

i) Essential Qualification & Experience:

- Master's Degree (2 years) in any Discipline /B.E /B. Tech with diploma/certificate course in Analytics/Sports Management /Sports Research with minimum 1 year of experience in relevant field or
- Bachelor's degree in Analytics/ Sports Management/ Sports Research with minimum 3 years of experience in a relevant field.

ii) Desirable Qualification:

- 1 Year Post Graduate Diploma specialization in Sports Management/ Sport Science/ Performance Analysis/ Statistics or equivalent degree from a recognized university.

iii) Desirable Experience:-

- Experience in data science methods such as inferential statistics, Regression Analysis, classification, etc.
- Knowledge of software like MS Office, Excel, PowerPoint, research, and Data visualization tools and software.
- Understanding of results and competition formats of Archery.

e) Young Professional (General)

Role & Responsibilities:

i) Young Professionals (General) will undertake the following tasks:-

- Preparation of Proposals/budgets.
- Manage day-to-day administrative works
- Documentation and record keeping of all NTPC project/program-related activities.
- Process visa applications for International exposure/participation fall under the project.
- Liaisoning with Indian Team, Coaches, SAI, NTPC, etc.
- Calendar preparation
- Performance analysis and presentation in Excel and PowerPoint.
- Documentation and record keeping of all NTPC account-related activities.
- Documentation and record keeping of all National Coaching Camp activities.
- Data Capture of all assessment trials/National Championship/Training
- Data capture of sports science tests.
- Training Plan Preparation.
- Coding knowledge of Excel and mail merge etc.
- Entering data in the NSRS Portal, Other portals and AMS Filing of all UCs
- Any other task assigned by a competent authority or reporting officer.

Eligibility Criteria:

i) Essential Qualification:

- Post-Graduation Degree in any discipline or BE/B.Tech or 2 years PG diploma in Management. or

ii) Desirable Qualification

- MBA/Post Graduate Diploma (2 years) specialization in Sports Management from a recognized university.

iii) Essential Experience

- 1 Year in a relevant field.

iv) Desirable Experience

- Experience in any Government/Semi-Govt./Autonomous/PSU in a relevant field.

f) Young Professional – Finance

Role & Responsibilities:

i) Young Professional (Finance) will undertake the following tasks:-

- Documentation and record keeping of all NTPC account-related activities.
- Preparation of Tender/e-tender/contract/agreements/ MOU.
- Preparation and checking of accounts of International Meets and submission of the UC.
- Maintenance and keeping books of records viz Cash Books / Ledger/ Broad Sheets / Assets Register / ECR / Stock Register and etc.
- Preparation of monthly/quarterly / Annual Accounts including Income & Expenditure, Receipt & Payment and Balance Sheet along with all schedules and reports.
- Taking and following up on the Administrative and Financial concurrence for proposals.
- Performance analysis and presentation in Excel and powerpoint and basic knowledge of tally for accounting YP.
- Preparing office Notesheets & Budgets
- Any other task assigned by a competent authority or reporting officer.

Eligibility Criteria:

i) Essential Qualification:

- Masters' Degree in Finance /Accounts /Commerce, or
- Two years PG Diploma in Financial Management or Accounting/CA/ICMA from a recognized Institution/ University.

ii) Desirable Qualification

- Complete knowledge of Tally Software/excel/ data analytics.

iii) Essential Experience

- Minimum 03 years experience (In relevant field as mentioned in Job Description) after attaining Bachelor' Degree in Accounting /Finance /Commerce from a recognized university/institution or from a recognized Institution/ University.

iv) Desirable Experience

Experience in any Government/Semi Govt./Autonomous/PSU/Private Sector is also considerable and preferably in SAI/NSF

g) Multi-Task Staf (MTS)

Role & Responsibilities:

MTS will undertake the following tasks: -

- Carrying files and papers within the office premises
- Delivery of dak/important documents outside the office.
- Physical maintenance of records of the office
- Photocopying and other non-clerical work in the office.
- General Cleaning of the fixtures, furniture, electronic devices & upkeep of the office
- Assisting in routine office work like diary, dispatch etc.
- Making tea/coffee and serving to the staff members and guests.
- Opening and closing of office
- Any other work assigned by superior authority.

Eligibility Criteria:

i) Essential Qualification:

- The minimum qualification of the candidate should be 12th pass.

ii) Desirable Qualification

- A candidate should be active and able to handle outside work.
- Preference will be given to those who have working experience
- Preference will be given to those who know two-wheeler driving with a driving license.

Terms and Conditions for Contractual Engagement

- a) **Tenure:** The contractual engagement will be initially for a period of two year extendable by one year at a time up to a maximum tenure of five years i.e. 2+1+1+1 on the basis of satisfactory performance, which shall be analyzed by a competent authority. The contract can be terminated by giving a 30 days' Notice period by either party, i.e., AAI or the employee. In cases of extreme impropriety by the employee, the contract will be terminated immediately without prior notice.
- b) **Age Limit:** The upper age limit for the respective posts is as follows: -
- a. Program Head – **65 years as on the date of advertisement**
 - b. Finance Personnel – **40 years as on the date of advertisement**
 - c. Bio Mechanics – **40 years as on the date of advertisement**
 - d. Research officer cum Performance analyst – **35 years as on the date of advertisement**
 - e. Young Professionals – **35 Years as on the date of advertisement**
 - f. **MTS - 35 Years as on the date of advertisement**

*Age relaxation will be applicable to the candidates belonging to OBC, SC & ST as per Dot norms as mentioned below: -

- a) Proof of Age - OM No. 19017/7/79-Estt(A) dated 30.11.1979.
- b) Caste certificate –
 SC/ST/ OBC –OM No. 36012/6/88-Estt (SCT) dated 24.04.1990,
 OM No.36011/1/2012-Estt (Res) dated 14.03.2016,
 OM No. 36036/2/2013-Estt. (Res-I) dated
 31.03.2016

Candidates should note that only the Date of Birth that is recorded in the Matriculation/ Secondary Examination will be accepted. A certificate or an equivalent certificate as on the date of submission of applications will be accepted and no subsequent request for its change will be considered or granted.

c) **Remuneration:**

S.No.	Position	Consolidated Monthly Remuneration (Range)	Vacancies
1	Program Head	₹1,30,000 - ₹ 1,50,000	01
2	Finance Professional	₹ 60,000 - ₹ 80,000	01
3	Bio Mechanics Expert	₹ 60,000 - ₹ 80,000	01
4	Research officer cum Performance analyst	₹ 60,000 - ₹ 80,000	01
5	Young Professional	₹40,000 - ₹50,000	03
6.	Multi-Task Staff	₹ 20,000 - ₹25,000	01

Last pay drawn document: Candidates shall get their monthly remuneration document from their previous employer. If the last pay drawn is more than the remuneration mentioned in the advertisement, then pay may be fixed accordingly subjected to a maximum pay range of the post concerned. In such case, all the candidates selected above that candidate in merit shall draw equal remuneration.

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/SAI will issue TDS /Service Tax Certificates, as applicable.

- d) **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.
- e) **Extension/Increment:** The performance of the selected candidates would be continuously reviewed, and their extension will be considered on the basis of periodic review/requirement. A remuneration 7% increment will also depend on the periodic performance review after the initial period of 01 year of service in AAI, subject to satisfactory performance and recommendation of Reporting Officer. In case candidates' initial remuneration is fixed at the maximum salary of the pay range as mentioned, the same shall be frozen for an initial period of 02 years.

- f) **Leave:** The Individual Consultants shall be entitled to 30 days of leave per calendar year, calculated on a Pro-rata basis. Unused leave shall not be carried forward to the next calendar year. Further, the absence of up to one month may be considered without remuneration. However, in exceptional cases for professional development, training etc. this condition may be relaxed by President, AAI. Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labor and Employment vide no S-36012/03/2015-SS-I dated 12th April 2017. Also unutilized leave in a calendar year will lapse and will not be carried forward to the next calendar year.
- g) **Bond:** candidates selected for the above post will have to sign a bond (in prescribed format) of one year with AAI, which will include paying one month of salary and serving a notice period of one (01) month if the candidate wants to tender his/her resignation.
- h) **Posting:** Selected candidates shall be posted at AAI Office, New Delhi, or in SAI NCOE Sonapat.
- i) **How to Apply:** - The candidate has to fill out the attached application (**Annexure-II**) at email id: **recruitment.archery@gmail.com**. Applications received through any other mode would not be accepted and summarily rejected.

Applicants must send a filled Application form along with the following Self-attested documents:

1. Certificate of Date of birth.
 2. Certificates of essential educational qualifications and experience.
 3. Scanned copy of passport-size color photograph and signature.
 4. Scanned copy of research paper and/or achievement in sports at national & international level, wherever applicable.
 5. Scanned copy of No Objection Certificate from their present employer, in case working in Central/ State Government/ Autonomous Organizations.
 6. Last Pay drawn salary from the previous employer.
- j) Candidates who are working in Central/ State Government/ PSUs/ Autonomous Organizations must produce No Objection Certificate from their employer along with all original as well as photocopy of all the documents at the time of joining.
- k) **Last date for receipt of Applications: 05:00 PM, 15th July, 2025**

2. General Instructions

- i. 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.
- ii. 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 and (or) submitted any supporting document which is found as not genuine at any stage shall be liable for disqualification.

- iii. Candidates should ascertain that they satisfy all the essential educational qualifications as stipulated in the advertisement. Candidates having qualifications above the essential qualifications are eligible to apply. Merely having the qualifications does not entail candidates being called for an interview. However, the final decision will be taken by the AAI.
- iv. Candidate who will be called for an interview have to produce an original as well as self- attested photocopy of all the documents submitted along with the application, other relevant documents at the time of the interview along with a signed copy of the application, failing which he/she will not be allowed to appear for interview.
- v. Decision of AAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by AAI in this regard.
- vi. AAI 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 reasons thereafter. The decision of the AAI will be final and no appeal will be entertained against this issue.
- vii. In case of any dispute, the jurisdiction of the Court will be in New Delhi only.
- viii. Please visit your email account regularly for further updates.
- ix. Further notifications/corrigendum in this regard, if any, will be put up on AAI website only.
- x. Canvassing in any form will lead to disqualification.

3. Confidentiality:

- i. 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.
- ii. During the period of engagement with AAI, the selected candidates 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 Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is averse to the interest of the Government.

4. Other Conditions:

- i. The applications received will be scrutinized and the eligible candidates will be interviewed at no cost to AAI.
- ii. Candidates who applied for more than one post will be interviewed only once.
- iii. Owing to the requirement in AAI, 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 the Government of India. AAI reserves the right to cancel the panel without assigning any reason.

- iv. The vacancies may vary based on the requirements of AAI.
- v. 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 per relevant rules.
- vi. 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.
- vii. Decision of 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.
- viii. AAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- ix. The President AAI shall be the final authority in case of any dispute.
- x. The appointment will be purely on a contract basis and does not confer any right to claim to permanent employment in AAI.
- xi. Any litigation matters pertaining to employment at AAI shall be restricted to the jurisdiction of the Delhi courts.
- xii. In case the performance of the Candidate is not found satisfactory, his/her services will be discontinued after giving fifteen days' notice.
- xiii. Organization reserves the right to terminate the contract, by giving 30 days, notice to Candidates.

APPLICATION FORM

Recent coloured Passport Size Photograph

Post Applied For: _____

1. Full Name in Capital Letters:
(as per the matriculation/equivalent certificate)
2. Gender:
3. Date of Birth (as per the matriculation/equivalent certificate):
4. Father's Name (as per the matriculation/equivalent certificate):
5. Nationality:
6. Permanent Address:
7. Address for Communication:
8. Mobile number and Email ID:
(a valid and functional email ID to be provided)
9. Proof of Identity:
10. Academic Qualifications:

Qualification	Name and Address of College/Institution	University	Year of Passing	Percentage

11. Details of Services rendered earlier/Experience in related field: (After the graduation).

Post/ Designation	Name and Address of the Organization	Duration of Tenure		Total Period
		From	To	

12. List of all documents, duly attested, which are attached to this application.

Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of the Archery Association of India.

Name & Signature of Candidate