

APPOINTMENT OF MANAGER (OPERATIONS)

The Sports Kerala Foundation, a Government of Kerala Undertaking, invites applications for appointment as **Manager (Operations)** on contract basis:-

I. Number of Vacancies, Educational Qualification, Experience and Age:

Number of Vacancies	ONE
Educational Qualification	Post Graduation in Business Management OR Graduation with Post Graduation in Management, Legal or Finance
Experience	Minimum 10 years post qualification experience in supervisory cadre in reputed organization. OR Not below the rank of Under Secretary to Government and minimum 2 years experience in Kerala Government Departments / CPWD / Government undertaking.
Age	Not to exceed 60 years

II. Period of Contract

The above post is temporary in nature, initially for a period of one year for the matters related to operations of stadia and other works entrusted to Sports Kerala Foundation. The period of contract may be renewed further based on organisational requirement/performance.

III. Remuneration:

Consolidated Pay (per month)	Rs. 44,020/- In addition shall be eligible for travel allowance as per rules of Government of Kerala
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IV. Method of Selection

The applicants meeting the qualification and experience requirements notified shall be informed to attend a Personal Interview to be held **at the office of Sports Kerala Foundation, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram.**

V. Qualification

1. Those applicants having qualifications equivalent to any of the prescribed qualifications should submit the Certificate issued by the employer and without such certificate, their candidature will not be considered.

2. The minimum qualification stipulated for the post must be from a University / Institute recognized by AICTE / appropriate statutory authority in India / State / Central Government.

VI. Experience

1. Experience acquired after the date of passing of the qualification stipulated as per item I above will only be considered.
2. Experience Certificates obtained from Central/State Government Departments/SAI/ Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status will only be considered for short listing to attend the Personal interview.
3. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they will not be permitted to attend the **Personal interview**.

VII. How to apply

1. Applicants shall submit their Bio-data in sealed cover by post / by hand to the **Office of Sports Kerala Foundation**, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram – 695033 or forward the same to the e-mail careers.skf@gmail.com from **30.07.2022 to 14.08.2022**
2. Copies of all certificates towards proof of age, educational qualification, experience etc and a recent passport size colour photograph shall be attached along with the Bio-data.
3. **“Application for the post of Manager (Operations)”** shall be written on the envelope.
4. Applicants should not submit more than one application for a particular post. Application once submitted shall be final.

VIII. General

1. Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting the applications.
2. If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature / appointment is liable to be cancelled / rejected.
3. Candidates short-listed for the certificate verification / Personal interview should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving License etc, and all original certificates towards proof of age, qualification, experience and their candidature will be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature will be rejected.
4. Applicants who fail to produce the original certificates during the certificate verification process will not be allowed to attend the Personal interview.
5. No TA/DA will be paid to the candidates for attending the selection
6. The vacancies are purely on contract basis for the period specified and Sports Kerala Foundation is not liable to offer appointment during or after the completion of contract period of the selected candidates
7. Persons convicted for criminal offences shall not be considered.
8. Applicants should be of sound health and shall satisfy the medical fitness standards as fixed by the Government. A medical fitness certificate by the Medical Officer / Civil Surgeon shall be produced at the time of appointment.
9. No correspondence regarding the rejection of application in case of ineligibility shall

be entertained.

10. Any amendment, modification or addition to this advertisement will be given in the website only.
11. Candidates should furnish their e-mail ID and mobile No. in the application. The call letter for the interview shall be forwarded to the e-mail ID only.
12. For any further clarification, please contact the office in person.



Prem Krishnan S. IAS
Managing Director

ANNEXURE
APPLICATION FOR THE POST OF MANAGER (OPERATIONS)



Post Applied for :

Name (in Block Letters) :

Sex :

Postal Address :

Contact No. :

Email :

Age & Date of Birth :

Educational Qualifications :

Previous Experience :

Declaration

I hereby declare that the above details are true the best of my knowledge.

Signature of Applicant