

**Sports Authority of India**  
**SAI –LNCPE Regional Centre**  
Karyavattom, Thiruvananthapuram, Kerala – 695 581

**Sub: Engagement of Catering Manager at SAI –LNCPE Regional Centre, Karyavattom, Thiruvananthapuram/ NCOE Alappuzha on contractual basis.**

**Eligibility:-**

1. Degree in any discipline from a recognized University + one year Diploma in Hotel Management or Catering Management from a recognized institution.  
**Or**  
Graduate in Hotel Management/Catering Management from a recognized Institution/University.  
**Or**  
03 years Diploma in Hotel Management completed before 2000 from a recognized Institution/University
2. **Experience:** Three years experience in the relevant field after obtaining the essential qualifications.

**Terms and Conditions**

1. **Tenure:** Initially contractual engagement will be for a period of one year which could be further extended for a maximum period of two years on satisfactory performance.
2. **Age limit :** Maximum age shall not be more than 50 years on the last date of receipt of applications. Candidates should not that only the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate as on the date of submission of application will be accepted and no subsequent request for its change will be considered or granted.
3. **Remuneration:** The remuneration for the post of Catering Manager will be Rs.30,000/- to Rs.50,000/-.
4. **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 SAI will issue TDS /Service Tax Certificates, as applicable.
5. **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 to them
6. **Extension :** Performance of the person would be continuously reviewed and their extension will be considered on the basis of periodic review/requirement.
7. **Leave:** - They will be entitled for 30 days leave in a calendar year on pro-rata basis. Therefore, the contract employee 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

**The Catering Manager shall be responsible for the following:**

1. He/She will be responsible to manage a team of catering staff and running day to day Catering Operation for Breakfast, Lunch & dinner etc. for resident sports persons/trainees.
2. The catering manager will also be responsible for quality of food, service, hygiene status of mess & dining hall etc.
3. Keeping to budgets and maintaining financial and administrative records.
4. Ensure compliance with health and safety regulations.
5. Planning menus in consultation with chefs & Nutritionist.
6. Monitoring the quality of the product and service provided in consultation with chefs & Nutritionist.
7. Organize, lead and motivate the catering team
8. Maintain stock levels and order new supplies as required in consultation with chefs, Nutritionist & competent Authority of SAI.

**Other Terms & Conditions:**

1. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving thirteen days notice.
2. 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.
3. Decision of SAI in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained by SAI in this regard.
4. SAI reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
5. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in SAI.
6. Any litigation matters pertaining to employment at SAI shall be restricted to the jurisdiction of the Trivandrum courts.

7. SAI reserves the right to terminate the contract, by giving 30 (thirteen) days' notice to Candidates.
8. The SAI shall be the final authority in case of any dispute.
9. Eligible and willing candidates are required to bring applications in the prescribed performa along with the copy of certificates (including original) for Walk in Interview on **13.01.2021 by 09:30 AM** the following address:

Principal  
Sports Authority of  
India  
Lakshmibai National College of Physical Education  
Karyavattom, Thiruvananthapuram – 695 581  
Ph : 0471-2415356, 2418770  
Web :www.lncpe.gov.in e-mail :sailncpe@gmail.com

**General instructions**

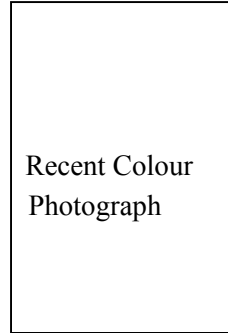
- a. Candidates should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
- b. Application form not in the prescribed format or incomplete/unsigned or received without copy of certificate, qualification, experience, copy of mark sheet of Board/University etc. shall not be considered and are liable to be rejected.
- c. Decision of the SAI in all matters regarding eligibility, selection and posting would be final and binding on all candidates. No representation or correspondence will be entertained by SAI in this regard.

*CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION*

*Sd/  
(Dr.G.Kishore)  
Principal*

**Application form for Appointment of Catering Manager  
on Contract basis SAI –LNCPE Regional Centre,  
Karyavattom, Thiruvananthapuram/NCOE Alleppey**

**Performa for Application**



**Post applied for:** .....

1. Full Name: .....
2. Father's/Husband's Name: .....
3. Mother's Name.....
4. Date of Birth: .....
5. Aadhaar Number:.....
6. Nationality: .....
7. Category (Gen/OBC/SC/ST).....
8. Permanent Address: .....
9. Residential Address.....
10. Contact Number: .....
11. E-mail address: .....
12. Educational Qualifications Matriculation onwards:

S. N.	Certificate/Degree	Subject	Institute/ University	Year of Passing	Percentage/ CGPA


13. Work Experience:

S. N.	Organization/Institute	Designation	Period From - To	Nature of Work	Last pay drawn

**Note:** Experience Certificates to be attached.

Total Experience (in months).....

**DECLARATION**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect my candidature is liable to be cancelled/terminated. I will have no claim for absorption after termination/completion of tenure contract. I shall abide by terms & condition as prescribed. In the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and hereby undertake to abide by them.

**Place:**

**Date:**

**(Name & Signature of the Applicant)**