



M7-4289/24/SKF

21.01.2025

APPOINTMENT OF ASSISTANT PROJECT MANAGER
SPORTS KERALA FOUNDATION ON CONTRACT BASIS

Sports Kerala Foundation ,a Government of Kerala Undertaking, invites applications for appointment as **Assistant Project Manager** for its office at Jimmy George Indoor Stadium, Vellayambalam, Trivandrum on contract basis :-

I. Number of Vacancies and Age:

SL. No.	Post	Age Limit	Number of Post
1	Assistant Project Manager	35 years	02

II. Job Description

Position	Job Description
Assistant Project Manager	<ul style="list-style-type: none">• To design and execute various projects in sports with in the sports department and also other departments for strengthening the state's sporting ecosystem.• To liaise with various stakeholders of the Indian Sporting Ecosystem including Directorate of Sports & Youth Affairs, State Governments ,Private Academies ,State and National Sports Federations and Other Agencies in connection with various schemes,• To study operations of sports activities at different venues under SKF and design and envisage plans and projects for optimal revenue generation from these venues.<ul style="list-style-type: none">◦ To provide high quality inputs towards Noting, Drafting, Analysis & Monitoring of the different schemes under SKF◦ Conduct research to identify new markets and customer needs◦ Keep records of revenue from various venues and identify new initiatives for revenue generation◦ Any other task assigned by the competent authority

III. Eligibility Criteria

Position	Essential Qualification	Desired Qualification	Work Experience	Desired Experience
Assistant Project Manager	Post-Graduation in any Discipline (2 years)/BE B.Tech or any Professional degree after 4 years or more after 10+2	MBA or PGDM in Sports Management from a recognized University.	Fresher's can apply	Experience in any Government/Semi Govt./ Autonomous/PSU as per job description or any relevant sports background

IV. Period of Contract

The above post is temporary in nature ,initially For a period of one year. The period of contract may be renewed further based performance

V. Remuneration:

Consolidated Pay (per month)	Rs.21,175/-
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VI. 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.

VII. Qualification

1. Those applicants having qualifications equivalent to any of the prescribed qualifications should submit the Certificate issued by the employer and with out 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

VIII. **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

IX. **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 **28/02/2025 to 12/03/2025**
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 Assistant Project Manager" 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.

X. **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.



Vishnu Raj P IAS
Managing Director &CEO

ANNEXURE
APPLICATION FOR THE POST OF ASSISTANT PROJECT
MANAGER

Name (in Block Letters) :
Sex :
Postal Address :



Contact No :
Email :
Age & Date of Birth :
Educational Qualifications :

Previous Experience :

Declaration

I..... here by declare that the
Above details are true the best of my knowledge.

Signature of Applicant