

HIRING OF MANPOWER AGREEMENT

Hiring of Manpower Agreement (hereinafter referred to as the "Agreement") is made and entered on this _____ referred to as the "**Effective Date**") at

BY AND BETWEEN

J&K Sports Council, a society existing and registered under the Societies Registration Act, 1860, having its registered office/headquarter at New Administrative Block, Bakshi Stadium, Srinagar, 190009, represented through its authorized signatory, Secretary, J&K Sports Council (hereinafter referred to as "JKSC") of the FIRST PARTY

AND

_____ (hereinafter referred to as the "
" _____ (designation) of the SECOND PARTY;

JKSC and the _____ are hereinafter individually referred to as the "Party" and collectively as the Parties" as the content may otherwise require.

WHEREAS by way of offer of engagement order No: - _____ dated: - _____ the _____ was engaged to the JKSC as its _____ (designation) for a period of three (03) years purely on hire basis.

AND WHEREAS pursuant to the offer of engagement order No: - _____, dated: - _____, joined the JKSC as its _____ on _____.

AND WHEREAS the offer of engagement order No: - _____ dated: - _____ contained the terms and conditions governing the _____ tenure as the _____ at JKSC.

AND WHEREAS in continuation and addition to the terms and conditions contained in the offer of engagement order No: - _____, dated: - _____, the other terms and conditions governing the _____ (designation) tenure at the JKSC are set out and agreed to by both parties herein below:

TERM OF THE AGREEMENT:

1.1 The _____ has been engaged as the _____ (designation) by JKSC on hire basis for a period of _____ years from the date of joining in J&K Sports Council Office in continuation of the engagement order No: - _____ dated: - _____.

1.2 The employment agreement between the Parties will come into effect from the date of signing of this agreement and come to an end upon the expiry of period mentioned in offer of engagement order No. _____ dated: - _____.

1.3 The period of engagement may be extended subject to suitability satisfactory performance of the _____.

Other terms and conditions:-

- a) **Remuneration**: Remuneration will be fixed at Rs. _____ per month in the first year which shall be increased yearly on satisfactory performance subject to maximum of Rs. _____.
- b) **Tenure**: The tenure based engagement will be for a period of four years based on satisfactory performance, periodic reviews, result oriented, etc. and at all times coterminous with the Khelo India Scheme.
- c) **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 J&K Sports Council 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**: Performance of the engagee would be continuously reviewed, and extension will be considered on the basis of periodic review.

- f) **Leave:** The engagee will be entitled for 30 days leave in a calendar year on pro-rata basis. Thereafter, the engagee shall not draw any remuneration in case of his 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.

2. **Confidentiality:**

- a) The engagee 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 may gather as part of this assignment.
- b) During the period of engagement, the engagee 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.
- c) The engagee at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

3. **Other Conditions:-**

- a). In case the engagee 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.
- b). During the period of tenure, the performance of the engagee will be reviewed periodically and if the performance is not found upto the mark, the tenure shall be terminated without assigning any reason after serving 01 (one) month advance notice or 01 (one) month remuneration in lieu thereof. In case engagee wants to discontinue, the engagee will have to give 30 days advance notice which will be subject to the approval by the Competent Authority.
- c). The engagee would be required to attend office on regular basis and would not take up any other assignments during the engagement period and duty time shall be fixed by the reporting officer.
- d). No request for any kind of transfer would be entertained whatsoever. However, depending upon requirement, J&K Sports Council can transfer the engagee within the period of engagement to any other place.
- e). During the course of the engagement, the engagee is required to maintain office decorum and discipline failing which the services of the engagee are liable to be terminated at any time without assigning any reason.
- f). During the engagement period, the engagee will be paid fixed monthly remuneration on mutual agreement for which tax will be deducted at source.
- g). The engagement would be on full time basis and will not be permitted to take up any other assignment in any manner during the engagement period.
- h). The engagee shall abide by CCS (Conduct) Rules of J&K UT Govt. to the extent of applicability.
- i). Without any prejudice to the above condition, the engagee will be terminated from services with immediate effect without any obligations, in case the engagee is found guilty of violating any of the conditions contained in the terms of engagement or is guilty of any misconduct including negligence of duties, unauthorized absence etc.

- j). The Vice President, J&K Sports Council shall be the final authority in case of any dispute.
- k). The engagement will be purely on hire basis and does not confer any right to claim permanent employment in J&K Sports Council.
- l). Any litigation matters pertaining to engagement at J&K Sports Council shall be restricted to the jurisdiction of the Judicial Forums of J&K.

APPLICABLE LAW AND JURISDICTION: -

- i. This agreement shall be governed by and construed in accordance with the laws of Republic of India.
- ii. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of J&K, for the adjudication of any dispute hereunder or in connection herewith.

RESOLUTION OF DISPUTES AND JURISDICTION: -

That the resolution of any dispute on any matter related to parties shall be referred to the sole Arbitrator, who shall resolve the disputes in terms of the Arbitration and Conciliation Act 1996 and the decision given by the sole arbitrator, shall be binding on both the parties.

IN WITNESS WHEREOF, the _____ has read, understood and hereby accept all the terms and conditions mentioned in the agreement, and JKSC has caused these persons to be executed in its name and on its behalf, all as of the day and year first above written.

(Designation)

Name: -

(JKSC)

Represented by: -
Designation: -

JOB DESCRIPTION OF HIGH PERFORMANCE MANAGER

PRIMARY RESPONSIBILITIES OF THE ROLE ARE:-

- Development and implementation of the J&K Sports Council national high performance programme and policies and the associated training programmes it encompasses.
- To lead and develop a professional, high-performing team to ensure the effective, efficient and economic delivery of performance investment and support programs.
- Provide overall leadership to develop training programs for athletes training in the Khelo India State Centre of Excellence (KISCE), at Fencing Academy, M.A. Stadium, Jammu & Water Sports Centre, Srinagar.
- Work closely with program coaches, sports scientists and athletes in performance monitoring across training and competition settings, to track data and provide detailed analytical information to both.
- Continually monitor new developments in the performance spectrum for knowledge enhancement of Coaches and the members of the high performance team.

KEY CHALLENGES

- Working within a highly competitive, complex multi-sport environment.
- Working together with multiple stakeholders with varying interests and agendas.
- Working to provide cross discipline delivery of performance requirements in close association with other experts.

KEY ACCOUNTABILITIES

| Operational | Description |
|------------------------|---|
| Performance Evaluation | <ul style="list-style-type: none">➤ Ensure performance assessment of all athletes under the applicable schemes in accordance with NSF approved protocols➤ Carry out athlete performance analysis in consultation with the high performance team➤ Continuous evaluation of test protocols with the team to recommend betterment of the system.➤ Work with other team members to assess appropriate intervention policies and athlete requirements and be part of regular athlete Assessments and performance reviews. |
| Monitoring | <ul style="list-style-type: none">➤ Complete training programme designs and implementation at the Khelo India State Center of Excellence (KISCE), at JNS Sports Complex➤ Implementation of Sports Science deductions by the team incorrect time frame and coordination.➤ Data entry of all performance tests. |
| Data Assimilation | <ul style="list-style-type: none">➤ Collection and Data entry of tests in NSRS System.➤ Continuous usage of the system by all Coaches and high performance Team members. |
| General | <ul style="list-style-type: none">➤ Work collaboratively with all Coaches, other Sports Science team members towards organizational and performance driven outcomes.➤ Ensure availability of all lab and field equipment in operational readiness. |

ROLES & RESPONSIBILITIES: -

| Role | Description |
|---------------------------|---|
| Performance Driver | <ul style="list-style-type: none"> ➤ Plan, oversee, implement and evaluate all elements of national high-performance program and athlete channels to ensure sustainable excellence by National/KISCE athletes. Ensure Coach led-Athlete centric development. ➤ Document goals and program plans in KISCEs' strategic, high performance, and annual plans. ➤ Provide leadership and technical expertise to all high-performance program stakeholders. |
| | <ul style="list-style-type: none"> ➤ Communicate the vision and goals of the high-performance program. ➤ Advise sports scientists, medical, paramedical staff and project managers to study and analyze international developments, performance and rehabilitation and recovery trends. ➤ Attend to training venues, playfield during training hours from time to time and also attend to games and competitions to provide overarching guidance towards Athlete Assessment. ➤ Ensure continuous need analysis by the team for performance Enhancement of athletes in conjunction with SAI/NSFs. |
| Sport Development | <ul style="list-style-type: none"> ➤ Implement Junior athlete development programmes. ➤ Coordinate, integrate and lead talent identification programmes ➤ Develop, promote and implement structured athlete pathways to feed into the high performance system. ➤ Retain and nurture athletes. ➤ Optimize development for athletes and coaches at all levels of sport development pathways. |
| Organization & Management | <ul style="list-style-type: none"> ➤ Create a winning culture and environment across the high-performance program. ➤ Ensure the provision of optimal coaching, science medicine and lifestyle support to athletes on the high-performance program. ➤ Recruit, direct and manage a coaching and support team with the skills and experience necessary to ensure that the goals of the high-performance plan are achieved. ➤ Set and review annual performance objectives for all High-Performance staff. ➤ Work closely with sports scientists and medical and para medical staff to implement an optimal sports science and medical support structure. ➤ Ensure good staff morale through effective people management Practices and behavior. |
| Personnel Management | <ul style="list-style-type: none"> ➤ Align and support coaches in implementation of performance and training program objectives. ➤ Manage and coordinate the activities of all KISCE Team Programs coaches and staff including sport science and paramedical personnel ➤ Direct and manage KISCE Athletes High-Performance Managers/Project Managers/ Project Leaders. ➤ Direct high performance administrative work in partnership with CEO/ Regional Directors of KISCE |

YOUNG PROFESSIONAL: -

JOB DESCRIPTION:

- Maintain the data of material/resources to manpower engaged in KISCE
- Assisting, coordinating and managing the implementation of KISCE Scheme
- All work related to administration at KISCE
- Coordinating with different departments in queries related to KISCE
- Drafting of letters, file noting, orders, etc.
- Any other work assigned by the reporting authority.
- General:
 - a. Good knowledge of Computers-Windows and Microsoft Office applications especially MS Word, MS Excel
 - b. Confident, self-driven and team player
 - c. Ability to read, write and speak in English, Hindi & Urdu.

PHYSIOTHERAPIST: -

JOB RESPONSIBILITY:

| Designation | Job Responsibilities |
|--------------------|--|
| Physiotherapist | <ol style="list-style-type: none">1. Planning and development of physiotherapy protocols.2. Maintain the record of present and past injuries for the athletes in the camp/center3. Management of hydrotherapy, sauna/steam bath and other facilities available to the center.4. Evolve injury prevention strategy for the athlete in consultation with the team doctor5. Injury management in field.6. Shall be responsible for day to day injury prevention and rehabilitation of the athletes7. Assist in injury prevention strategy8. Any other duties assigned by High Performance Director, Sports Science Head and Regional Head and Secretary, J&K Sports Council. |