

Government of Mizoram  
**MIZORAM STATE SPORTS COUNCIL**

D-24, M.G Road, Upper Khatla, Aizawl-796001



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No. E-9/2 (AP)MSSC/2007/75

Dated Aizawl the, 26<sup>th</sup> October, 2021

**CIRCULAR**

The Secretary, Mizoram State Sports Council on behalf of the President, Mizoram State Sports Council hereby invites willingness for filling up of 1 (one) vacant post of Senior Sports Promotion Officer, in the pay matrix of Level -11 under the Govt. of Mizoram on deputation basis from eligible candidates under the Govt. of Mizoram, Public Sector undertaking, Statutory bodies holding an analogous post.

The application should be submitted to the undersigned in a prescribed format as per Annexure I through proper channel within 25 days from the date of issuance of this circular. The upper age limit of the applicant should not be more than 56 years of age, desirably a post graduate in Sports Science, Development & Management, Physical Education or degree in the fields mentioned above.

The details of duties attached to the post is annexed at Annexure II.

Candidate who apply for the post will not be allowed to withdraw his/her candidature subsequently.

Encl : As Above.

(JOHN TANPUA), MCS

Secretary,

Mizoram State Sports Council

Aizawl : Mizoram.

Memo. No. E-9/2 (AP)MSSC/2007/75

Dated Aizawl the, 26<sup>th</sup> October, 2021.

Copy to :-

1. Private Secretary to President, Mizoram State Sports Council & Minister, Sports & Youth Services Deptt. for kind information of the President.
2. The Under Secretary to the Govt. of Mizoram, DP&AR(ARW) vide their ID No. ARW/SYS-2/2020-2021/D-160 : Dt. 28.9.2020.
3. The Under Secretary to the Govt. of Mizoram, SYS vide No. A.32012/24/2020-SYS : Dt. 7.10.2020.
4. All Administrative Heads, Govt. of Mizoram.
5. All Heads, Public Sector Undertaking/ Statutory Bodies, Mizoram.
6. ✓ Web Manager, MSSC for uploading on MSSC Website.

Secretary,

Mizoram State Sports Council

Aizawl : Mizoram.

ANNEXURE-I

**COMMON APPLICATION FORM FOR APPOINTMENT BY DEPUTATION  
(INCLUDING SHORT TERM CONTRACT)/FOREIGN SERVICE/ABSORPTION**

1)	Name of applicant (in capital letters)	:	
2)	Date of birth (enclose self attested copy of supporting document like HSLC, Birth Certificate, etc.)	:	
3)	Address for correspondence including contact number	:	
4)	Name of post applied	:	
5)	Designation of present post held	:	
6)	Name of service/department	:	
7)	Present scale of pay/level in pay matrix	:	
8)	Date of joining the present grade/post on regular basis	:	
9)	Educational qualification (enclose self attested copy of certificates)	:	
10)	Please state whether or not the educational and other qualifications/experience prescribed for the post in the recruitment rules/vacancy circular are satisfied by the applicant	:	
	Qualifications/experience required		Qualifications/experience possessed by the official
	Essential	i)	
		ii)	
		iii)	
	Desirable	i)	
		ii)	



11)	Nature of present employment (i.e. permanent/regular or ad hoc or temporary, contract etc.	:		
12)	Please state whether the substantive employment is under any of the following employer: a) Central Government b) State Government c) Universities d) Autonomous organizations e) Government Undertaking f) Others	:		
13)	Any additional information which you would like to mention in support of your suitability for the post (This may, among other things, include (i) additional academic qualifications (ii) professional training (iii) work experience, etc. Separate sheet may be enclosed if necessary)			
14)	Whether penalty, if any, was imposed on the applicant during a period of 5 years preceding last date for submission of application? If any, enclose a copy of the order of imposition of penalty by the Disciplinary Authority.	:		
15)	Details of post(s) held in chronological order (enclose separate sheet, if necessary)			
Sl. No.	Name of post held	Duration		Nature of duties
		From	To	

The information furnished above is/are correct to the best of my knowledge and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or mis- represented at a later stage, my selection is liable to be cancelled with the approval of the Competent Authority.

Date:

Name & signature of applicant

**CERTIFICATE OF THE ADMINISTRATIVE DEPARTMENT/CADRE  
CONTROLLING AUTHORITY**

Certified that the particulars furnished by the officer are correct as per the service records and the department has no objection for appointment of the officer on deputation (including short term contract)/deputation on foreign service/absorption (please select the appropriate one).

Date:

Signature of an officer not below the rank of Under  
Secretary in the cadre controlling authority



## Responsibilities of Senior Sports Promotion Officer

- Identify sport, recreation and health initiatives and oversee strategic planning and implementation.
- Coordinate, deliver and promote relevant activities, classes and events, often within a specific community or to targeted groups.
- Recruit, train, support, develop and manage coaches and volunteer staff
- Raise public awareness of health and fitness issues and promote participation in sport, particularly among underrepresented groups.
- Evaluate and monitor activities and projects using performance indicators.
- Maintain records and produce written reports.
- Attend local, regional and national and international meetings, seminars and conferences.
- Check venues and manage facilities.
- Liaise with State level sports association, District Sports Committee and clubs to develop coaching and youth development and to help clubs handle issues such as safeguarding more effectively.
- Work in partnership with school, colleges, local NGOs and other departments to encourage participation in sport and active involvement.
- Work with NGBs for specific sports in relation to state level sports associations, district sports committees, clubs and events.
- Develop a range of partnerships with organizations and initiatives focused on health activities, awareness, criminal justice and community regeneration.
- Manage resources and a budget and identify potential opportunities for external funding.
- Maintain links with State, regional and national sporting organizations.
- Work within specific guidelines, e.g. equal opportunities, health and safety and child protection.
- Offer guidance and supervision to coaching staff.
- Perform duties specified in Acts, rules, guidelines etc. of MSSC.
- Any duties assigned to him by competent authorities.