



Date: 19.10.2023

NOTICE

**CALLING APPLICATIONS FOR THE POSITION OF
THE CHIEF EXECUTIVE OFFICER ("CEO"), AT THE INDIAN OLYMPIC ASSOCIATION**

In pursuance of the IOA Constitution (as amended upto 02 Nov 2022 and ratified by the General Assembly on 10.11.2022), the Indian Olympic Association ("IOA") shall appoint a Chief Executive Officer (CEO), who shall be an ex-officio member of the IOA Executive Council. The CEO shall be appointed in the manner stipulated under the IOA Constitution and more specifically under Article 15.3, which states that, "The CEO shall be proposed by a nomination committee comprising of the President, chairman of the Athletes Commission and one IOC member from India".

While the CEO shall have no voting rights in the IOA, they shall be the member of the IOA Executive Council and the IOA General Body. The CEO shall perform the following duties including but not limited, (as also elucidated under the IOA Constitution):

- (a) the day-to-day administration of the IOA;
- (b) shall transact all office business in accordance with the decisions of the President, IOA, General Assembly and Executive Council;
- (c) Manage all staff functions of the IOA;
- (d) Determine the size and compensation of, hire and terminate the professional staff in accordance with the compensation policy laid down by the Executive Council;
- (e) Be responsible for resource generation and utilization;
- (f) Manage key government relationships and coordinate government relations of the IOA, together with the IOA President;
- (g) Act as the IOA's spokesperson;
- (h) Be primarily responsible for coordinating the IOA's communications on all issues, subject to communication policies established by the Executive Council;
- (i) Prepare a business plan, the annual and quadrennial reports, and submit a quadrennial and annual budget to the Executive Council;
- (j) Be responsible for calling meetings of the IOA Annual General/Special General Assembly/Executive Council or other meetings, as per rules and to implement their decisions;
- (k) Be responsible for carrying on all correspondence in the name of the IOA save as otherwise directed by the President;
- (l) Keep and maintain the minutes of all meetings of the IOA General Assembly and Executive Council of the Association, the register of Members and all such records as may be necessary for the smooth and efficient working of the IOA;
- (m) Be responsible for the maintenance of the properties (Movable and Immovable) of the IOA. They shall prepare and submit, together with the President, at the Annual General meetings of the Association the Annual Report of the Executive Council. They shall convene meetings of the Association under the directive of the President. The financial powers of the CEO are restricted to sanctioning of Rs. 2,00,000/- for anyone item as clarified in Article 17.1.7 of the IOA Constitution;

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INDIAN OLYMPIC ASSOCIATION

Olympic Bhawan, B-29, Qutub Institutional Area, New Delhi-110016, INDIA
T: +91 11 2685 2481, 83 | E: ioa@olympic.ind.in | W: www.olympic.ind.in

- (n) Operate the bank account of the IOA in coordination and consultation with the President and Treasurer of the IOA;
- (o) Summon SGM's of the IOA as directed by the IOA President or by the decision of a simple majority of the IOA Executive Council members;
- (p) Prepare with the Treasurer of the IOA, the internal audit and statutory audit reports, Annual Accounts and financial estimates of income and expenditure of the IOA;
- (q) In the absence of the Registry of the IOA Arbitration Commission, act as the interim registry for the IOA Arbitration Commission and exercise the powers and duties entrusted to the registry until the registry is designated;
- (r) Assist the Chairperson of the IOA Athletes Commission to set the Athletes' Commission's meeting schedule and agendas; and
- (s) The CEO may perform any other tasks/functions as directed by the President, the Executive Council or the General Meeting.
- (t) Such other duties as under the IOA Constitution;

The applicant shall ensure that they are not a former Office Bearer of the IOA or a national sport federation.

Upon selection and appointment thereof, the CEO shall ensure to devote their entire time and service to the affairs of the IOA and shall ensure to not engage in any other profession or employment.

ELIGIBILITY CRITERIA

In order to be eligible to apply for the position of the CEO at the IOA, the candidate must fulfil the criteria as laid down under Article 15 of the IOA Constitution and as stipulated hereinbelow:

- a. Management professional with an experience of no less than ten (10) years as the CEO of a company/entity with an annual turnover no less than Rs. 25 crores;
- b. Passion for sport with an aim to develop Indian sports above and beyond expectations;
- c. Thorough understanding of the international sporting structure and governance;
- d. Thorough understanding of the Indian sporting ecosystem and areas of improvement;
- e. Be no less than eighteen (18) years of age at the time of application and of sound mind;
- f. Written and oral proficiency in English language; and
- g. Strong communicator and team player who is willing to learn and grow.

TENURE OF APPOINTMENT

The Applicant once appointed shall serve a mandatory 6 month probation period, at the end of which term, the appointment of the Applicant shall be confirmed as CEO for a term of 1 year based upon satisfactory outcome of performance review by the Executive Council.

The Applicant's term may be extended further (beyond 1 year) for such time period as the Executive Council may deem fit and proper, based on satisfactory outcome of performance review to be conducted by the Executive Council at the end of each term.

REMUNERATION & OTHER PECUNIARY BENEFITS

The Applicant shall be paid remuneration and other basic benefits as per industry standards.

LOCATION

While the Applicant's primary place of work shall be out of the Olympic Bhawan, B-29, Qutab Institutional Area, New Delhi, Delhi 110016, the Applicant for the purpose of work may be required to undertake both domestic and international trips.

Interested candidates shall send in their applications along with their CV and a copy of their duly filled and signed application form via email to nom-cmtee@olympic.ind.in or by post to the following address, by no later than 06.00 pm on 05.11.2023:

The President
INDIAN OLYMPIC ASSOCIATION
OLYMPIC BHAWAN
B-29, QUTAB INSTITUTIONAL AREA
NEW DELHI - 110 016, INDIA

We look forward to receiving your applications.



(Dr. P.T. Usha)
President
Indian Olympic Association
(On behalf of the Nomination Committee)

APPLICATION FORM
FOR THE POST OF CHIEF EXECUTIVE OFFICER (CEO)
AT THE INDIAN OLYMPIC ASSOCIATION

All applicants are requested to submit their application via email to the following email ID: nom-cmtee@olympic.ind.in

Applications may also be submitted to the office of the President IOA through by speed post/courier at the following postal address :

Postal Address:

INDIAN OLYMPIC ASSOCIATION
OLYMPIC BHAWAN
B-29, QUTAB INSTITUTIONAL AREA
NEW DELHI - 110 016, INDIA

1. PERSONAL INFORMATION

- a. **First Name:** _____
- b. **Last Name:** _____
- c. **Nationality:** _____
- d. **Government ID & Number:** _____
(along with self-attested photocopy)
- e. **Date of Birth:** _____
- f. **Gender:** _____
- g. **Disabilities (if any):** _____

2. CONTACT INFORMATION

- a. **Email ID:** _____
- b. **Phone Number (with country code):** _____

c. Permanent Address: _____

3. PROFESSIONAL EXPERIENCES (Please provide your last three (3) employment details)

3.1 Professional Experience - I

3.1.1. Company Name & Address:

3.1.2. Years of Experience:

3.1.3. Position(s) Held:

3.1.4. Achievement and Impact made:

3.4. Give us two examples where you have successfully handled a crisis situation in your work

(i)

(ii)

4. DESCRIBE YOUR INVOLVEMENT IN SPORT

(Please include any/all medals and/or accolades won at the district, state, national and international level)

5. SHORT VIDEO SUBMISSION (OPTIONAL)

As a part of your application, please record a short video of yourself, not longer than five (5) minutes, wherein you explain to us as to why you should be appointed as the CEO of the IOA, by answering the following questions:

- (a) Why you, why now and what do you bring to the table?
- (b) How your professional experiences are relevant to the duties to be performed by the CEO of the IOA.
- (c) What immediate steps you think should be taken in order to improve Indian sports and a plan of action for the same.

After you have recorded your video, kindly upload the same onto your platform of choice that shall be accessible to us (i.e. YouTube, WeTransfer, Google Drive, Dropbox or Bigg.ly). The said link can be sent via email as a part of your application along with the application form. You can also mention the link herein below:

Kindly make sure that the link is valid and running till at least a period of three (3) months from the date of submission of your application.

Alternatively, you can also provide a physical copy of your video through two (2) separate USB flash drives (pen-drives) and post the same as a part of your application addressed to the President, Indian Olympic Association at the address of the IOA as mentioned on the first page of this form.

6. SOCIAL MEDIA PRESENCE

6.1 LinkedIn profile name (if available): _____

6.2 Facebook profile username (if available): _____

6.3 Instagram profile username (if available): _____

6.4 Any other profile username and/or link: _____

7. PLEASE ATTACH A COPY OF YOUR CV

8. PLEASE PROVIDE THE DETAILS OF TWO REFERENCES