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PAN: ABECS6784R

SPARDHAINCRED FOUNDATION

Corporate Office: GF-04 SHARNAM RESIDENCY, NR.JANAK NAGAR
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GENERAL INFORMATION FOR RECRUITMENT

1) INTRODUCTION

Applications are invited in prescribed format for filling up vacant posts at SPARDHAINCRED FOUNDATION, Eligible candidates are required to submit their application along with necessary documents from 15/04/2022 to 31/05/2022 through Online Form Application.

2) Details of Vacant Posts, Educational Qualifications, Experiences, Remuneration etc.

NAME OF POST	SPORT PROGRAM ASSISTANT (YOGA) –LEVEL 1
TOTAL POST	20
EDUCATION QUALIFICATION	ALL SSC OR HSC BOARD QUALIFICATION FOR THE POST LEVEL 1
EXPERIENCE	A Degree in YOGA with a minimum of 55% marks from a recognized University established under UGC Act.
PRIORITY EXPERIENCE	YOGA EDUCATION/YOGA STUDIES/YOGA SCIENCES OR EDUCATION INSTITUTE EXPERIENCE WILL BE GIVEN PRIORITY
LOCATION	FOR ALL PAN INDIA CANDIDATE CAN APPLY

❖ Following Terms & Condition shall be applicable for the post of **SPORT PROGRAM ASSISTANT (YOGA) –LEVEL 1:-**

1. Must be 45 years older than the date of publication. Proof of age the school leaving certificate will have to be attached with the application.
2. Candidate clear minimum education SSC or HSC clear Candidate also apply.
3. Fixed Remuneration: -

- 1) PART TIME (4 HOURS):- 10,500/- per month with applicant complete 720 working days after selection for permeant basis.
- 2) FULL TIME (8 HOURS):- 20,500/- per month with applicant complete 720 working days after selection for permeant basis.

❖ **Skills Desired for the post**

- a) Good power of expression & analytical skills in YOGA
- b) Noting, drafting, presentation skills, report writing skill.
- c) Team work, self-management, self-learning etc.
- d) Willing to travel as per the need of the project.
- e) Essential computer & IT skill.
- f) Communication Skill & Writing Skills.
- g) Good power of expression & analytical skills

❖ **Roles and Responsibility of the SPORT PROGRAM ASSISTANT (YOGA) –LEVEL 1 will be:-**

- Communication with schools & other organization for Sessions & Competition in Yoga
- Promoting & Conducting Yoga sessions in schools
- Communication with experts, preparation of schedules.
- Designing, planning and execution of events, seminars, workshops.
- Proposal making, report presentation, preparing presentation.
- Preparation of tender document, advertisement etc.
- School visit-field visit.
- Grant disbursement, preparation of grant orders, collection of utilization certificate of the grant disbursed.
- To promote, encourage, popularize, standardize and supervise Yogasana Sports in the Country.
- Documentation, preparation and maintenance of reports.
- Meeting arrangement and administrative work like campus management, event management, HR management, management of assets & records etc.

- Review of academic & non-academic activities pertaining to residential and Day-Out schools managed by Organization.
- Timely implementation of policy related to quality education and varied program being introduced by education department.
- Monitoring and supervising work of SF managed schools in tribal areas of Allotted District.

3) Important Dates:-

- On-line application Submission date from: - 15/04/2022
- Last date for Off-line application submission Date: - 31/05/2022

4) Recruitment process and norms:-

- The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applications on the basis of criteria like age, educational qualification, experience etc. shall be Eligible for **SPARDHAINCRED FOUNDATION YOGA ELIGIBILITY TEST-LEVEL 1**.
- **SPARDHAINCRED FOUNDATION YOGA ELIGIBILITY TEST-LEVEL 1** conduct offline by District Level.
- The interview for shortlisted candidates will be conducted in-person at SF Regional Offices. The authorities reserve all rights, not to call an applicant for Interview, who doesn't fulfill the criteria without assigning any reason.
- The prescribed Essential Qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- Venue of Personal Interview etc. will also be intimated to shortlisted candidate's email address [mentioned in application form by candidates.

**5) SPARDHAINCRED FOUNDATION ELIGIBILITY TEST LEVEL 1 –
EXAM COURSE CONTENT**

TIME DURATION – 140 MINUTES

MARKS -200

No.	Subject	No. of Questions	Maximum Marks	Exam Medium	Time
1	Reasoning Ability	50	50	English, Hindi & Gujarati	40 Minutes
2	English Language	40	40	English, Hindi & Gujarati	30 Minutes
3	Computer Knowledge	20	20	English, Hindi & Gujarati	10 Minutes
4	General Awareness	40	40	English, Hindi & Gujarati	20 Minutes
5	Quantitative Aptitude	50	50	English, Hindi & Gujarati	40 Minutes
	Total	200	200		140 Minutes

**6) SPORT PROGRAM ASSISTANT (YOGA) LEVEL 1 – EXAM COURSE
CONTENT**

No.	Subject	No. of Questions	Maximum Marks	Exam Medium	Time
1	About Yoga A. Meaning of yoga and its benefits. B. Types of yoga C. HathaPradipika, PatanjalYog Sutra	30	30	English, Hindi & Gujarati	30 Minutes

	<p>D. Surya Namaskar with its Mantras</p> <p>E. Types of Asanas, Meaning of Asanas, Benefits of Asanas.</p> <p>F. Curative aspect of different asanas</p> <p>G. Cautions for Practice of Yoga.</p> <p>H. Meaning of Pranayama Types of Pranayama, Benefits of Pranayama</p> <p>I. Nadis and Chakras</p> <p>J. Mudras and Bandhas</p>				
2	<p>Demonstration Skills</p> <p>1.Yogic Surya Namskara</p> <p>2.YOGASANA</p> <p>3. Pranayama</p>	25	25	English, Hindi & Gujarati	25 Minutes
3	<p>Methods of Teaching Yoga</p>	25	25	English, Hindi & Gujarati	25 Minutes
4	<p>Judging Criteria(Practical)</p> <p>How to Judge Yogasana Competition,Artistic Yogasana Competition,Artistic-PairYogasana Competition, Rhythmic Yogasana Competition and Free Flow Yoga Dance Competition</p>	4	120		120 Minutes
	Total	200	200		200 Minutes

- NO NEGATIVE MARKING.

7) General Information:-

- Only Indian Nationals need to apply. The numbers of vacancies indicated above are provisional and may be increased or decreased depending on the actual requirement of the SF.
- For the post of **SPORT PROGRAM ASSISTANT (YOGA) –LEVEL 1** Place of working will be either at district-level. Applicant must ensure that he/she is ready and willing to work at the places as per the requirement and decision of Executive Directors.
- Executive Director Decision regarding posting of Yoga Program Assistance will be final and binding.
- Before filling up the Application form, the candidates must go through the detailed Advertisement. Please proceed to fill the application form only if you are satisfied that you possess the minimum Essential Qualifications stipulated for the post, otherwise, submitted application(s) shall be rejected outright.
- The applicants are advised to fill in all their particulars in the Application form carefully and attach recent passport size color photograph and self-attested scanned copies of the documents to support date of birth, educational qualification, experience etc. As submission of wrong/incomplete information may lead to rejection. No2
- SF reserves the right to reject applications not fulfilling the requisite criteria at any stage of the recruitment process.
- Each applicant is advised to submit only a single Application. However, if he/she submits multiple Applications for multiple positions then he/she must ensure to submit the separate Application forms for each position.
- All the qualifications must be from recognized Indian Universities / Boards / Institutions only. Applicants having qualifications from any other countries shall upload equivalency certificate from UGC/AIU.

- The candidates are advised to fill their correct and active e-mail address and mobile number in the Application Form as all communications will be made by SF through e-mail only.
- The candidates are also advised to refer to carrer.spardhaincred.org website of the SF for regular updates of the recruitment
- The list of shortlisted candidates will be informed via Email. There will be no separate communication for candidates who are not shortlisted. No correspondence in this regard will be entertained.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the SF shall be final and binding.
- Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts or tribunals situated Gandhinagar, Gujarat only.
- SF reserves the right to not select any candidate for above post or cancel the advertisement at any stage without assigning any reason.
- Records of the candidate not selected shall be preserve only for a period of Two Year from the date of publication of the list of selected candidates
- Applicants by virtue of the act of application, commit themselves to the highest standards of the ethical practices. Fraudulent documents, canvassing in any form or influencing the process of recruitment at any stage shall not only result in rejection of the application but may also lead to legal action.
- Candidates who have been dismissed or discharged from duty due to disciplinary action by SF could not participate in the recruitment process; their application will not be entertained. If any candidate has applied in this manner and it comes to the notice of the office, he/she will be removed from selection process at any time.
- Mere eligibility doesn't guarantee a job.
- If the candidates remain absent in any of the selection procedure on the specified date and time at the venue, candidature for

selection of such candidate will be cancelled automatically. The decision of the Executive Director-SF will be final and abiding in all matters.

- SF reserves the sole right regarding the recruitment and to cancel this recruitment any point of time.
 - Applicants may contact helpline number from 10:30 a.m. to 5:30 p.m. for any queries or any help or difficulty arising in submitting application.
 - Documents to be attached with Application for all Post and to be upload through Online Form only within stipulated time.
- ❖ The following certificate/documents are acceptable only as proof of Age ,Qualification, Experience :
- a) Date of Birth as recorded in the Birth Certificate
 - b) Secondary School Leaving Certificate (SSLC)
 - c) Matriculation / Secondary School Certificate in which date of birth is mentioned
 - d) Aadhaar Card with DOB
 - e) Graduation Mark sheet. In case of Mark sheet showing the Grade, Applicant has to produce bifurcation of Grade into percentage (%) form or Concern University's certificate in that regard.
 - f) Post-Graduation Mark sheet. In case of Mark sheet showing the Grade, Applicant has to produce bifurcation of Grade into percentage (%) form or Concern University's certificate in that regard.
 - g) Computer Literacy Certificate issued from Competent Authority.
 - h) Experience Certificate clearly mentioning Inward no., time duration of work experience.
 - i) For experience criteria applicant has to produce pay slip/Bank statement copy.
 - j) Applicant has to produced all above mentioned documents along with his/her filled application form.