

No. NGS/MISC.6/2026/1

Date: 8th July 2026

**NOTICE FOR RECRUITMENT OF HUMAN RESOURCES ON CONTRACT AT THE NATIONAL GAMES
SECRETARIAT**

- I. The Government of Meghalaya has been entrusted with the responsibility of hosting the 39th National Games in 2027. It marks as a historic milestone in the sporting journey of the State as Meghalaya is going to host the prestigious multi-sport, multi-venue event for the first time; bringing together thousands of athletes, officials, dignitaries and other stakeholders from across India. The successful organization of the Games presents a unique opportunity to showcase the State's rich culture, hospitality, infrastructure, and sporting ambition on the national stage. Given the scale, complexity, and strategic importance of the event, the establishment of a dedicated and professional workforce is essential to support the planning, coordination, implementation, and monitoring of a wide range of activities associated with the event. The National Games Secretariat shall serve as the nodal institution for ensuring the efficient and timely delivery of all operational and administrative functions necessary for the successful conduct of the event.

The scale and complexity of the National Games require a dedicated, professional, and highly motivated workforce to support the planning, coordination, execution, and post-event management of various activities. In this context, the National Games Secretariat proposes to engage qualified and committed Human Resources across key functional areas. The selected personnel shall be deployed across various functional areas and shall play a pivotal role in supporting decision-making, project execution, stakeholder coordination, venue management, logistics, procurement, communications, and other key areas integral to the delivery of the Games.

The proposed recruitment initiative offers a unique opportunity for talented individuals to contribute directly to a landmark event of national significance. Beyond gaining invaluable experience in managing a major sporting event, selected candidates shall have the opportunity to work closely with government departments, sports authorities, and various regional and national-level stakeholders, thereby enhancing their professional skills and career prospects. Their contribution shall be instrumental in creating a lasting legacy for sports development and event management in Meghalaya.

- II. Applications are invited only from **Citizens of India of not more than forty (40) years of age** (as on date of this Notice) who fulfil the eligibility criteria as mentioned in point no. III of this Notice.

III. **Details of Positions**

II.I. The engagement shall be purely contractual for a period of **ten (10) months** and co-terminus with the project requirements of the National Games Secretariat. The contract may be further extended by a maximum period of **one (01) year only** subject to requirement and satisfactory performance by the concerned candidate. Performance of the selected candidates shall be continuously reviewed, and extension shall be considered on the basis of periodic review and requirement. The decision regarding the same is at the sole discretion of the Competent Authority.

II.II. **Candidates shall be considered for appointment to positions within the National Games Secretariat based on the prescribed eligibility criteria and their suitability for the respective roles, as determined by the National Games Secretariat (NGS). The assessment of suitability shall be based on the merit of the applications, qualifications, relevant experience, competencies, and other factors deemed relevant by the NGS. Mere fulfilment of the prescribed eligibility criteria shall not confer any right to selection, appointment, or engagement. The decision of the NGS regarding the selection and assignment of candidates shall be final and binding.**

II.III. The positions are as follows:

Table No. 1: Summary of Available Positions

S.N.	Designation	Monthly Remuneration (INR)	Overview of Functional Areas	Total No. of Positions	Remarks
1.	Manager	39,000	Accommodation, Catering, Transportation (ACT); Medical; Security and Protocol; Event Operations; Marketing and PR; Office Administration; Project Coordination etc.	12	All candidates must possess the ability to prepare and draft formal correspondence, including notices, letters, reports, power point presentations, proposals minutes, and other official documents, with a high degree of accuracy, professionalism, and attention to detail.
2.	Assistant Manager	31,200		15	
3.	Executive	26,000		43	Preference shall be given to local candidates from Meghalaya, subject to their meeting the prescribed eligibility criteria and suitability requirements for the respective positions.
Total				70	

Table No. 2: Details of Available Positions

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
Managers					
1.	Accommodation	1	<u>Bachelor's Degree in any discipline.</u> However, preference shall be given to candidates with Post Graduate degree/ diploma/ certificate in Sports Management/ Business Administration/ Project	<u>At least 02 (two) years of prior work experience in managing sports events/ competitions.</u> However, preference shall be given to candidates with experience in multi-sport, multi-venue events of state/ national/ international level	<ul style="list-style-type: none"> Plan and manage accommodation strategy for participants, officials, and guests. Coordinate with hotels, hostels, and lodging partners for bookings and allocations. Ensure rooming plans, check-in/check-out processes, and guest services are efficient. Monitor facility standards, housekeeping, and hospitality services. Address guest issues, special requirements, and ensure a high level of comfort and safety.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
			Management or any other related discipline.	including areas like ACT management, accreditation, liaising and coordination, security and protocol management, venue operations etc.	<ul style="list-style-type: none"> • Coordinate with transport, catering, and security teams for seamless experience. • Manage accommodation budgets, contracts, and vendor performance. • Ensure compliance with safety, quality, and event requirements.
2.	Catering	1			<ul style="list-style-type: none"> • Plan and manage catering operations for participants, staff, and guests. • Coordinate with catering vendors for food preparation, quality, and service delivery. • Ensure menu planning meets dietary, cultural, and nutritional requirements. • Monitor food safety, hygiene standards, and compliance regulations. • Oversee meal schedules, distribution, and service logistics across venues. • Address feedback, complaints, and ensure high-quality service standards. • Coordinate with accommodation and event teams for seamless delivery. • Manage catering contracts, costs, and vendor performance.
3.	Transportation	1			<ul style="list-style-type: none"> • Develop and oversee transportation plans for all event stakeholders. • Manage fleet operations, routing, scheduling, and vehicle allocation. • Coordinate with Los, drivers and logistics partners. • Ensure timely and efficient movement between venues, accommodation, and key locations. • Implement traffic management and contingency plans. • Monitor transport operations in real-time and resolve disruptions. • Ensure safety, compliance, and maintenance standards for all vehicles. • Manage transport budgets, contracts, and reporting.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
4.	Medical	1			<ul style="list-style-type: none"> • Develop and oversee medical and healthcare services for the event. • In consultation with relevant stakeholders, arrange medical facilities, first aid stations, and emergency response systems. • Coordinate with hospitals, ambulance services, and medical professionals. • Ensure availability of medical staff, equipment, and supplies across venues. • Implement emergency response plans and crisis management protocols. • Monitor health and safety standards for participants and attendees. • Manage medical records, incident reporting, and compliance with regulations. • Conduct health awareness, anti-doping, preventive measures, and risk mitigation planning.
5.	Security and Protocol	1			<ul style="list-style-type: none"> • Develop and oversee comprehensive security strategies, policies, and compliance frameworks. • Manage all security and protocol operations across the organization. • Conduct risk assessments and implement mitigation plans for security threats. • Liaise with senior leadership, law enforcement, and government authorities. • Plan and manage high-level protocol arrangements for VIP visits and official events. • Oversee crisis management, emergency response planning, and incident resolution. • Allocate budgets, resources, and technology for effective security management. • Support in training, performance management, and development of the security team, if required.
6.	Accreditation	1			<ul style="list-style-type: none"> • Develop and oversee accreditation strategies, policies, and compliance frameworks.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> • Oversee the accreditation process, including applications, renewals, and audits. • Ensure compliance with national/international accreditation standards and regulatory bodies. • Conduct internal audits, gap analysis, and implement continuous improvement initiatives. • Liaise with accrediting agencies, auditors, and regulatory authorities. • Guide departments in aligning operations with quality and accreditation standards. • Oversee documentation control, quality systems, and risk management related to accreditation. • Monitor training programs and capacity building on accreditation and quality practices.
7.	Event Operations	1			<ul style="list-style-type: none"> • Oversee end-to-end planning and execution of event operations (venues, sports, ceremonies). • Develop operational strategies, timelines, and budgets for venue development and event delivery. • Oversee venue design, infrastructure readiness, and compliance with safety standards. • Coordinate with stakeholders including governing bodies, partners, vendors, and authorities. • Manage large-scale sports events, competitions, and ceremonial functions. • Ensure efficient logistics, crowd management, and contingency planning. • Oversee crisis management and real-time problem-solving during events. • Supervise team performance, resource planning, and operational excellence.
8.	Volunteers Management	1			<ul style="list-style-type: none"> • Develop and implement overall volunteer management strategy and framework. • Lead large-scale selection, and retention of volunteers. • Design and oversee training programs, engagement plans, and communication strategy.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> Plan and optimize volunteer workforce allocation based on event requirements. Manage volunteer databases, systems, and reporting mechanisms. Ensure compliance with policies, discipline, and welfare of volunteers. Coordinate with event operations, HR, and external stakeholders for seamless integration. Coordinate and oversee conflict resolution, motivation, recognition, and post-event evaluation initiatives.
9.	Project Coordination	1			<ul style="list-style-type: none"> Oversee overall project coordination across stakeholders including government bodies, NER states, IOA, GTCC, and internal departments. Develop project plans, timelines, and coordination frameworks to ensure alignment across functions. Act as the central point of contact for all stakeholder communications and escalations. Oversee tracking of milestones, deliverables, risks, and dependencies. Drive collaboration and ensure seamless integration between multiple workstreams. Facilitate high-level meetings, reviews, and stakeholder engagements. Resolve critical issues, conflicts, and bottlenecks impacting project delivery. Provide strategic updates, reports, and recommendations to leadership.
10.	Marketing and Public Relations	1	<p><u>Bachelor's Degree in any discipline.</u></p> <p>However, preference shall be given to candidates with Post Graduate degree/ diploma/ certificate in Sports Management/ Business Administration/ Project</p>	<p><u>At least 02 (two) years of prior work experience in managing sports events/ competitions.</u></p> <p>However, preference shall be given to candidates with experience in sports-related media operations,</p>	<ul style="list-style-type: none"> Develop and oversee overall marketing, PR, and communications strategy. Drive sponsorship acquisition, partnerships, and ensure fulfilment of sponsor commitments. Oversee broadcast operations, media rights coordination, and content distribution. Oversee press and media relations, including crisis communication and reputation management.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
			Management/ Marketing/ Mass Comm and Journalism or any other related discipline.	particularly in areas such as brand promotion, partnership development, sponsor acquisition, stakeholder engagement, execution of marketing campaigns, broadcast and media operations during sporting events.	<ul style="list-style-type: none"> Define and maintain brand identity, visual standards, and “look and feel” across all venues and channels. Plan and execute large-scale promotional campaigns across digital, print, and on-ground platforms. Manage stakeholder engagement including sponsors, media houses, agencies, and partners. Analyze campaign effectiveness and provide strategic insights to enhance outreach and visibility.
11.	Finance and Accounts	1	<p><u>Bachelor’s degree in commerce/ finance/ accounting.</u></p> <p>However, preference shall be given to candidates having post graduate degree in Commerce/ Finance/ Accounting</p>	<p><u>At least 02 (two) years of prior work experience in bookkeeping and accounting, preparation of financial statements, accounts management, tax compliance, budgeting.</u></p> <p>Knowledge and experience in working with software like Tally, Vlookup/ Xlookup and the like.</p>	<ul style="list-style-type: none"> Oversee overall financial planning, budgeting, and accounting operations. Develop financial strategies, cost control measures, and optimize resource utilization. Oversee preparation of financial statements, MIS reports, and management reporting. Ensure compliance with statutory regulations, taxation, and audit requirements. Manage cash flow, forecasting, and financial risk management. Liaise with auditors, banks, government authorities, and external stakeholders. Monitor financial transactions, contracts, and procurement from a financial perspective. Drive financial governance, internal controls, and transparency across operations.
12.	General Administration and Procurement	1	<p><u>Bachelor’s degree in commerce/ finance/ accounting/ Law</u></p> <p>However, preference shall be given to candidates having post graduate degree in Commerce/ Finance/ Accounting or degree in law.</p>	<p><u>At least 02 (two) years of prior work experience in a related field.</u></p> <p>However, preference shall be given to candidates with experience in working in a Central/ State government set up and/or having experience in drafting of detailed RFPs/ EOIs and other tender documents, reports,</p>	<ul style="list-style-type: none"> Oversee overall office administration, facilities management, and procurement operations. Develop and implement procurement strategies, policies, and vendor management frameworks. Oversee sourcing, contract negotiations, and cost optimization initiatives. Ensure efficient management of office infrastructure, assets, and support services. Manage vendor performance, service agreements, and compliance standards. Plan and control administrative budgets, resource allocation, and cost efficiency.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
				notings, presentations, formal documentations, scrutiny of tender documents etc.	<ul style="list-style-type: none"> • Ensure adherence to procurement policies, audit requirements, and regulatory compliance. • Drive process improvements, digitization, and operational efficiency in administration and procurement.
Assistant Manager					
1.	Accommodation	1	<p><u>Bachelor's Degree in any discipline.</u></p> <p>However, preference shall be given to candidates with degree/ diploma/ certificate in Sports Management/ Business Administration/ Project Management or any other related discipline.</p>	<p><u>At least 01 (one) year of prior work experience in managing sports events/ competitions.</u></p> <p>However, preference shall be given to candidates with experience in multi-sport, multi-venue events of state/ national/ international level including areas like ACT management, accreditation, liaising and coordination, security and protocol management, venue operations etc.</p>	<ul style="list-style-type: none"> • Oversee and assist in preparation and maintenance of accommodation inventory/ module. • Monitor implementation and adherence to accommodation module/ strategy • Oversee and coordinate room allocations, rooming lists, check-in and check-out. • Manage accommodation help desks. • Liaise and coordinate accommodation requirements. • Oversee and assist in preparation of occupancy reports. • Liaise with hotels. • Oversee and Maintain accommodation databases.
2.	Catering	1			<ul style="list-style-type: none"> • Oversee and assist in preparation and maintenance of catering plan/ module. • Monitor implementation and adherence to catering module/ strategy • Prepare and maintain catering plan and schedule. • Coordinate with catering service providers. • Monitor meal schedules. • Ensure dietary requirements. • Conduct quality inspections, if required. • Maintain meal distribution records. • Coordinate catering logistics and grievances, if any. • Monitor food safety standards. • Support venue catering operations.
3.	Transportation	1			<ul style="list-style-type: none"> • Oversee and assist in preparation and maintenance transport inventory and schedules. • Coordinate vehicle deployment. • Monitor fleet movement.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> • Manage transport help desks. • Maintain transport databases. • Track vehicle utilization. • Prepare movement plans. • Oversee and assist in preparation of reports.
4.	Medical	1			<ul style="list-style-type: none"> • Oversee and assist in preparation and maintenance medical services strategy/ plan. • Coordinate medical services with concerned stakeholders. • Support venue medical operations. • Maintain medical records. • Support anti-doping operations. • Assist emergency response teams. • Maintain incident records. • Oversee and assist in preparation of reports.
5.	Security and Protocol	1			<ul style="list-style-type: none"> • Assist in planning and implementing security policies, procedures, and protocols. • Monitor day-to-day security operations and ensure compliance with standards. • Coordinate with security staff, vendors, and external agencies for routine activities. • Support risk assessments, incident reporting, and investigation processes. • Maintain records, and documentation related to security and protocol activities. • Assist in organizing official visits, events, and protocol arrangements. • Ensure proper access control, visitor management, and asset protection measures • Conduct inspections. • Oversee and assist in preparation of reports.
6.	Accreditation	1			<ul style="list-style-type: none"> • Support the implementation and maintenance of accreditation standards and processes. • Assist in preparing documentation, reports, and evidence required for audits and assessments.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> • Coordinate with internal departments to ensure compliance with accreditation requirements. • Monitor timelines and progress for accreditation activities and renewals. • Maintain records, policies, SOPs, and quality assurance documentation. • Identify gaps in compliance and support corrective and preventive actions. • Provide training support and awareness on accreditation standards. • Handle stakeholder queries. • Maintain accreditation databases. • Coordinate with IT teams. • Oversee and assist in preparation of reports.
7.	Event Operations	3			<ul style="list-style-type: none"> • Assist in the planning and implementation of venue operations plans to ensure operational readiness of competition and non-competition venues. • Support venue development activities, including infrastructure setup, overlays, logistics, signage, and compliance with Games requirements. • Coordinate with contractors, vendors, venue authorities, and relevant stakeholders to ensure timely completion of venue readiness milestones. • Assist in the planning and delivery of sports competition operations, ensuring adherence to technical and sport-specific requirements. • Support the preparation and execution of the Opening Ceremony, Closing Ceremony, Medal Ceremonies, and other official Games events. • Monitor venue and event operations during Games-time and facilitate the prompt resolution of operational issues. • Assist in workforce deployment, scheduling, and resource allocation across venues and events. • Conduct venue inspections and readiness assessments and report gaps, risks, and operational challenges.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> • Prepare operational plans, progress reports, venue readiness updates, and other documentation as required. • Perform any other duties assigned by the National Games Secretariat in connection with the successful delivery of the event.
8.	Volunteers Management	1			<ul style="list-style-type: none"> • Assist in onboarding, and registration of volunteers. • Coordinate volunteer assignments, shifts, and deployment across event areas. • Support training sessions, briefings, and orientation programs. • Maintain volunteer databases, attendance, and performance records. • Act as a point of contact for volunteer queries and issue resolution. • Ensure volunteers follow guidelines, protocols, and code of conduct. • Assist in communication, engagement, and motivation initiatives. • Support logistics such as uniforms, accreditation, meals, and transportation for volunteers. • Oversee and maintain Volunteer database and prepare reports
9.	Project Coordination	1			<ul style="list-style-type: none"> • Support coordination with stakeholders including internal departments, NER states, IOA, GTCC, and external partners. • Assist in tracking project timelines, deliverables, and inter-departmental dependencies. • Prepare meeting agendas, MOMs (minutes of meetings), and follow-up action trackers. • Facilitate communication and information flow between teams and stakeholders. • Monitor progress and highlight delays, risks. • Maintain project documentation, reports, and coordination records.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> Assist in organizing review meetings, workshops, and stakeholder engagements. Support issue resolution and ensure timely closure of assigned tasks.
10.	Information Technology (IT) and Communication	1	<u>Bachelor's degree in computer applications/ computer science/ IT/ Electronics or any other related discipline.</u>	<u>At least 01 (one) year of prior work experience</u> in technology solutions, data analytics, software development, advanced MS Excel or any other similar field.	<ul style="list-style-type: none"> Coordinate and monitor Games Management System, TSR, IT operation in the venue, athlete database etc. Support accreditation systems. Coordinate and assist in workings of network infrastructure. Maintain databases of athletes, coaches, support staff and other necessary stakeholders. Support software applications. Coordinate with IT vendors. Ensure data security. Provide technical support.
11.	Marketing and Public Relations	1	<u>Bachelor's Degree in any discipline.</u> However, preference shall be given to candidates with degree/ diploma/ certificate in Sports Management/ Business Administration/ Project Management/ Marketing/ Mass Comm and Journalism or any other related discipline.	<u>At least 01 (one) year of prior work experience in managing sports events/ competitions.</u> However, preference shall be given to candidates with experience in sports-related media operations, particularly in areas such as brand promotion, partnership development, sponsor acquisition, stakeholder engagement, and execution of marketing campaigns, broadcast and media operations during sporting events.	<ul style="list-style-type: none"> Support execution of marketing and PR campaigns, promotional activities, and branding initiatives. Assist in sponsorship coordination, including partner communication and deliverables tracking. Coordinate with media, press, and broadcast teams for smooth operations. Support content creation for press releases, social media, and marketing materials. Monitor media coverage, public sentiment, and campaign performance. Assist in managing branding elements such as venue look, signage, and visual identity. Coordinate logistics for press conferences, media briefings, and interviews. Maintain records of sponsorship agreements, media interactions, and campaign reports.
12.	Finance and Accounts	1	<u>Bachelor's degree in commerce/ finance/ accounting.</u>	<u>At least 01 (one) year of prior work experience</u> in bookkeeping and accounting, preparation of financial	<ul style="list-style-type: none"> Oversee and support day-to-day accounting operations including bookkeeping, invoicing, and payments.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
			However, preference shall be given to candidates having post graduate degree in Commerce/ Finance/ Accounting	statements, accounts management, tax compliance, budgeting. Knowledge and experience in working with software like Tally, Vlookup/ Xlookup and the like.	<ul style="list-style-type: none"> Assist in budget preparation, tracking, and cost monitoring. Process vendor payments, reimbursements, and ensure proper documentation. Maintain financial records, ledgers, and compliance documentation. Assist in preparing financial reports, statements, and reconciliations. Ensure adherence to financial policies, procedures, and statutory requirements. Coordinate with auditors and support audit processes. Monitor cash flow and flag discrepancies or risks to senior management. Oversee and assist in preparation of reports.
13.	General Administration and Procurement	1	<p><u>Bachelor's degree in commerce/ finance/ accounting/ Law.</u></p> <p>However, preference shall be given to candidates having post graduate degree in Commerce/ Finance/ Accounting or degree in law.</p>	<p><u>At least 01 (one) year of prior work experience in a related field.</u></p> <p>However, preference shall be given to candidates with experience in working in a Central/ State government set up and/or having experience in drafting of detailed RFPs/ EOIs and other tender documents, reports, notings, presentations, formal documentations, scrutiny of tender documents etc.</p>	<ul style="list-style-type: none"> Assist in procurement processes such as preparation of tender documents, scrutiny of documents, preparing reports etc. Assist in including vendor identification, quotations, and purchase orders. Maintain inventory of office supplies, assets, and equipment. Coordinate with vendors for deliveries, services, and contract execution. Ensure proper documentation of procurement transactions and approvals. Monitor office utilities, maintenance schedules, and service requests. Assist in managing and administrative logistics. Ensure compliance with administrative policies and procurement guidelines, file work, notings etc. Support daily office administration.
Executives					
1	Accommodation	3	<u>Bachelor's degree in any discipline.</u>	<u>Freshers may apply.</u>	<ul style="list-style-type: none"> Prepare and maintain accommodation inventory/ module. Coordinate room allocations.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
			However, preference shall be given to candidates with degree/ diploma/ certificate in Sports Management/ Business Administration/ Project Management or any other related discipline.	However, preference shall be given to candidates with prior experience in managing sports events/ competitions including areas like ACT management, liaising and coordination, venue operations etc.	<ul style="list-style-type: none"> • Prepare rooming lists. • Coordinate check-in and check-out. • Manage accommodation help desks. • Liaise and coordinate accommodation requirements. • Prepare occupancy reports. • Liaise with hotels. • Maintain accommodation databases. • Must be able to draft formal notices, letters, and other similar documentations and have good communication skills.
2	Catering	3			<ul style="list-style-type: none"> • Prepare and maintain catering plan and schedule. • Coordinate with catering service providers. • Monitor meal schedules. • Ensure dietary requirements. • Conduct quality inspections, if required. • Maintain meal distribution records. • Coordinate catering logistics and grievances, if any. • Monitor food safety standards. • Support venue catering operations. • Must be able to draft formal notices, letters, and other similar documentations and have good communication skills.
3	Transportation	3			<ul style="list-style-type: none"> • Prepare transport inventory and schedules. • Coordinate vehicle deployment. • Monitor fleet movement. • Coordinate drivers. • Manage transport help desks. • Maintain transport databases. • Track vehicle utilization. • Prepare movement plans. • Must be able to draft formal notices, letters, and other similar documentations and have good communication skills.
4	Medical	2			<ul style="list-style-type: none"> • Prepare medical services strategy/ plan. • Coordinate medical services with concerned stakeholders.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> • Support venue medical operations. • Maintain medical records. • Support anti-doping operations. • Assist emergency response teams. • Maintain incident records. • Prepare reports.
5	Protocol	1			<ul style="list-style-type: none"> • Assist in preparation of security and protocol strategy. • Coordinate VIP visits. • Prepare seating plans. • Manage hospitality arrangements. • Coordinate invitations. • Support ceremonial events. • Liaise with government offices. • Prepare protocol notes. • Coordinate receptions. • Arrange logistics. • Maintain records.
6	Accreditation	2			<ul style="list-style-type: none"> • Process applications. • Verify documents. • Assist in generation of accreditation cards. • Coordinate distribution. • Update databases. • Assist access control. • Coordinate stakeholder queries. • Update and maintain records. • Prepare and Submit reports.
7	Security	1			<ul style="list-style-type: none"> • Assist in preparation of security and protocol strategy. • Support security operations. • Conduct venue inspections. • Coordinate deployment of security personnel. • Monitor incidents. • Maintain security records. • Support emergency drills. • Coordinate with stakeholders.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> • Prepare reports. • Monitor compliance.
8	Venue Development and Operations	3			<ul style="list-style-type: none"> • Coordinate infrastructure requirements. • Conduct inspections. • Support venue setup. • Coordinate maintenance activities. • Ensure operational readiness. • Support test events. • Coordinate utilities. • Monitor venue operations. • Prepare venue reports.
9	Volunteers Management	1			<ul style="list-style-type: none"> • Maintain volunteer database, records, attendance etc. • Coordinate training. • Support deployment. • Manage volunteer help desks, coordinate grievances, if any. • Prepare reports.
10	Sports (Technical and Coordination)	3			<ul style="list-style-type: none"> • Coordinate competition schedules. • Support technical officials. • Manage field-of-play logistics. • Coordinate equipment requirements. • Support results operations. • Prepare operational reports. • Coordinate sport venues. • Assist athletes and teams, if required. • Support ceremonies. • Maintain records.
11	Ceremonies	1			<ul style="list-style-type: none"> • Assist in preparation of ceremonies masterplan. • Monitor timelines. • Coordinate logistics. • Support event execution • Supports and Coordinate rehearsals, production teams, participants, backstage operations. • Support venue preparations. • Maintain records.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
12	Northeast Region (NER) Coordination	6			<ul style="list-style-type: none"> • Liaise with participating states and monitor preparations for the games with all the states. • Prepare presentations, letters, notices and other documents, as required. • Coordinate contingents. • Maintain communication channels. • Facilitate meetings. • Track issues. • Assist is logistical planning • Prepare reports. • Coordinate and support stakeholders.
13	IOA/ GTCC Coordination	2			<ul style="list-style-type: none"> • Coordinate with IOA and GTCC. • Monitor compliance requirements. • Track action points. • Prepare presentations, letters, notices and other documents, as required. • Organize review meetings. • Maintain records. • Coordinate inspections. • Prepare reports. • Facilitate communications. • Support senior management.
14	Marketing and Sponsorship	1	<p><u>Bachelor's Degree in any discipline.</u></p> <p>However, preference shall be given to candidates with degree/ diploma/ certificate in Sports Management/ Business Administration/ Project Management/ Marketing/ Mass Comm and Journalism or any other related discipline.</p>	<p><u>Freshers may apply.</u></p> <p>However, preference shall be given to candidates with experience in a related field.</p>	<ul style="list-style-type: none"> • Support in getting sponsors and assist in other sponsorship activities. • Maintain sponsor records. • Support brand activation. • Coordinate promotional campaigns. • Monitor sponsorship deliverables. • Assist marketing initiatives. • Prepare reports.
15	Broadcast Operations	1			<ul style="list-style-type: none"> • Support broadcast planning. • Coordinate broadcasters. • Monitor venue requirements. • Coordinate technical teams. • Facilitate media access. • Support transmission requirements.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
					<ul style="list-style-type: none"> • Coordinate installations. • Support broadcast operations. • Maintain records. • Prepare reports
16	Press and Media Operations	1			<ul style="list-style-type: none"> • Assist in preparation of Press and Media masterplan. • Prepare press materials. • Coordinate interviews. • Coordinate media centres. • Facilitate press conferences. • Support media accreditation. • Maintain media databases. • Manage information desks. • Support digital communication. • Monitor media activities. • Prepare reports.
17	Branding, Image and Look	1			<ul style="list-style-type: none"> • Assist in preparation of branding guidelines/ materials, if any. • Implement branding guidelines. • Coordinate signage installation. • Monitor venue branding. • Ensure visual consistency. • Monitor look and feel of the programme. • Coordinate with vendors. • Inspect branding quality. • Maintain inventories. • Support sponsor visibility. • Prepare reports.
18	Finance & Accounts	2	<u>Bachelor's degree in commerce/ finance/ accounting.</u>	<u>Freshers may apply.</u> However, preference shall be given to candidates having working knowledge and expertise in bookkeeping and accounting, preparation of financial statements, accounts management, tax compliance, budgeting.	<ul style="list-style-type: none"> • Process bills and invoices. • Maintain accounting records. • Prepare financial statements. • Assist budget monitoring. • Process payments. • Maintain cash books. • Support audits. • Reconcile accounts. • Prepare financial reports and ensure compliance.

S.N.	Functional Area	No. of Positions	Educational Qualification	Work Experience	Brief Roles and Responsibilities
19	Procurement	2	<u>Bachelor's degree in commerce/ finance/ accounting/ law</u>	<u>Freshers may apply.</u> However, preference shall be given to candidates having prior experience in working in a Central/ State government set up. Drafting of detailed RFPs/ EOIs and other tender documents, reports, notings, presentations, formal documentations, scrutiny of tender documents etc.	<ul style="list-style-type: none"> • Assist in preparation of procurement documents such as list of requirements, tenders, letter of awards etc. • Process files, notings and maintain procurement records. • Assist in evaluations. • Monitor contracts. • Prepare reports. • Coordinate with vendors, if required. • Ensure compliance with procurement rules.
20	Administration (NGS)	2	<u>Bachelor's degree in any discipline.</u> However, preference shall be given to candidates with degree/ diploma/ certificate in Sports Management/ Business Administration/ Project Management or any other related discipline.	<u>Freshers may apply.</u> However, preference shall be given to candidates having prior experience in working in a Central/ State government set up.	<ul style="list-style-type: none"> • Maintain office records. • Coordinate meetings. • Manage correspondence. • Maintain files. • Arrange logistics. • Support office administration. • Maintain inventories. • Prepare reports. • Support Secretariat functions.
21	Administration (DSYA)	2			<ul style="list-style-type: none"> • Coordinate with DSYA offices. • Process official communications. • Maintain records. • Support departmental coordination. • Facilitate approvals. • Prepare reports. • Organize meetings. • Prepare, maintain and track files. • Support administrative functions.

Note: The NGS, at its sole discretion, reserves the right to modify, amend, relax, or waive any of the prescribed eligibility criteria and conditions, in whole or in part, at any stage of the recruitment process, if deemed necessary. The decision of the NGS in this regard shall be final and binding.

III. Submission of Documents:

III.I. Candidates are to attach all necessary documents along with the application form (**Annexure A**) and submit the same in the following link along with other details online,

Link to Application form: <https://forms.gle/ZMJekbjug8JtFVJ19>

III.II. **Educational Qualification:** The **Degree Certificate** (provisional degree certificate in case of non-availability of final degree certificate) and **Mark-Sheets of every year**; issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification; must be compiled and uploaded.

III.III. **Work Experience:** Documents claiming **work experience** must be in the letterhead of the firm and clearly mention the following:

1. Name of the establishment.
2. Signature of Competent Authority/ Issuing Authority clearly stating their position of authority in the organization.
3. Duration of work experience of the candidate (date of joining and date of relieving)
4. The field in which the candidate has worked, or the post held in the establishment.

III.IV. Other Documents:

1. Proof of Identity: Aadhaar Card / Passport / Voter ID (EPIC) / Driving License
2. Proof of Age: Registration Certificate of 10th Standard (matriculation)/ Birth Certificate

Note: Only Date of Birth as recorded in above mentioned documents shall be accepted. The maximum age shall be calculated as on the date of this Notice.

3. One recent passport size coloured photograph (to be attached in the application form).
4. Any other document relevant to the application may be attached.

III.V. The responsibility of ensuring genuineness of the certificates lies completely on the candidate. NGS reserves the right to discard experience certificates which do not provide correct details as mentioned above.

III.VI. **Incomplete Applications and Applications received through any other mode shall not be accepted and shall be summarily rejected.**

IV. Selection of Candidates:

IV.I. Candidates shall be shortlisted for personal interview in a minimum ratio of 1:3 as per application shortlisting criteria mentioned below. The decision regarding the same is at the sole discretion of the Competent Authority. Candidates are to attach all necessary documents along with the application form attached at **Annexure A** and submit the same in the online application form link along with other details,

IV.II. The following marking criteria shall be used for shortlisting of candidates for Personal Interview (PI):

Designation	Application Scrutiny – 10 marks					
	(A)	(B)	(C)	(D)	(E)	(F)
Managers	Minimum Educational Qualification - 2 marks	Certificate - 0.5 mark Diploma - 1 mark Post Graduate Degree - 2 marks (in a relevant field)	Addl. 02 marks for Having Degree/ Diploma/ Certificate in Sports Management	Work Experience 2 -3 yrs - 1 mark > 3 yrs - 2 marks (in a relevant field)	Addl. 01 mark for Having Experience of Working in Central/ State Govt. Bodies	Addl. 01 mark for Having Experience of Working in the Sports Sector
Assistant Managers	Minimum Educational Qualification - 2 marks	Certificate - 0.5 mark Diploma - 1 mark Post Graduate Degree - 2 marks (in a relevant field)	Addl. 02 marks for Having Degree/ Diploma/ Certificate in Sports Management	Work Experience 1 -2 yrs - 1 mark > 2 yrs - 2 marks (in a relevant field)	Addl. 01 mark for Having Experience of Working in Central/ State Govt. Bodies	Addl. 01 mark for Having Experience of Working in the Sports Sector
Executives	Minimum Educational Qualification - 2 marks	Certificate - 0.5 mark Diploma - 1 mark Post Graduate Degree - 2 marks (in a relevant field)	Addl. 02 marks for Having Degree/ Diploma/ Certificate in Sports Management	Work Experience Fresher - 0 marks < 6 months - 0.5 marks 6 months to 1 yr - 1 mark > 1 yr - 2 marks	Addl. 01 mark for Having Experience of Working in Central/ State Govt. Bodies	Addl. 01 mark for Having Experience of Working in the Sports Sector

Note:

- i. If a candidate is found eligible for marks in both categories, (B) + (C); and (D) + (E) + (F), then marks shall be allotted accordingly in all such eligible categories, subject to documents submitted.
- ii. Candidates shall be called for the interview based on the criteria as mentioned above. Mere fulfilment of eligibility criteria does not entail that candidate shall be considered for the interview.
- iii. **Work experience shall be counted only if the same is acquired after the completion of Graduation.**
- iv. **Internships/Volunteering shall not be counted as work experience.**

IV.III. Shortlisted candidates based on marking criteria mentioned in point no. IV.II of this notice shall be called for a Personal Interview (PI).

IV.IV. The final merit list shall be prepared solely on the basis of the marks obtained by candidates in the Personal Interview. Candidates shall be ranked in descending order of the marks secured in the Personal Interview, and those obtaining the highest scores shall be considered for selection. Final selection and allocation to the respective functional areas shall be made based on merit, qualifications, relevant experience, competencies, and subject to the requirements of the National Games Secretariat and the suitability of candidates for the positions concerned. Mere fulfilment of the prescribed eligibility criteria shall not confer any right to selection, appointment, or engagement. The decision of the NGS regarding the selection and assignment of candidates shall be final and binding.

IV.V. Procedure for Tie Breaking: In case two or more candidates obtain identical marks in the Personal Interview (PI), resulting in a tie in the final merit list, the following sequential criteria shall be applied to determine inter-se ranking:

1. **Relevant Work Experience:** Candidate with greater duration of relevant full-time work experience (if applicable) shall be given preference.
2. **Higher Academic Performance:** Candidate with higher aggregate marks/CGPA in the qualifying degree shall be ranked higher.
3. **Final Decision:** If the tie remains unresolved after applying the above criteria, the Selection Committee's decision shall be final and binding.

IV.VI. The NGS shall prepare a **Merit List** in descending order of marks obtained in the PI. In the event of any vacancy arising due to circumstances including but not limited to, non-acceptance of offer, failure to join within the stipulated time, withdrawal of candidature, resignation after joining, termination of services, or any other unforeseen contingency, the next eligible candidate shall be offered the position.

IV.VII. The Merit List shall remain valid for a minimum period of 6 months or as determined by the NGS, and its utilization shall be at the sole discretion of the Competent Authority.

IV.VIII. Selected candidates shall be required to produce the original certificates mentioned in the application at the time of joining, failing to submit the required certificates in original at the time of joining shall lead to cancellation of candidature.

IV.IX. The candidates must note that their candidature at all the stages shall be purely provisional, subject to satisfying the prescribed eligibility conditions. If upon verification at any stage of the recruitment process, even after issuance of offer letter/ contract signing/ commencement of services, it is found that the candidate does not fulfil any of the eligibility conditions; the candidature of such persons shall be terminated/cancelled, as the case may be, by NGS with immediate effect.

V. Other Terms and Conditions:

V.I. Tenure: The contractual engagement shall be initially for a period as mentioned in point. no. II of this Notice i.e. **ten (10) months**. The contract may be further extended by a maximum period of **one (01) year only** subject to requirement and satisfactory performance by the concerned candidate. Performance of the selected candidates shall be continuously reviewed, and extension shall be considered on the basis of periodic review and requirement. The decision regarding the same is at the sole discretion of the Competent Authority.

V.II. Place of Work: The place of work of the respective candidate shall be determined by the National Games Secretariat (NGS) based on operational requirements. Selected candidates may be deployed at any place in Meghalaya and may be required to work and travel across the State of Meghalaya, particularly within the three host clusters of the 39th National Games—**Shillong, Tura, and Jowai**. They shall be liable for deployment to any Games-related venue, site, or office as deemed necessary by the NGS.

V.III. Remuneration: This engagement is purely contractual in nature and shall carry a fixed monthly remuneration as specified in Point No. II of this Notice. No requests for negotiation or revision of the fixed monthly remuneration shall be entertained by NGS at any stage. In the event of extension of the contract as provided under Point No. V.I. of this Notice, an increase in the fixed monthly remuneration of **up to a maximum of 10%** of the existing fixed monthly remuneration may be considered, subject to organizational requirements and the satisfactory performance of the employee. The decision regarding the same is at the sole discretion of the Competent Authority.

V.IV. Other Allowances: No TA/DA shall be admissible for joining the engagement or on its completion. In the event of official travel (outside primary place of posting) is undertaken in connection with assigned duties, reimbursement of expenses shall be made by NGS in accordance with the applicable norms of Grade III "Gradation of Employees for the Purpose of Travelling Allowance" of the Finance Department, Government of Meghalaya vide OM no F(PR) 0 60/2017/21 dated 21st December 2027, amended from time to time.

V.V. Tax Deduction at Source: If deemed necessary, Income Tax or any other tax liable to be deducted, as per the prevailing rules shall be deducted at source before effecting the payment, for which the NGS shall issues TDS/ Service Tax Certificates, as applicable.

V.VI. Leaves: Selected candidates shall be eligible for two (2) days of leaves per month for the tenure of their contract on pro-rata basis. Candidates shall not draw any remuneration in case of their absence beyond the pro-rated days of leaves during the tenure of their contract. In case of extension of contract, un-availed leaves during the initial tenure of the contract shall lapse and shall not be carried forward to the extended period.

V.VII. Termination of Contract:

- 1 The contract may be terminated by giving a Notice Period of thirty (30) days by either party of the contract, i.e. NGS or the respective Employee.
- 2 In case the performance of Selected Candidate is not found satisfactory, their services may be discontinued after giving thirty (30) days' notice.
- 3 In cases of extreme impropriety by the employee, the contract shall be terminated immediately without prior notice.
- 4 Without any prejudice to the above conditions, the candidate may be terminated from their services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, issues pertaining to moral turpitude etc.
- 5 The decision regarding the same is at the sole discretion of the Competent Authority.

V.VIII. Confidentiality:

- 1 During the period of engagement, the candidate shall maintain confidentiality in the performance of your official duties as required by any law for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relations with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person.
- 2 Selected personnel shall maintain strict confidentiality regarding all information obtained during the course of their engagement. They shall not, without prior written approval of the National Games Secretariat (NGS), publish any book, article, report, or other material; participate in any media broadcast or public communication; or disclose any information acquired through their engagement, whether in their own name, anonymously, pseudonymously, or through any other person. This obligation shall survive the termination of the engagement.

V.IX. The positions offered are full-time in nature, and selected candidates shall be required to attend office on every working day as per working hours determined by the Government of Meghalaya, devote their entire working time and attention to the duties assigned under this engagement. Accordingly, they shall not be permitted to undertake or hold any other full-time employment, assignment, or engagement with any other organization, institution, or entity during the tenure of their contract with NGS.

V.X. Given the nature and time-bound requirements of the National Games, the selected candidates shall be expected to devote such time and effort as may be necessary for the discharge of their duties and responsibilities. This may include working beyond normal office hours, on weekends, and on public holidays, as required by the National Games Secretariat. No claim for overtime, compensatory leave, or additional remuneration shall be admissible on account of such extended working hours.

V.XI. Decision of NGS in all matters regarding eligibility, selection and posting shall be final and binding upon all candidates. No representation or correspondence shall be entertained by NGS in this regard.

X.XII. NGS reserves the right to cancel the advertisement and / or the selection process at any stage without assigning any reason.

V.XIII. The Competent Authority of National Games Secretariat (NGS) shall be the final authority in case of any dispute.

VI. Application Procedure: The candidates may fill the detailed application form attached at **Annexure A** of the detailed Notice (available at the official website of DSYA: <https://megsports.gov.in/>) and submit the same **online** along with other required documents and details as sought in the Notice; in the **online application form link**.

Incomplete Applications and Applications received through any other mode shall not be accepted and shall be summarily rejected.

Link to Application Form: <https://forms.gle/ZMJekbju98JtFVJ19>

Last Date of Application: 27th July 2026 17:00 hrs

For any recruitment related query e-mail to dsyamegh@gmail.com



**Sh. P. B. War Nongbri,
Chief Operating Officer,
National Games Secretariat.**

No. NGS/MISC.6/2026/1

(A)

Date: 8th July 2026

Copy to:

1. P.A. to the Hon'ble Minister I/c, Sports and Youth Affairs, Government of Meghalaya and Chairperson, NGS for their kind information.
2. P.A. to the Commissioner & Secretary, Sports & Youth Affairs, Government of Meghalaya and CEO/ Member Secretary, NGS for their kind information.
2. Secretary, Sports & Youth Affairs, Government of Meghalaya and Addl. CEO, NGS for their kind information.
3. Joint Secretary, Sports & Youth Affairs, Government of Meghalaya for their kind information.
4. Sr. Financial Adviser, Sports and Youth Affairs, Government of Meghalaya and CFO, NGS for their kind information.



**Sh. P. B. War Nongbri,
Chief Operating Officer,
National Games Secretariat.**

Application Form

(Application form must be clearly and legibly **Typed** and not Handwritten)

Application for the Position of

Preference No. 01 _____ (Manager/ Assistant Manager/ Executive)

Preference No. 02 _____ (Manager/ Assistant Manager/ Executive/ Not Applicable)

Preference No. 03 _____ (Manager/ Assistant Manager/ Executive/ Not Applicable)

Application No.-.....

(For office use only)



1. Full Name (in capital letters)
2. Date of Birth in DD/MM/YY (enclose copy of Proof of Birth)
3. Age (Years, Months, Days) as on date of the Advertisement
4. Full Name of Father/Mother/Guardian.....
5. Citizenship
6. Place of Birth:
 - a. Village/ Town
 - b. Police Station
 - c. District
 - d. State
7. Full Permanent Address:
 - a. Village/ Town
 - b. Police Station
 - c. District
 - d. State
8. Full Correspondence Address:
 - a. Village/ Town
 - b. Police Station
 - c. District
 - d. State

9. Email Address (in capital letters)
10. Aadhar No (enclose copy of Aadhar Card)
11. Mobile No.
12. Alternate Mobile No.
13. Sex. (Male/ Female/ Other)
14. Educational Qualifications (enclose mark sheet and degree certificates):

Degree/ Certificate	Name of Institute with Address	Board/ University	Year of Entering	Year of Passing	Division	Percentage of Marks	Subjects Taken
Matriculation/ Secondary							
Higher Secondary							
Graduation							
Post Graduation							
Any Other							

Note: Please add more rows if required.

15. Work Experience, if any (enclose work experience certificates)
 - a. Total Years of Work Experience, if applicable:
 - b. Total Years of **Relevant** Work Experience (relevant to the role applied for), if applicable:

S.N.	Name of Company	Designation	Start Date (DD/MM/YY)	End Date (DD/MM/YY)	Brief Roles and Responsibilities

Note: Please add more rows if required.

Note:

1. Copies of all relevant documents as sought above must be enclosed with the application form, including but not limited to,
 - a. Proof of Identity: Aadhaar Card / Passport / Voter ID (EPIC) / Driving License
 - b. Proof of Age: Registration Certificate of 10th Standard (matriculation)/ Birth Certificate
 - c. Degree Certificates and Marksheets of all educational qualifications (Matriculation/ Secondary onwards)

- d. Work experience certificates, if applicable - in the letterhead of the firm and clearly mentioning name of the establishment, signature of Competent Authority/ Issuing Authority clearly stating their position of authority in the organization, duration of work experience of the candidate (date of joining and date of relieving), the field in which the candidate has worked, or the post held in the establishment.
 - e. Any other supporting document(s)
2. **If required, additional details may be attached in separate sheets along with the application form**
 3. **All enclosed documents must be self-attested.**

Declaration by the Candidate

1. I have read the Notice for Recruitment of Human Resources on Contract at the National Games Secretariat, and its subsequent corrigendum, if any, and I declare that I am eligible under the eligibility criteria mentioned in the Notice to consider my application for appointment.
2. I have enclosed self-attested copies of all the documents in support of my application.
3. I am not guilty of any misconduct such as fraud, misrepresentation, criminal offence, moral turpitude, or any act that may adversely affect my suitability for this engagement.
4. It is certified that all the details/documents submitted by me herein above are true and just and I have not hidden any facts. In future, if it is found that facts submitted by me are wrong and have been concealed, my application/ my service (if offered) shall be terminated with immediate effect.

Signature.....

Name of Candidate.....

Date (DD/MM/YYYY)

Place