



अखिल भारतीय शतरंज महासंघ All India Chess Federation

T.N. Society - Reg. No.210/2010 (125/1958)
(Affiliate of FIDE & Recognized by the Government of India)

President
NITIN NARANG
Tel:011-233-52983

Hon. Secretary
DEV A PATEL
Tel:011-233-52983

Treasurer
DHARMENDRA KUMAR
Mob: +91-9334838341

Date: 29.07.2024

HEAD OF OPERATIONS

Greetings from the All India Chess Federation!

The All India Chess Federation (AICF) is looking for a suitable candidate to fill up 1 (One) post of Head of Operations of AICF. Interested parties may peruse the details hereunder and apply accordingly.

About Us

AICF is the recognised by the Ministry of Youth Affairs and Sports, Government of India as the National Sports Federation for the sport of chess in India. We are a dynamic and passionate national sports federation for the sport of chess which is committed to promoting excellence in chess across our country. Our mission is to foster talent, drive innovation, and create a lasting impact on the chess landscape.

Details of the position

- **Title:** Head of Operations (subject to change).
- **Location:** New Delhi, India.
- **Reporting To:** Secretary of All India Chess Federation.
- **Honorarium:** Competitive, commensurate with experience (will be negotiated).

Role Overview

As the Head of Operations, you will play a pivotal role in shaping the future of our federation and will be involved, *inter alia*, in the following activities:

1. You shall abide by all the directions given by the Secretary of AICF from time to time.
2. You may be asked to lead dedicated teams, streamline processes, and drive operational excellence in the Secretariat.



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3. Your strategic vision and experience in chess administration will be instrumental in achieving our organizational goals.

Responsibilities

As the Head of Operations, you may be asked to undertake any of the following activities, as directed by the Secretary of AICF from time to time:

- **Operational Leadership:**
 - Oversee day-to-day operations of AICF Secretariat, ensuring seamless coordination across departments.
 - Develop and implement efficient workflows, policies, and procedures for AICF.
 - Optimize resource allocation to enhance productivity of AICF.
- **Strategic Planning:**
 - Collaborate with senior management to define long-term objectives for AICF.
 - Contribute to the development of strategic plans and initiatives of AICF.
 - Monitor progress of AICF and adjust strategies as needed.
- **Event Management:**
 - Coordinate national and international sporting events.
 - Manage logistics, venue selection, and participant experience.
 - Ensure compliance with regulations and safety standards.
- **Financial Management:**
 - Budget planning and financial forecasting.
 - Monitor expenses, revenue, and financial health.
 - Identify cost-saving opportunities.
- **Stakeholder Engagement:**
 - Build strong relationships with athletes, coaches, affiliates, sponsors, and government bodies.



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- Represent the AICF at conferences, meetings, and industry events.
- Liaison with central and state government on behalf of AICF.
- Looking after compliances with central government and state authorities.

Perks

The Head of Operations shall be entitled to reimbursements and other perks as decided by the Secretary of AICF from time to time.

Eligibility Criteria

Only those persons who meet the all the following Eligibility Criteria shall be entitled to apply for the position:

- The applicant must be an Indian national.
- The applicant must have experience in organising at least 5 International Chess Events.
- The applicant must have experience in organising at least 10 National Level Chess Events.
- The applicant must have 10 years' experience in working with government and other institutions.
- The applicant must be at least 30 years of age and not more than 55 years of age.

[Note: Any application which does not meet any of the aforesaid criteria will be liable to be rejected without proper consideration]

Preferences

Preference shall be given to those candidates who possess the following:

- Proven experience in chess administration or operations.
- Strong leadership, communication, and problem-solving skills.
- Passion for chess and a commitment to excellence.
- Past experience in working with a sports body.
- Good educational qualifications.



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How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and vision for the role latest by 04:00 PM on 07.08.2024. Please email your application to indianchessfed@gmail.com. Any application received by AICF at the stated email after 04:00 PM on 07.08.2024 will not be considered without any reasoning.

Clarifications

Any clarifications regarding the process may be sought latest by 04:00 PM on 05.08.2024 by sending an email to the abovementioned email id. Any clarifications sought after this deadline will be disregarded without reasoning.

Selection Procedure

The following procedure will be adopted for selection:

1. On receipt of applications, a Technical Evaluation round will take place to check whether the applicant meets the Eligibility Criteria stipulated hereinabove.
2. Pursuant to Technical Evaluation, the list of shortlisted candidates will be published on the website of AICF on 07.08.2024.
3. Those candidates who meet all the Eligibility Criteria will be interviewed by a three-member panel which shall be chaired by the Secretary of AICF. The candidates will be given marks out of 100 based on the following Evaluation Criteria:

Sr.No.	Criteria	Maximum Marks
1.	Experience in chess administration and operations.	10
2.	Experience in working with a sports body.	10
3.	Education Qualification:	10



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	Graduate	5
	MBA/Postgraduate	10
4.	Strong leadership, communication, and problem-solving skills.	10
5.	Passion for chess and a commitment to excellence.	10
6.	Leadership and human resource skills	10
7.	Experience in conducting international chess events:	20
	5-10 events	10
	10-15 events	15
	More than 15	20
8.	Experience in conducting national level chess events:	10
	10-15	5
	15-20	7
	More than 20	10
9.	Knowledge of the sport of chess	10
	Total:	100

Note: Except for Evaluation Criteria Nos. 3, 7 and 8, the marks stipulated in the third column hereinabove are the maximum marks that maybe allotted to a candidate. The selection panel will give marks to the candidates out of the maximum marks as per their assessment. The marks stipulated for Evaluation Criteria Nos. 3, 7 and 8 are fixed and the said marks will be awarded to the candidate simply for fulfilling the said criteria.

4. Due weightage will also be given to the honorarium demanded by the candidate.



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5. After the interviews, the Secretary of AICF will publish a list of the shortlisted candidates. If the candidate who has secured the highest marks, does not take up the position, then the position will be offered to the candidate who has secured the next highest rank, and so on.
6. In the event of equal marks between two candidates, the candidate securing more marks in Evaluation Criteria No. 9 shall be given a higher rank.
7. Interviews will be conducted physically/virtually on 08.08.2024 at a time and in the manner to be notified by AICF to the shortlisted candidates.
8. The result will be published on 08.08.2024 or 09.08.2024.

Amendment or Withdrawal of the process

AICF reserves the right to add, subtract, modify, amend, or even revoke the entire selection process as and when it deems fit without assigning any reason. No applicant will have any right to compel AICF to go through the process or stick to any stipulations hereinabove.

All India Chess Federation.