

ROLES & RESPONSIBILITIES

| | Designation of the Post & Correspondence pay Scale. | No of Posts. | Role and responsibilities of positions. |
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| 01 | 02 | | 03 |
| 01 | Finance Advisor Fixed as per CCS (Fixation of Pay to Re-employed Pensioners) 1986 | 01 | <ul style="list-style-type: none"> • Head of Accounts Section overseeing all Accounts matters. • To process approval/payments files in the Accounts Section. • Budgeting and acquiring of required funds from Govt. • Salary of staff & other related matters. • TDS matters w. r. t. monthly, quarterly filing of returns issue of TDS certificates etc. • Purchase for GFDC • PF matters i. r. t. filing of returns, payment etc. • Closing of annual accounts, auditing & finalization. • Liasioning with Govt. offices, banks etc. • Any other work entrusted by Higher Authorities. |
| 02 | Administrative Officer (Vacant) | 01 | <ul style="list-style-type: none"> • Head of Administrative & H.R. section. • Supervision and guidance to the staff. • Scrutiny of all administrative files. • Administrative & H.R. related advice to the Council. • P.I.O. and all matters related to R.T.I. • Issuing of various circulars, office memorandums etc. |
| 03 | Football Development Officer (Management) 9300-34800 + 5400 (G.P.) | 02 | <ul style="list-style-type: none"> • Manage Football Development Centers. • Conduct administrative checks of the Centers. • Conducting Centre Head meetings to address general activities/issues pertaining to GFDC centers • Ground work/check list/working out financial implication for opening new training centers & planning inauguration programme. • Conducting courses, seminar/conferences, promotional & development programme. • Planning & organizing GFDC football events viz. intra/inter centers matches, AFC grassroots festival etc. • Planning & organizing GFDC coaching camps. • Manage travel and schedule. |
| 04 | Football Development Officer (Coaching) 9300-34800 + 5400 (G.P.) | 01 | <ul style="list-style-type: none"> • Managing football coaches at all academic and centers. • Visiting centers and academies to evaluate coaching programme. • Conduct coaches meeting to address general activities/issues pertaining to coaching at GFDC centers/academics. • Conducting training/courses for coaches, survey of football grounds, obtaining required permission from the concerned bodies, if necessary, before opening of new centers. • Planning & organizing GFDC football events viz. intra/inter centers matches, AFC grassroots festival etc. • Planning & organizing GFDC coaching camps. |
| 05 | Sr. Manager I.T. Rs. 9300-34800 + 4800 (G.P.) | 01 | <ul style="list-style-type: none"> • To manage Information Technology and Computer System. • To plan, organize, control and evaluate IT and electronics data operations. • Design, develop, implement and coordinate system, telephone system, policies and procedures. • To ensure security of data, network access and backup system. • Manage of website and all internet based platform of GFDC. • Manage and support the IT information of the office/council. |

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| 06 | Procurement Officer Rs. 9300-34800 + 4800 (G.P.) | 01 | <ul style="list-style-type: none"> • In charge of Purchase Section. • To handle all procurement required for Council. • Floating of tenders, inviting quotations etc. • To ensure that proper account of stores is maintained. |
| 07 | Sr. Accountant Fixed as per CCS (Fixation of Pay to Re-employed Pensioners) 1986 | 01 | <ul style="list-style-type: none"> • Overall supervision/scrutiny of all processed files of accounts section of GFDC. • Assisting Finance Advisor in preparing budgeting of GFDC. • Reconciliation of expenses incurred. • Liaising with Government offices banks etc. • R.T.I. and LAQ matters relating to accounts section. • Any other work assigned by higher authorities. |
| 08 | Jr. Manager I.T. Rs. 9300-34800 + 4200 (G.P.) | 01 | <ul style="list-style-type: none"> • Perform tasks as directed by IT Manger. • Assist the IT manager in the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including servers PCs, operating systems, software applications and peripherals of GFDC. • To provide day to day technical support to centers on IT issues. • To assist I.T. Manager at GFDC events, meetings, conferences etc. |
| 09 | Technical Assistant Rs. 9300-34800 + 4200 G.P. | 01 | <ul style="list-style-type: none"> • Overall In-charge of MOUs of centre trainees with GFDC. • To inspect Centers and preparation of centre visit reports. • Monitor training sessions at GFDC Training Centers. • Assist Technical In-charge/F.D.O. (Coaching) in all outdoor activities including coaching courses, Workshop etc. • Issue of N.O.Cs to GFDC trainees to play for other Clubs. • Perform duties of Personnel Secretary and Personal Secretary during their absence. • All such other work allotted by Higher Authorities. |
| 10 | Assistant Administrative Officer Fixed as per CCS (Fixation of Pay to Re-employed Pensioners) 1986 | 01 | <ul style="list-style-type: none"> • To assist Administrative Officer in all work related to administration. • Processing of leaves to the staff. • Recruitment matters. • Performing duties of Administrative Officer during leave period etc. • Any other work assigned by higher authorities. |
| 11 | Personnel Secretary Rs. 9300-34800 + 4200 (G.P.) | 02 | <ul style="list-style-type: none"> • Personal Secretary to Chairman/Member Secretary. • All work allotted by Chairman and Member Secretary. • Organize and schedule meetings and appointments. • Liaising with various departments. |
| 12 | Assistant Executive Secretary Rs. 9300-34800 + 4200 (G.P.) | 01 | <ul style="list-style-type: none"> • Assisting Executive Secretary and Administrative Officer. • Administrative support to Administrative/H.R. and to co-ordination section • Preparation of monthly attendance statement. • Preparation of statistical reports. • Issue of appointment orders for coaches, grounds men staff etc. • Advertising matters. • Submission of LAQ replies etc. • H.R. related matters of staff and coaches. • Any other work allotted by higher authorities. |
| 13 | Accountant Rs. 9300-34800 + 4200 (G.P.) | 02 | <ul style="list-style-type: none"> • Preparation of salary bills of staff & coaches. • Processing of academy and centers contingent bills. • Income tax and related matters. • Assisting in preparation of Budget. • Maintenance of relevant Accounts registers. |

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| 14 | Personnel Assistant Rs. 5200-20200 + 2800 (G.P.) | 02 | <ul style="list-style-type: none"> • P.A. to Chairman/Member Secretary • Organize and schedule meetings and appointments. • Handling of e-mail account of Chairman/Secretary. • Any other work allotted by Member Secretary/Chairman |
| 15 | Accounts Assistant Rs. 5200-20200 + 1900 (G.P.) | 02 | <ul style="list-style-type: none"> • Checking of all reports of North & South Goa Centers/ Academics and Pre-academics. • Preparation of contingent bills of centers/academies. • Maintenance and updating of bank books. • Maintenance of relevant registers. • Processing travelling allowances bills of coaches and trainees |
| 16 | Office Assistant Rs. 5200-20200 + 1900 (G.P.) | 03 | <ul style="list-style-type: none"> • Maintenance of office equipments, and vehicle files • Preparation of sports equipment bills etc. • Maintenance of Leave records • Maintenance of relevant registers • All typing work. • Processing of telephone, electricity water, newspaper and other recurring bills. • Any other work allotted by higher authorities from time to time. |
| 17 | Front Office Assistant. Rs. 5200-20200 + 1900 (G.P.) | 01 | <ul style="list-style-type: none"> • Inward/Outward • Answer and direct phone calls. • Maintain contact list. • Maintenance of Personal files. • Maintenance of leave records • Develop and maintain a filing system. |
| 18 | Driver Rs. 5200-20200 + 1900 (G.P.) | 04 | <ul style="list-style-type: none"> • Driving office vehicles as and required for official purpose. |
| 19 | Office Attendant Rs. 5200-20200 + 1800 (G.P.) | 03 | <ul style="list-style-type: none"> • To attend Chairman/Member Secretary. • To attend other officers/officials of GFDC. • Delivering correspondence to other departments/offices. • All postal work. |
| 20 | Head Coach of Residential Academy Rs. 50000 (Consolidated) | 01 | <ul style="list-style-type: none"> • Overall In-charge of all the coaches of the Residential Academy. • Co-ordinate the coaches and coaching for Residential Academy and its associated Youth Football teams. • To scout for talented players from the pre-academies/grassroots Centers to be inducted into the residential Academy. • To plan, prepare, deliver and evaluate the coaching programme to develop young players. • To brief all helpers, assistant coaches and players on the aims of the coaching session and the purpose of each activity. • Support the staff of the Residential Academy. • Support the coaches of GFDC Pre-Academies by assisting in recruitment and selection of trainees. • To evaluate the progress of Footballing skills and abilities of the Residential academies trainees. |
| 21 | Asst. Coach of Residential Academy Rs. 40000 (Consolidated) | 01 | <ul style="list-style-type: none"> • Plan organizes and conducts practice sessions for Residential Academy and its associated youth Football teams. • Provide Football training directions, encouragement, motivations and nutritional advice to prepare youth football players to perform at their best. • Instruct individuals or groups in Football rules, games strategies, and performance principals. • Assist in evaluating the footballing skills and abilities of Residential Academy trainees. • To adjust Football coaching techniques based on the |

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| | | | <p>strength and weakness of the players/trainees.</p> <ul style="list-style-type: none"> • To scout for talented players from the pre-academies/grassroots Centers to be inducted into the residential Academy. • Support the staff of Residential Academy. • Support the coaches of GFDC Pre-Academies by assisting in recruitment and selection of • Provide organization and support to the GFDC Academy and its associated centre Football teams on issues of strategic planning, promotion, resource allocation and leadership. |
| 22 | Goalkeeper Coach of Residential Academy Rs. 20000 (Consolidated) | 01 | <ul style="list-style-type: none"> • Plan organize, and conduct practice sessions for Goalkeepers for GFDC Academy and its associated youth Football Teams. • Provide Football training directions, encouragement, motivations and Nutritional advice to prepare Goalkeeper to perform at their best. • Instruct Goalkeeper in Football rules game strategies, and performance Principles. • Assist in evaluating the skills and abilities of Goalkeepers of residential Academy. • To scout for talented players from the pre-academies/grassroots Centers to be inducted into the residential Academy. |
| 23 | Team Manager of Residential Academy Rs. 25000 (Consolidated) | 01 | <ul style="list-style-type: none"> • To take care of Residential Academy team logistics and travel with team. • Support Residential Academy coaches by interacting with parents, organizers of Tournaments, making grounds arrangements etc. • Handle all matters of Tournaments participations • Communicate with warden, coaches and make schedules for training sessions. • Travel with trainees to doctor/Hospital if and when required. • Maintain all records of information relevant to games played, player records, recording games scores etc and co-ordinate with GFA, AIFF etc. • Co-ordinate with Residential Academy Head Coach to scout for talented players to be inducted in Residential Academy. • Ensure proper kitting for team/trainees by regular interaction with GFDC Office. • Ensure availability of Footballs and equipments by regular interaction with Grounds Person and if required with GFDC office. • Shall act as Residential Academy Warden during his absence. • To ensure that the Football Fields are properly maintained. |