

**ADVERTISEMENT FOR APPOINTMENT OF GYM INSTRUCTOR**

Ministry of External Affairs invites applications from trained Gym instructor for appointment at the Gymnasium located at Sushma Swaraj Bhawan (SSB), Chanakyapuri, New Delhi. The engagement would be on contractual and part time basis, initially for a period of 6 months which can be extended for further period of 6 months on mutual agreement, if required. The instructor would be required to fulfill his/her duties for 3.5 hours (5:30 to 9:00 am) in the morning and 2 hours (6:00 to 8:00 pm) in the evening on each working day. A total monthly honorarium would be fixed @ Rs 20,000/- only to be paid to the instructor.

**Total number of Post:** 1 (One)

**Essential Qualification:**

- Knowledge of fitness equipment, fitness trends and wellness.
- Degree in Exercise Science from a recognized University.
- Diploma/Degree in Physiotherapy is desirable.
- Experience of minimum three year as Gym Instructor/personal trainer. Such experience emanating from involvement with any of the recognized chains of gymnasium (would be desirable qualification). Experience of longer duration would be preferred.

**Age:** Between 30(Thirty) – 50(Fifty) years

**How to apply:** Interested candidates may send in their applications in the attached format to Shri Amit, Welfare Officer, Ministry of External Affairs by email to: [welfare@mea.gov.in](mailto:welfare@mea.gov.in) latest by 26<sup>th</sup> September, 2021, 1700 hrs. Any applications received after the last date will not be entertained.

Shortlisted candidates will be invited for an interview/personality test.

### **Job Description:**

- To administer and evaluate trainees' health history to develop individual exercise programs stated goals and needs.
- To attend fitness meetings.
- To keep organized records of each trainee training sessions.
- To monitor trainees' exercise programs and makes adjustments/improvements as needed.
- To lead equipment orientations for new members.
- To ensure trainees' adherence to safety and injury prevention policies and procedures; prepare accident reports as required.
- To check supplies and equipment for wear and tear and advises if supplies or equipment need repair or replacement.
- To follow all safety guidelines
- To perform other duties as assigned related to the job profile.

**Note:** To ensure social distancing & sanitization of equipment.

### **Terms and Conditions:**

**Tenure:** The contractual engagement will be initially for a period of 6 months and will be reviewed by the competent authority as decided. The contract can be terminated by giving one-month notice period by either of the party.

**Income Tax:** Deduction of Income Tax as applicable shall be made from Gym Instructor's bills, if applicable to professional Gym Instructor. This deduction varies depending upon any change decided by an act of Law.

**Other Allowances:** No other allowances would be paid.

**Leave:** Attendance will be mandatory on each working day. No leaves will be admissible as it will be a part-time engagement. In case of absence, payment will be deducted on pro-rata basis.

### **Confidentiality:**

a) During the period of engagement with, Employee would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know.

b) The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

**Other Conditions:**

- a. In case the performance of Candidate is not found satisfactory, his/her services will be discontinued after giving one-month notice.
- b. Without any prejudice to the above condition, the candidate will be terminated from his 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, etc.
- c. Decision in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained in this regard.
- d. MEA reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- e. The AS(AD), MEA shall be the final authority in case of any dispute.
- f. The appointment will be purely on contract basis and does not confer any right to claim to permanent employment in MEA.
- g. Any litigation matters pertaining to employment at MEA shall be restricted to the jurisdiction of the Delhi courts.

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**Application Form for the contractual & part-time appointment of GYM Instructor**

Name \_\_\_\_\_

Date of Birth  
(dd/mm/yyyy) and age in  
years & months \_\_\_\_\_

Gender \_\_\_\_\_

Father Name \_\_\_\_\_

Mother Name \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Domicile(State) \_\_\_\_\_

Nationality \_\_\_\_\_

Tel/Mobile No. \_\_\_\_\_

Email-ID \_\_\_\_\_

Alternate number \_\_\_\_\_

**Educational qualification details:**

<b>S.No.</b>	<b>Exam Passed</b>	<b>Year of Passing</b>	<b>Name of Board/University</b>	<b>Percentage /Grade</b>	<b>Subjects</b>
1					
2					
3					
4					
5					
6					

Any other qualification details:

\_\_\_\_\_  
\_\_\_\_\_

**Experience details:**

<b>S.No.</b>	<b>Name of organisation</b>	<b>Post held</b>	<b>Period</b>	<b>Nature of job</b>
1				
2				
3				
4				
5				
6				

Whether possessed degree in exercise science from a recognized University (YES or NO) :  
\_\_\_\_\_

Whether possessed experience of three or more years as Gym Instructor/personal trainer from recognized chains of gymnasium (YES or NO) : \_\_\_\_\_

Whether having knowledge of fitness equipment, fitness trends and wellness (YES or NO) :  
\_\_\_\_\_

**Declaration : I declare that the above information and facts are true and correct in my knowledge and belief.**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant