NATIONAL ACADEMY OF DIRECT TAXES, NAGPUR

NOTICE

Empanelment of Part-Time Coaches/Instructors and Other Personnel on a Purely Temporary Basis

Applications are invited from eligible and experienced candidates for empanelment of part-time coaches, instructors and other personnel on a purely temporary and need-based basis for conducting sports, fitness, physical training and other activities at the National Academy of Direct Taxes (NADT), Nagpur.

The details of the sports, disciplines and activities for which empanelment is proposed are as follows:

Sr. No.	Sports / Activity	Requirement
1	Music	2
2	Basket Ball	1
3	Table Tennis	1
4	Badminton	1
5	Karate	1
6	Lawn Tennis	1
7	Yoga	1 Female + 1 Male = 2
8	P.T. (Morning Physical Training)	1 Female + 1 Male = 2
9	Cricket (Coach)	2
10	Gym	2 Male + 1 Female = 3
11	Swimming	3 (At least 1 Male & 1 Female)
12	Swimming (Life Guard)	3 (At least 1 Male & 1 Female)
13	Physiotherapist	1 Female + 1 Male = 2
14	Fine Arts	1
15	Zumba	1
16	Billiards	1
17	Chess	1
18	Squash (Coach)	1
19	Cricket Pitch Curator	1
20	Long-Distance Running	1
21	Mixed Martial Arts (MMA)	1
22	Multi-Disciplinary Training	1

1. Eligibility and Qualifications

1. The applicant should possess adequate skills, qualifications and experience relevant to the discipline or service for which empanelment is sought.

2. The applicant should possess a minimum of three years' relevant experience, wherever applicable, in imparting coaching or training, or providing professional services in a recognised sports academy, training institute, sports club, fitness centre or other appropriate organisation.

3. Recognised coaching qualifications, professional certifications, sporting achievements and experience at district, state or national level shall be considered wherever relevant to the discipline.

4. Applicants for the post of Physiotherapist must possess the prescribed professional qualifications and registration, wherever applicable, to provide physiotherapy services.

5. Applicants for Cricket Pitch Curator cum trainer should have relevant experience in the preparation, maintenance and upkeep of cricket pitches.

6. Applicants shall submit documentary evidence in support of their qualifications, experience, achievements and other claims.

7. Applicants for the post of Multi-Disciplinary Training Instructor should possess demonstrable coaching skills and relevant experience in at least 3 different sports/games or physical activities. The applicant should be capable of conducting training sessions and managing sports activities across these disciplines, particularly when the dedicated coach/instructor for a particular discipline is unavailable or when additional coaching support is required. Relevant qualifications, certifications and coaching experience should be submitted.

2. Age Limit

The applicant should not be more than 55 years of age as on 08/12/2026.

3. Achievements and Experience

Applicants shall furnish 02 copies of self-attested documents regarding details of relevant awards, honours, certifications, recognised coaching qualifications, professional experience and other achievements, wherever applicable, along with supporting documents. The scrutiny of original documents will be done at the time of personal interview and presentation.

4. Selection Process

The selection shall be made considering the overall presentation made by the candidates. The application received shall be scrutinised and the applicants found to be eligible will be called for personal interview and presentation before the committee authorised by the competent authority. The decision regarding the selection of candidates shall be final and no appeal/reviews etc. shall be entertained in this regard. The details of selected candidates will be displayed on the website- www.//nadt.gov.in.

5. Working Hours

The services shall be required on a part-time and need-based basis. The days and timings of coaching, training or other services shall be determined by NADT, Nagpur, according to the requirements of the NADT and the schedule approved by the competent authority.

6. Payment

Payment shall be made on an hourly basis, up to □500 per hour, against actual services rendered, subject to the approved terms and conditions and applicable financial and procurement rules.

The applicable rate for each discipline or service shall be specified in the detailed notification or approved terms of engagement.

IMPORTANT INFORMATION AND TERMS & CONDITIONS

1. Except for payment against services actually rendered, no other allowances or facilities shall be admissible unless specifically approved by the competent authority.

2. The dates, timings and frequency of coaching, training or other services shall be determined by the competent authority at NADT, Nagpur, and communicated to the empanelled personnel in advance, as far as practicable.

3. The days and timings of activities may be changed according to the requirements of the Academy, the availability of Officer Trainees and the approved training schedule. All empanelled personnel shall maintain discipline, punctuality and professional conduct.

4. Since the services are required at NADT, Nagpur, applicants should be based at Nagpur or be able to ensure their availability at the Academy as and when required.

5. Applicants must possess the relevant qualifications, experience and skills required for the discipline or service for which they are applying. Certificates issued by the concerned institution or organisation shall be submitted wherever applicable.

6. Applicants must maintain proper conduct and professionalism while dealing with Officer Trainees, including female participants, faculty members and senior officers.

7. Applicants shall ensure the authenticity of all information furnished in their applications and submit self-attested copies of relevant certificates and supporting documents.

8. The engagement shall be purely part-time, temporary and need-based. The terms relating to termination, notice, if any, and other conditions of engagement shall be governed by the approved terms and conditions.

9. Applicants shall clearly mention the name of the sports discipline, activity or service for which they are applying on the top of the application envelope.

10. Empanelled personnel may be called upon to render services according to the requirements of NADT, Nagpur. The frequency and duration of engagement shall depend on the actual requirements of the Academy.

11. Mere empanelment shall not confer any right to engagement, guarantee any minimum number of sessions or create a claim for regular appointment in NADT.

12. Applicants shall submit a self-declaration regarding criminal cases, pending enquiries and blacklisting for misconduct, in the format prescribed in the detailed notification. Additional verification may be undertaken in accordance with applicable rules.

13. NADT reserves the right to verify the qualifications, experience, certificates and other particulars furnished by applicants. Any false or misleading information may result in rejection of the application or cancellation of empanelment, as applicable.

14. The selection and empanelment process shall be conducted in accordance with the approved procedure. The decision of the competent authority shall be final, subject to applicable rules.

15. NADT reserves the right to modify, postpone or cancel the empanelment process in accordance with applicable rules and administrative requirements.

16. The empanelment shall remain valid for one year from the date specified in the empanelment order, unless extended, modified or terminated in accordance with the approved terms and applicable rules.

SUBMISSION OF APPLICATIONS

Interested and eligible candidates shall submit their duly filled applications, along with self-attested copies of the relevant certificates and supporting documents, in a sealed envelope by hand or through Speed Post/Courier, addressed to:

The Deputy Director (Admin)(Induction)
National Academy of Direct Taxes
Chhindwara Road, Nagpur – 440030

The envelope should be super scribed: "Application for Empanelment of Part-Time Coach/Instructor/Personnel – Name of Discipline/Activity".

Last date for receipt of applications: 23.11.2026

Applications received after the prescribed deadline or not submitted in the prescribed manner may not be considered.

The application format & prescribed documents shall be available on the official NADT website: https://nadt.gov.in