



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042


F.DTU/Estt./2019/Pt.f-1/91/ 11009

Dated: - 12/7/23

ENDORSEMENT

The copies of the under mentioned paper are forwarded herewith for information and necessary action to the following: -

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Registrar for kind information of the Registrar.
3. All Deans, HoDs and branch Incharges, DTU with request for vide circulation in their respective department/branches.
4. Head (Computer Centre) with the request to upload the same on the University website.


(Sumi Chhikara)
Section Officer (Estt.)

S. No.	Name of the Department	Dated	Subject
1.	Joint Secretary (YA&S) Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi - 110002	19.06.2023	Empanelment Of Female Staff Of Government Institutions As Sample Collection Personnels By Nada

214/6

- Compose
- Inbox 2,369
- Starred
- Snoozed
- Sent
- Drafts 174
- More
- Labels

Fwd: EMPANELMENT OF FEMALE STAFF OF GOVERNMENT INSTITUTIONS AS SAMPLE COLLECTION PERSONNELS BY NADA External Inbox x



aiuspports aiu <aiuspportsaiu@gmail.com>

12:39 PM (6 minutes a

to Vc, director, Vice, nu_vc, vcnannaya, vc, vc, vc, vc, vc, tariqmansoor1, vcarmu, vc, Anand, vicechancellor, vc, auvcoffice2013, vicechancelloraku, vc, vc.argo.com,

Dear Madam/Sir,

Please find attached a communication w.r.t. empanelling 100 female employees of Govt Institutions as SCP by NADA. The details have t letter.

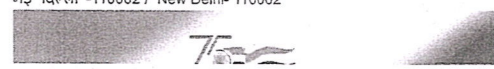
You are requested to kindly forward the consolidated information in respect of your Institution be reached this office latest by J compiled information of all willing female staff of Government Institutions could be forwarded to NADA for further action at their end.

With Regards,

Office, Youth Affairs & Sports AIU,

16 कामरेड इंद्रजीत गुप्ता मार्ग, आईटीओ, /16 Comrade Indrajit Gupta Marg, I.T.O.

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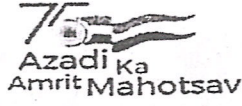
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डॉ. बलजीत सिंह सेखों
संयुक्त सचिव (वाई ए एंड एस)
DR. BALJIT SINGH SEKHON
Joint Secretary (YA&S)



भारतीय विश्वविद्यालय संघ
ए. आई. यू. हाउस, 16, कॉमरेड इंद्रजीत गुप्ता मार्ग
(कोटला मार्ग), नई दिल्ली - 110002

Association of Indian Universities
AIU House, 16, Comrade Indrajit Gupta Marg
(Kotla Marg) New Delhi- 110002

No: AIU/YA&S/NADA/2023-24
19 June, 23

Sub:- **EMPANELMENT OF FEMALE STAFF OF GOVERNMENT INSTITUTIONS AS SAMPLE COLLECTION PERSONNELS BY NADA**

Madam/Sir,

As you all are aware that National Anti Doping Agency (NADA) is an autonomous body under the Ministry of Youth Affairs & Sports for implementation of anti-doping program across sports in India.

As part of its obligation, NADA is conducting Dope Tests by collecting samples of athletes from different geographical locations across the country through empanelled Sample Collection Personnel (SCP). The NADA after imparting training to empanelled SCP provide them accreditation for collection of samples for dope testing.

In order to increase the female participation in anti doping, NADA proposes collaboration with AIU by way of empanelling 100 female employees in aiu Member Govt Institutions as SCP. A NADA brochure detailing the role, eligibility, criteria, remuneration and job description of working staff of Government Institutions is attached for kind perusal. The services of empanelled staff will be duly remunerated as & when deputed on NADA missions.

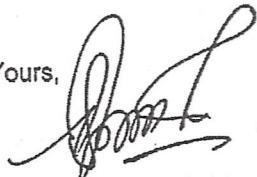
You are, therefore, requested to kindly publish the information amongst your staff and the details of willing female staff for empanelment as SCP may be furnished in the format tabulated below :-

Name of		Particulars of employee				Location of Staff		For the assignment		
Staff	Institution	Pay Band	Qualification	Mobile No	Email ID	City	State	DOC	BOC	Chaperones

It may be ensured that the consolidated information in respect of your Institution be reach this office latest by June 30, 2023 so that compiled information of all willing female staff of Government Institutions could be forwarded to NADA for further action at their end.

With regards,

Yours,


(Dr. Baljit Singh Sekhon)
Joint Secretary (YA&S)

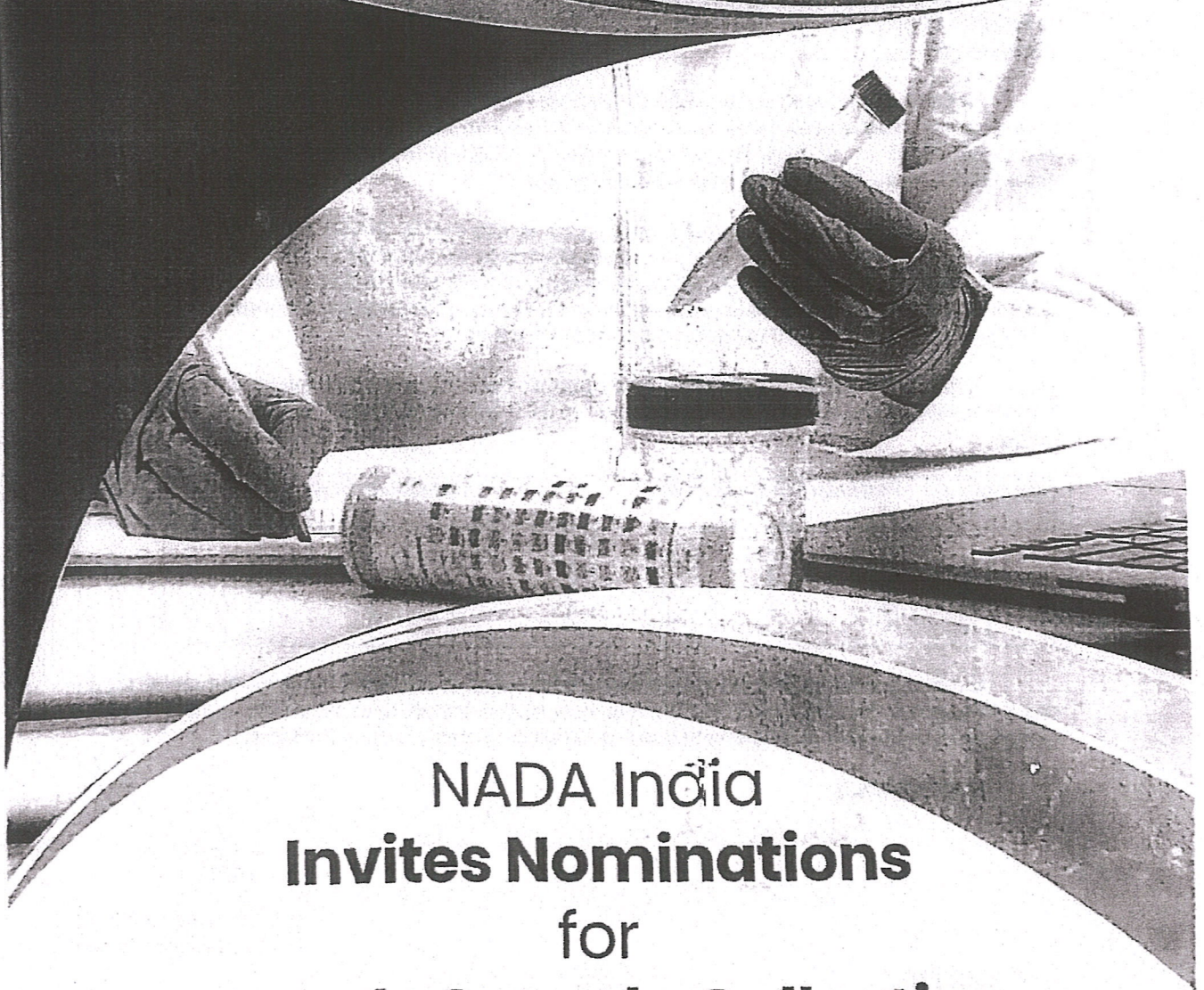
Encl: as above

The Vice Chancellors,
Government Universities / Institutions,

212/c



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**NADA India
Invites Nominations
for
Female Sample Collection
Personnel**

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S.No	Requirement	Eligibility criteria	Work description
1.	Dope Control Officers	<p>Age Limit : Maximum 50 years.</p> <p>Essential Requirements :</p> <ul style="list-style-type: none">- Should not be below the Pay Level 5 (as per matrix of 7th CPC) or equivalent.- Should have good interpersonal skills.- Should have demonstrated integrity.- Should declare no conflict of interest to work as DCO in NADA.	<p>- To carry out urine sample collection process for athletes/ players as per guidelines of NADA/WADA.</p> <p>Remuneration:</p> <ul style="list-style-type: none">- Rs 3,000/- per day.
2.	Blood Collection Officers	<p>Age Limit : Maximum 50 years.</p> <p>Essential Requirements :</p> <ul style="list-style-type: none">- Should not be below the Pay Level 5 (as per matrix of 7th CPC) or equivalent.- Should be qualified to collect blood samples (Phlebotomist) with experience- Should have good interpersonal skills.- Should have demonstrated integrity.- Should declare no conflict of interest to work as DCO in NADA.	<p>- To carry out blood/urine sample collection process for athletes/ players as per guidelines of NADA/WADA.</p> <p>Remuneration:</p> <ul style="list-style-type: none">- Rs 3,000/- per day.
3.	Chaperones	<p>Age Limit : - Up to 45 years</p> <p>Essential Requirements :</p> <ul style="list-style-type: none">- Should have 10+2 degree from recognized board.- Should have good interpersonal skills.- Should have demonstrated integrity.- Should declare no conflict of interest to work as DCO in NADA.	<p>- To assist Doping Control Officers and chaperone the athletes</p> <p>Remuneration:</p> <ul style="list-style-type: none">- Rs 1,000/- per day.

Please Note :

- * This is not an employment/recruitment opportunity. Selected applicants will only be empaneled with NADA for their services.
- * Applicant should be a government employee/ ~~student~~ of a government university.

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The DCO is at the forefront of NADA operations and plays an important role protecting the rights of athletes to compete in doping-free sport. DCOs also play an integral role in ensuring that athletes' rights are upheld during the entire sample collection process.

Once trained and accredited, DCOs are expected to:

- * Follow and implement the relevant anti-doping rules and procedures.
- * Witness the passing of an athlete's sample (when the athlete is of the same gender).
- * Be available to accept and conduct sample collection (and sometimes to do so on short notice).
- * Effectively solve problems while maintaining the integrity of the sample collection process.
- * Testify at doping tribunals and doping appeal tribunals, if required. As such, it is important that the procedures are completed correctly.
- * Document any incidents that could compromise the sample collection session and inform NADA immediately after the session is completed.
- * Be a source of information and intelligence related to the sample collection session.
- * Maintain confidentiality at all times.

REMEMBER: Document what you do and do what you document!

DCO/BCO Code of Conduct

DCOs/BCOs must demonstrate professional and courteous behavior when representing NADA at sample collection sessions.

DCOs /BCOs must not :

- * Speak to the media at any time on behalf of NADA or concerning the sample collection process.
- * Ask athletes for their autograph.
- * Request to take photographs with the athletes.
- * Enter areas of the venue not accredited to sample collection personnel.
- * Gamble on the outcome of a sporting event they are present at.
- * Request any memorabilia from the event, e.g., clothing.
- * Accept or request gifts from an athlete or sport official.
- * Keep personal files of test data.
- * Divulge confidential data to third parties.
- * Become too familiar with athletes (e.g., attend an athlete's wedding).
- * Drink alcohol at events.
- * Wear clothing that makes an association with a National Federation or International Federation or other organization related to the sport while performing sample collection activities.
- * Give sample collection equipment or documentation to a third party without permission.

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DCOs/BCOs must:

- * Report all potential conflicts of interest and sign a Conflict-of-Interest Declaration.
- * Report any irregularities during a testing session.
- * Report any issues with the event organizer for in-competition testing missions.
- * Report information about athletes or athlete support personnel to the National Anti-Doping Agency via the appropriate channel.

DCOs/BCOs must understand that their presence at a sample collection session is a privileged position and that this authority must not be abused.

Behaviors and best practices that should be demonstrated by DCOs/BCOs include:

- * Be courteous and professional at all times.
- * Be sensitive to the requirements placed on an athlete during sample collection.
- * Verify the understanding of an athlete throughout the process and, offer explanations where appropriate.
- * Wear appropriate clothing for the event/sample collection. Always arrive on time and be prepared.
- * No smoking in the designated Doping Control Station.
- * Always adhere to the procedures contained in the DCO Manual.

Blood Collection Officer (BCO)

A BCO is an official who is qualified to and has been authorized by an ADO to collect a blood sample from an athlete. BCOs possess qualifications in phlebotomy and are licensed to collect human blood and have the practical skills required to do (i.e., perform blood collection from a vein).

The BCO will prepare the athlete for the blood collection, answer any relevant questions from the athlete, collect the blood sample(s) and advise the athlete of aftercare procedures.

During sample collection, the BCO will:

- * Answer relevant questions regarding the blood collection procedures.
- * Prepare the athlete for the blood sample collection procedures.
- * Collect the blood sample(s).
- * Advise the athlete of aftercare procedures.
- * Perform first aid on the athlete, if needed.
- * Dispose of the blood collection equipment used during the sample collection as per the required local public health standards for handling blood.
- * Sign the relevant doping control documentation.

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Chaperone

A Chaperone is an official who is trained and authorized by NADA India to carry out specific duties including notification of the athlete selected for sample collection, accompanying and observing the athlete until arrival at the doping control station, and/or witnessing and verifying the provision of the sample where the training qualifies him/her to do so.

Typically, the Chaperone will:

- * Notify the athlete of their selection for sample collection.
- * Escort the athlete from notification until arrival at the doping control station.
- * If required and trained to do so, witness the passing of the urine sample (for an athlete of the same gender).

Chaperones must:

- * Report all potential conflicts of interest.
- * Report any irregularities during sample collection or any unusual behavior by an athlete to the DCO/BCOs.

Chaperones must understand that their presence at a sample collection session is a privileged position and that this authority must not be abused.

Behaviors and best practice that should be demonstrated by Chaperones include:

- * Being courteous and professional at all times.
- * Being sensitive to the requirements placed on an athlete during sample collection.
- * Verifying the understanding of an athlete throughout the process, and offering explanations where appropriate.
- * Wearing appropriate clothing.
- * Always arriving on time.
- * Adhering to procedures outlined by the DCO and the NADA India.

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