

No. 20/2/2017-19 – CCSCSB
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD

Room No.361, B-Wing, 3 rd floor,
Lok Nayak Bhavan, New Delhi.
29.07.2019

CIRCULAR

Central Civil Services Cultural and Sports Board (CCSCSB) vide Circular of even number dated 19.06.2019 appointed Women Convenors in the field of Cricket, Kabaddi, Power Lifting and Volleyball. However, due to non receipt of application/suitable applicant the following posts of Convenor (2019-2021) yet to be filled.

1	Football	2.	Hockey
3	Swimming	4	Wrestling
5	Lawn Tennis	6	Basketball

2. The Board is looking for experienced and dedicated Convenors and invites applications in prescribed proformas (Annexure-I) in respect of above mentioned disciplines of sports. The duties and responsibilities of the Convenor are given in Annexure-II.

3. Welfare Officer of the Ministries/Departments are requested to forward the names of deserving/suitable candidate(one candidate for one discipline) for taking up the task of convener keeping in mind the qualification and experience required to be processed by the candidates in sports activities to assess their suitability to act as Convenor of the game. Proficiency in the discipline is the basic criteria for nomination as Convenor in the Board. The prescribed proforma (Annexure-I) should be counter-signed by the Welfare Officer of the Ministry/Department.

4. The Board may, if required, invite the candidates for personal interaction to assess their suitability for the task to be assigned.

5. The applications from the suitable and deserving volunteers to act as Convenors of the Cultural and Sports Committees may please be sent to the Board on or before 16.08.2019

6. All the Welfare Officers are requested to give wide publicity to the circular amongst their employees in the Ministries/Departments and attached/subordinate offices to enable the Board to select deserving candidates as Convenors.


(Kulbhushan Malhotra)
Secretary (CCSCSB)

To

The Welfare Officers of all Ministries/Departments
Notice Board of all the CCSCSB Centre

Annexure –I

1. Nomination for(discipline) Convener of.....
2. Name of Ministry/Department (with full address).....
.....
.....
3. Name of the Candidate
4. Date of Birth
5. Services/Cadre of the Candidate
6. Designation.....
7. Educational Qualification.....
8. Proficiency in Sports/Cultural activities (details be given in separate sheet in necessary).....
.....
.....
9. Organizational experience (details be given in separate sheet in necessary).....
.....
.....
10. Whether in possession of own transport
11. Office Telephone No.....
12. Residential Address with Telephone No.....
.....
.....

13. Any other information

.....

Note : Copies of testimonials in respect of Columns 8 & 9 to be enclosed.

Dated

.....
(Signature of Candidate)

.....
(Counter signature of Welfare Officer)

No.....

Ministry/Department

.....

.....

Forwarded to :

Secretary,
Central Civil Services Cultural & Sports Board
Room No.361, B-Wing, 3rd Floor,
Lok Nayak Bhawan,
New Delhi -110003

DUTIES AND RESPONSIBILITIES OF THE CONVENOR

1. The Convenor will be a representative of the Board and will carry out his duties as directed by the Board from time to time.
2. The services of the Convenor are absolutely voluntary and should not be considered in terms of monetary returns.
3. The Convenor shall be responsible for carrying out various activities with respect to the game/event with which he is concerned. This includes assisting the Board in getting the officials/referees/experts, etc. informing various teams/players and other concerned offices about the activities of the Board etc.
4. The Convenor shall also be responsible for ensuring regular practice/training of the teams/players, particularly before the All India Civil Services Tournaments, etc.
5. The Convenor shall settle the accounts, within 15 days of the Tournaments. All advances, if any, should be cleared within 30 days under all circumstances.
6. At the close of the financial year, the Convenor will have to submit an annual report with regard to performance of Central Secretariat Team in various tournaments. He will also submit separate report at the conclusion of Inter-Ministry and AICS Tournaments regarding conduct of these tournament and further suggestions in improving the same.
7. The Convenor will be liable for action in case of omission or commission of any act prejudice to the interests of the Board. In case, the performance of the Convenor is not found satisfactory, the Board may dispense with his services at any time without assigning any reason. The decision of the Board shall be final and binding.
8. The Convenor shall be granted special casual leave and will be paid conveyance allowance as decided by the Board for carrying out the above responsibilities/duties.
9. It is desirable that the Convenor should be matriculate. He should be able to handle correspondence with the Board, the federations and other sports bodies independently, if necessary.
10. He must be in possession of his own transport.
11. Any other tasks for the promotion of cultural/sports activities assigned by the Board shall be carried out by the Convenor.