

F.No. 20/2/2023-24/CCSCSB  
Government of India  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training  
(CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD)

Dated:06.08.2024

**CIRCULAR**

The Central Civil Services Cultural and Sports Board (CCSCSB) is the Central agency for promotion of Cultural and Sports activities amongst the Central Government employees. CCSCSB ensures large and effective participation of the Central government employees in the said activities for physical fitness and recreation. With these objectives in view, the CCSCSB holds All India Civil Services Tournaments and sends teams in prestigious Tournaments in the country. The Board also organizes Inter-Ministry Tournaments cultural and sports disciplines every year.


2. The Board invites nominations every two years from dedicated volunteers amongst the Central Government employees to act as Convenors of various sports/games organized by CCSCSB. Accordingly, Sh. Atul Mishra had been appointed as Chess Convener for the Block Year 2023-25. However, consequent upon resignation of Sh. Mishra on account of his transfer from Delhi, the post of Chess Convener is now vacant. As such, the Board proposes to appoint new Chess Convenor for the remaining period of the Block Year 2023-25 (i.e. upto 31.03.2025).

3. Accordingly, nominations are invited in the prescribed proforma (**Annexure-I**) from the eligible volunteers. Guidelines regarding appointment of convener is attached.

4. Welfare Officers of the Ministries/Departments are requested to forward the names of deserving/suitable candidates for taking up the role of convenors after going through the qualification and experience required by the candidates in the respective game. Proficiency in respective discipline is necessary for nomination as Convenor in the Board. It may be noted that the attached/subordinate offices must forward the names in prescribed proforma through Welfare Officer of their controlling Ministry/Department.

5. The Board may, if required, invite the candidate(s) for personal interaction to assess their suitability for the task to be assigned. The application from the suitable and deserving volunteers to act as Chess Convenor may please be sent to the Board on or before **16.08.2024**.

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 candidate as Chess Convenor.

  
(Sujit Kumar Mishra)  
Secretary (CCSCSB)



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CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD

Application for the post of Chess Convenor

S.No.	Particulars	Remarks
1.	Name & Designation of the Applicant	
2.	Name of Ministry/Department (with full address)	
3.	Date of Birth/Age	
4.	Services/Cadre of the Candidate	
5.	Educational Qualification	
6.	Proficiency in Sports activities (details be given in separate sheet, if necessary)	
7.	Organizational experience (details be given in separate sheet, if necessary)	
8.	Residential Address	
9.	Any other information	

Date.....

(Signature of Candidate)

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

Ministry/Department.....  
.....  
.....

Forwarded to :

**Secretary,**  
Central Civil Services Cultural & Sports Board.  
Room No. 361, B-Wing, 3<sup>rd</sup> Floor  
Lok Nayak Bhawan  
Khan Market, New Delhi.



केन्द्रीय सिविल सेवा साँस्कृतिक एवं क्रीड़ा बोर्ड

**Central Civil Services Cultural & Sports Board**

(Registration No. 2621)

Department of Personnel & Training

Ministry of Personnel, Public Grievances and Pensions

Government of India

Phone: 011-24624204

Fax: 011-24646961

361, B-Wing, 3rd Floor

Lok Nayak Bhawan

New Delhi - 110 003

F.No.28/01/2024-25/CCSCSB

Dated: 10<sup>th</sup> June, 2024

**Circular**

The Central Civil Services Cultural & Sports board (CCSCSB) is a Society registered under the Societies Registration Act, 1860 and is the Central Agency for promotion of Cultural and Sports Activities amongst the Central Government Employees in the country. It works under the aegis and control of Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training

2. The CCSCSB appoints conveners for each of the 20 games in which tournaments/events are organised by the Board. The guidelines for engaging the conveners as approved in the Board meeting dated 15<sup>th</sup> May 2024 is attached.

  
(Sujit Kumar Mishra)  
Secretary, CCSCSB  
Ph: 011-24646961

**Copy to:**

1. Guard file



## GUIDELINES FOR APPOINTMENT OF CONVENERS

1.	Number of Post/ Discipline	One each for the 20 games recognised by CCSCSB
2.	Nationality	Indian
3.	Age Limit	Minimum – 25 Years Maximum –58 Years
4.	Educational Qualification	Matriculation
5.	Experience	<p>i. Must possess at least 5 years of experience in doing sports in the field of concerned game for which he/she has applied.</p> <p style="text-align: center;">And</p> <p>ii. Must have at least 5 years of experience in organization of tournaments. Proof of experience certificate to be attached.</p> <p><b>Desirable:</b> Participated in the Zonal Level or State level or National level or any other platform.</p>
6.	Mode of Selection	<p><b>Interview:-</b> The composition of the interview Board is as follows:</p> <p>i. CWO ii. Secretary, CCSCSB iii. US, WELFARE iv. SO, CCSCSB</p>
7.	Duties and Responsibilities of Convener	<b><u>Annexed below</u></b>
8.	Term of Engagement	<p>Two years.</p> <p>Note-</p> <p>1. A convener can hold the office continuously for a maximum 2 terms i.e. 4 years.</p> <p>2. If no eligible application is received in any discipline or no applicant applies for the post of convener in a particular discipline, then CCSCSB can appoint the old convener of that discipline as a special case</p>



**Duties & Responsibility of Convener**

1. The Convener 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 Convener are absolutely voluntary and should not be considered in terms of monetary returns.
3. The Convener shall be responsible for carrying out various activities with respect to the game/event with which he is concerned. This includes helping 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 composition of team shall be finalized of the Convener based on the performance of the players in the Inter-Ministrial tournament. In case of any complaint/dispute on selection process, the matter will be examined by the Board and if required, a fair trial for selection of the players may conduct through a selector of SAI or any other independent Committee in the presence of Convener and representative of the Board.
5. The Convener, in consultation with the Board will select the coach for the AICS team. The Coach must have the experience of – at least five years in the specific game.
6. Selection of the team manager or other officials shall be done by the Convener in consultation with the Board.
7. For the women team, the Coach or Manager or both should be a woman.
8. The Convener shall also be responsible for ensuring regular practice/training of the teams/players, in particular before the All India Civil Services Tournaments, etc.
9. Any other tasks for the promotion of cultural/sports activities assigned by the Board shall be carried out by the Convener.
10. The Convener shall settle the accounts, within 15days of the Tournaments. All advances if any should be cleared within 30 days under all circumstances.
11. At the close of the financial year, the Convener will have to submit an annual report in 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 suggestion in improving the game.
12. The Convener will be liable for action in case of omission of commission of any act pre-judice to the interest of the Board. In case the performance of the Convener 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.