

Annexure-I

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

(Application for the post of Convener)

1. (a) Name :
(b) Designation :
(c) Pay Level :
(d) Holding the present post since:
(e) Whether on deputation / Loan basis. (Yes/ No).....
(f) If Yes, completion date of your deputation/ loan period.....
2. Name of Administrative / Ministry/Department (with full correspondence address):
.....
.....
3. Nomination for discipline of sports:.....
4. (a) Date of Birth :
(b) Age as on 01.04.2025 :YearsMonth.....Day
5. (a) Service /Cadre of the applicant.....
(b) Is there any disciplinary action or vigilance enquiry pending against you (Yes/No).....
(c) If yes, Plz provide details/status:
6. Educational Qualification :

Passport size photo

7. Proficiency in Sports/Cultural activities :.....

S.No	Particulars	Details of Participation:-		
		How many times participated as a		
		Player	Coach	Manager
1.	Inter Ministry			
2.	AICS			
3.	National level Tournaments			
4.	International level Tournaments			
5.	Others			

8. (a) Have you previously served as Convener in CCSCSB? (Yes /No).....

(b) If yes, provide details , of years you served as convener.....
.....

(c) Have you served as a Convener for the last two consecutive terms. (Yes/No)

(d) If yes, details of years in CCSCSB i.e.

2021-2023 (Yes/No) in discipline/sports.....
2023-2025)(Yes/No) in discipline/sports.....

9. (a) Does your Ministry/ Department has its own Sports Board? (Yes/No).....

(b) If yes, Name of your sports Board?.....

(c) Have you served as a sports convener in your Ministry/Department? (Yes/No).....

(d) If yes, How many terms / years. Please specify.....

10. Whether in possession of own transport:

11. Office Telephone No:

12. Mobile No.:

13. Email.id

14. Residential Address:

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15. Any other information:

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.....

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of Personnel and Training
CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD

Room No.361, B-Wing,3rd Floor,
Lok Nayak Bhawan, New Delhi.

Dated:28.03.2025

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 in the following cultural and sports disciplines every year:

Sr.No.	Discipline	S.No	Discipline
1	Athletics	2.	Badminton
3	Basketball	4	Carrom
5	Chess	6	Cricket
7	Football	8	Hockey
9	Kabaddi	10	Kho-Kho
11	Lawn Tennis	12	Music Dance & Short Play
13	Power lifting, Weightlifting and Bench Press	14	Best Physique
15	Shooting Ball	16	Swimming
17	Table Tennis	18	Volleyball
19	Wrestling	20	Yogasana

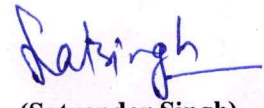
2. The Board invites nominations after every two years from dedicated volunteers **amongst the Central Government employees** to act as Conveners of various sports/games organized by the CCSCSB. The term of the current conveners appointed in 2023 was up to 31.3.2025. The Board proposes to appoint new conveners for the **years 2025-2027** and accordingly nominations are invited in the prescribed proforma (**Annexure-I**), for all the above sports and cultural activities. The applicants must be posted in Delhi only. **Separate application should be filled for each discipline.**

3. The Board is looking for experienced and dedicated conveners. The duties and responsibilities of the convener are given in (**Annexure-II**). Welfare Officers of the Ministries/Departments are requested to forward the names of deserving/suitable candidates for taking up the role of conveners after going through the qualification and experience required by the candidates in cultural and sports activities to assess their suitability to act as Convener of a particular game. Proficiency in respective discipline is necessary for nomination as Convener in the Board. It may be noted that the attached/subordinate offices must forward the names in prescribed proforma through the Welfare Officer of their controlling Ministry/Department and not directly to the Board.

4. The Board may, if required, invite the candidates for personal interaction to assess their suitability for the task to be assigned. The applications from the suitable and deserving volunteers to act as Conveners of the Cultural and Sports Committees may please be sent to the Board on or **before 24.04.2025.**

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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



(Satyender Singh)

Secretary (CCSCSB)

To

The Welfare Officers of all Ministries/Departments

DOPT Website

Notice Board of all the CCSCSB Grounds

16. I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If any point of time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date.....

(Signature of Candidate)

(Counter signature of Welfare Officer
With stamp)

Office No.....

Ministry/Department.....

.....

Duties & Responsibility of 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 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 by the Convenor 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 Convenor and representative of the Board.
5. The Convenor, 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 Convenor in consultation with the Board.
7. For the women team, the Coach or Manager or both should be a woman.
8. The Convenor 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 Convenor.
10. 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.
11. At the close of the financial year, the Convenor 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 Convenor will be liable for action in case of omission or commission of any act prejudicial to the interest 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.

13. The Selection of the AICS team will be done through the Convener. If there is any complaint of dispute during the team selection process, it can be resolved through the coach appointed by the Sports Authority of India (SAI) or an independent Committee. Re-trials can be conducted in such cases.

14. The Convener will ensure that any player selected for the AICS tournament does not participate in any other tournament. If a player is selected for another tournament during the AICS tournament, the Convener will be responsible for informing the Board on the Same day.