

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.

Dated 31.07.2020

CIRCULAR

Sub: Application for the post of Conveners in CCSCSB

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. 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.

1	Athletics	2.	Badminton
3	Bridge	4	Carrom
5	Chess	6	Football
7	Hockey	8	Kabaddi
9	Cricket	10	Swimming
11	Table Tennis	12	Lawn Tennis
13	Volleyball	14	Shooting Ball
15	Basketball	16	Wrestling
17	Power lifting & Weight lifting	18	Music Dance & Short Play

2. Presently, the posts of Convener (Lawn Tennis) and (Swimming) are vacant. Therefore, the Board proposes to appoint new Convenor for Lawn Tennis and Swimming for the remaining period of one year 2020-21 (one financial year) and seeks nominations in the prescribed proforma **(Annexure-I)**.

3. The duties and responsibilities of the Conveners are given in **Annexure-II**. The Board is looking for experienced and dedicated Conveners. Welfare Officers of the Ministry are requested to forward the name of deserving candidate for taking up the task of Convener after going through the qualification and experience required by the candidates to assess their suitability to act as Convenor of the game. Proficiency in the sport applied for 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 Convenor may please be sent to the Board on or before 17.08.2020.

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

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Annexure –I

(Application for the post of Convener)

1. Name of the Applicant
2. Name of Ministry/Department (with full address).....
.....
.....
3. Nomination for(discipline) Convener of.....
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. Mobile No.....

13. Residential Address.....

14. Any other information.....

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

Date.....

(Signature of Candidate)

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

No.....

Ministry/Department

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Forwarded to :

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

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.