

CFI/Recruitment/NCOEs/2025-26/1

25th Jan. 2026

Notification for recruitment of Senior Admin Executive – Cycling Federation of India

The **Cycling Federation of India (CFI)** invites applications from qualified and experienced professionals for the position of **Senior Admin Executive** to lead and oversee India's elite cycling performance programs.

Role Overview

The Admin Executive will be responsible for providing administrative, coordination, and office support to the Cycling Federation of India, ensuring smooth functioning of official activities, communication, and record management.

Key Responsibilities

- Handle day-to-day **administrative and office operations**
- Maintain official **records, files, correspondence, and data**
- Assist in coordination with **State / District Associations**, committees, and officials
- Support organisation of **meetings, events, camps, and competitions**
- Draft letters, notices, and official communications as required
- Assist in compliance-related documentation and reporting
- Coordinate with external agencies and service providers when required

Eligibility Criteria:

- Bachelor's degree in **any discipline** from a recognised university
- Diploma / certification in **Office Administration or Management** will be an advantage

Experience:

- Minimum **2–5 years of experience** in administrative or office management roles
- Experience in a **sports federation / association / government or autonomous body** will be preferred
- Proficiency in **MS Office (Word, Excel, Email)**



CYCLING FEDERATION OF INDIA

Pankaj Singh
President
Member Legislative Assembly, Uttar Pradesh
Ph No.: +91 120 4507793

Maninder Pal Singh
Secretary General
Ph. No. +91 8375055256

Vimal Chaudhary
Treasurer
Ph No.: +91 9837148725

- Good communication and organisational skills

Remuneration

Remuneration will be fixed in commensurate with experience and Industry Standard.

Application Process

Interested candidates can send an email your CV to secretarygeneral@cfiindia.in latest by 18th Feb. 2026.