

CFI/Recruitment/NCOEs/2025-26/1

25th Jan. 2026

Notification for recruitment of CEO – Cycling Federation of India

Cycling Federation of India invites the application for the post of “**CEO of Cycling Federation of India**” till 18th Feb. 2026

Role Overview

The CEO will lead and manage all administrative, operational and support functions of CFI, ensuring smooth day-to-day operations and enabling the organisation to meet its strategic and event-driven objectives. The role will involve designing and implementing administrative systems, policies and procedures, liaising with multiple stakeholders (government, state associations, sponsors, etc.), and overseeing office infrastructure, human resources, financial controls (administration side), and ensuring compliance with statutory/regulatory requirements.

Key Responsibilities

- Oversee and manage the administrative operations of CFI – including office facilities, vendor/contract management, travel & logistics, procurement, event support for national championships and international engagements.
- Develop, implement and maintain standard operating procedures (SOPs) for administration, ensuring efficiency, cost-effectiveness and transparency.
- Coordinate with the finance team (or ensure efficient linkage) for budgetary monitoring of administrative/operational expenses, ensuring compliance with approved budgets and financial regulations.
- Lead human-resources support for non-technical/administrative staff: recruitment, onboarding, performance management, staff welfare, training & development.
- Ensure that the organisation’s office infrastructure (IT systems, records management, security, equipment, facilities) is maintained, enhanced and aligned with best practices.
- Liaise with government bodies (e.g., the Sports Authority of India, the Ministry of Youth Affairs & Sports), state cycling associations, sponsors and other stakeholders to support administrative needs of events and programmes.
- Provide administrative support to national championships and other major cycling events (inter-state, junior, senior) organised by CFI, including logistics, accreditation, venue coordination, travel and accommodation arrangements for athletes and officials.
- Monitor compliance with statutory/regulatory requirements (such as labour laws, tax laws, government guidelines) as applicable to CFI.

- Manage and supervise the administrative team and external service providers/vendors, setting clear KPIs and ensuring high service levels.
- Prepare regular reports to senior management/executive committee on administrative functions: staffing, facilities, costs, risks, improvements.
- Drive continuous improvement initiatives – identifying administrative efficiencies, introducing digital/automated systems, optimising vendor management and cost savings.
- As required, represent CFI on administrative/logistical matters at meetings/events, and support the Secretary General/President in their engagements.

Required Qualifications & Experience

- A bachelor's degree in Business Administration, Management, Public Administration, or related field. A postgraduate qualification (MBA/PGDM) would be an advantage.
- At least **10-15 years** of progressive experience in administration/operations/office management, preferably in a large organisation (corporate or sports federation) with national-level exposure.
- Strong track record of managing administrative operations, human resources support, procurement/logistics, vendor management and infrastructure.
- Experience of working with government agencies, regulatory compliance and stakeholder management.
- Good understanding of event logistics, support frameworks for national/international sporting events is desirable.
- Excellent leadership, communication, interpersonal and organisational skills. Ability to work with multi-disciplinary teams, manage multiple projects simultaneously and perform under deadlines.
- Strong analytical and problem-solving skills; ability to identify inefficiencies, recommend improvements and drive implementation.
- High integrity, professionalism and commitment to the values of sport (fairness, transparency, accountability).

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.