

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER  
PRAKASAM DISTRICT :: ONGOLE**

Present: Smt C.V.Renuka, M.Sc., B.Ed.,

Rc.No.1980/SGF/C4/2026

Date:07.07.2026

Sub:	School Education - SGF AP - Appointment of District School Games Secretaries for the period 2026-27 - Selection Based on Merit - Instructions - Issued-Reg.
Ref:	Proc.Rc.No.3305247-SECY-SGF-CSE, Date: 05.07.2026 of the director of School Education, A.P., Amaravati.

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**ORDER:**

In pursuance of the above reference cited, the Director of School Education, A.P., Amaravati has informed that to appoint new District School Games Secretaries through a merit-based selection process strictly following the guidelines and parameters specified in the Annexure attached to the proceedings.

In this regard, it is desired to revise certain norms and guidelines for appointing new District School Games Secretaries based on a holistic and merit-based guidelines.

The selection will prioritize the following criteria:

- Educational qualifications
- Personal sports achievements
- Organizational and leadership skills
- Student performance in school-level sports
- Discharge of regular school duties
- Active involvement in school sports activities

Hence, the Comprehensive approach is designed to ensure effective coordination of **School Games** at the **Mandal, Constituency, Divisional, District, State, and National levels**, and to promote all **Physical Education-related initiatives** in the Prakasam district. This initiative is aimed at **strengthening the school sports ecosystem** across the state through the transparent, performance-driven appointments.

**Eligibility:**

- School Assistant (Physical Education)/ Physical Education Teachers (Govt/ZPP/Municipal) are eligible to apply.

**Terms and conditions while appointing District School Games Secretaries for Under-14, Under-17, and Under-19 categories:**

1. Applications are invited from all interested and eligible Male/Female Physical Education Teachers for the post of District School Games Secretary (DSGS) (Admin / organiser).
2. School Assistants (Physical Education), PETs, and Junior Lecturers in Physical Education, who have previously worked as District School Games Secretaries, are NOT eligible to apply for the DSGS post as per norms.

3. **Computer knowledge** should be required, an interview will be conducted at the office of the Director of School Education, Amaravati.
4. The tenure of the post of District School Games Secretaries U 14,17,19 is one year 2026-2027.
5. The District School Games Secretary post is purely selection post. There are no statutory rules for this post.
6. Preference should be given to Physical Education Teachers (SA (PE)/PET) working in Government, Zilla Parishad, and Municipal management schools for the posts of Under-14 and Under-17 School Games Secretaries. For the Under-19 category (Erstwhile districts) Junior Lecturers in Physical Education working in Government Junior Colleges/APSWR/APREIS Junior Colleges should be nominated. U – 19 Secretary who worked in the year 2025-2026 as SGF Secretary shall be replaced.
7. In the event that a Junior Lecturer in Physical Education is not available to serve as the Under-19 Games Secretary in any Junior College, the concerned District Intermediate Educational Officers are requested to immediately inform this office. This will facilitate the allocation of additional responsibilities to the Under-14, Under-17 Games Organizing Secretary Erstwhile, ensuring the smooth and effective conduct of games and sports activities.
8. Any individual against whom disciplinary action has been initiated by the competent authority and is in pending, shall not be eligible for appointment as District School Games Secretary.
9. Any negligence in discharge of duties or involvement in irregularities by the District School Games Secretary shall render them liable for termination from the post at any time without prior notice.

#### **Roles and Responsibilities of District School Games Secretaries (DSGS)**

- The District School Games Secretary – Admin (Female) is held responsible for fair selection and constitution of selection committee members in all level competition with qualified Technical officials and send teams to the inter District and to National teams for girls' (U-14,17) players and eligibility forms also counter signed by the Admin Secretary.
- The District School Games Secretary – Organiser (Male) is held responsible for fair selection and constitution of selection committee members in all level competition with qualified Technical officials and send teams to the inter District and to National teams for boys (U-14,17) players and eligibility forms also counter signed by the Organising Secretary.
- During participation in SGF tournaments at all levels, special care shall be taken for girl students, and they shall be accompanied by responsible female Physical Education Teachers. No private or unauthorized persons shall accompany either the girls' or boys' teams. The team managers and coaches shall exercise utmost responsibility from the commencement of the journey until the completion of the tournament. They shall also ensure the safe return of all participants, and shall remain responsible for the girls' and boys' teams until they reach their respective homes safely. The admin secretary is held responsible for girls players and the organizing secretary is responsible for boys players.

- In case of U-19, only Erstwhile District School Games Secretary, shall be nominated.
- Prepare and implement the District Physical Education and Sports Calendar in alignment with the State Calendar issued by the SGF-AP.
- Coordinate with Mandal and Divisional Sports Coordinators and officials for smooth conduct of school games and selection trials.
- Organize tournaments and selection events at Mandal, Divisional, District levels for Under-11, 14, 17, and District level for Under 19 Boys and Girls.
- Ensure adequate arrangements for venues, logistics, equipment, and technical officials to facilitate the smooth conduct of tournaments from Mandal level to National level.
- Supervise the selection of district teams for participation in state-level and national-level school games.
- Monitor and ensure player registration through LEAP App and SGFI portal as per official timelines.
- Nominate or accompany escorts/coaches/officials for state and national-level tournaments.
- Maintain proper documentation and reporting, including Player participation lists and result reports, Certificate registers (Participation and Merit), Bills and cash book, Acquaintance register, Monthly Work Done Reports (to be submitted before the 5th of every month)
- Coordinate and monitor the implementation of the Physical Education Calendar of Activities in all schools.
- Promote and support regular sports practice, inter-school competitions, and talent identification.
- Assist schools in play field development and maintenance, including markings and equipment upkeep.
- Conduct awareness programs, orientation sessions, and fitness campaigns for SA PE, PETs, students, and school staff.
- Ensure proper behavior and discipline during tournaments, and compliance with SGFI norms and department guidelines.
- Act as a liaison with the District Educational Officer (DEO) District Intermediate Educational Officer (DIEO), and State SGF office for coordination and approvals.
- Monitor and provide support for the implementation of Mid-Day Meals (MDM) to School Games Players.
- Report any irregularities, negligence, or non-compliance observed in Physical Education or MDM supervision in the district.
- The District School Games Secretary must submit a monthly work report on or before the 5th of every month along with the report, an attendance certificate should be obtained from the District Educational Officer for Under-14 and Under-17 categories, and from the District Intermediate Educational Officer for the Under-19 category.
- The above-mentioned documents must be submitted without fail to the Secretary, SGF AP, O/o Commissioner of School Education.
- In the absence of any scheduled School Games activities, the respective District School Games Secretaries (U-14, U-17, and U-19) shall attend to their regular duties at their respective schools/colleges.


Further, all the Deputy Educational Officers and Mandal Educational Officers

(Erstwhile) in the Prakasam District are instructed to issue instructions to the Headmasters in their jurisdiction to obtain the applications from interested School

Assistants (Physical Education)/ Physical Education Teachers (One Male (Organiser) & One Female (Admin) (U-14, 17), Lecturer in Physical Education (only one) (U-19) for the appointment of District School Games Secretaries and list submitted to this office on or before **07.07.2026**.

Non Compliance with these instructions will be viewed seriously.

Encl: Annexure

  
District Educational Officer,  
Prakasam District, Ongole.

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To

All the Deputy Educational Officers in the Erstwhile Prakasam.

All the Mandal Educational Officers in the Erstwhile Prakasam.

Copy to

All Headmaster through Mandal Educational Officers in the Erstwhile Prakasam

Copy submitted to the Director, Board of Intermediate Education, A.P., for information.

Copy submitted to the District Collectors and Magistrate Prakasam District, Ongole for information.

### Annexure

Guidelines and parameters specified appointment of District School Games Secretaries.

- Any SA (Physical Education)/ PET Eligible for applying DSGS
- A Scoring System (Parameters points 85 + Interview 15 = Total of 100 points) is to be implemented for selection of District School Games Secretaries.
- Only the highest eligible mark in each parameter shall be considered.

#### Scoring System (Total 100 Points)

S.No	Parameter	Max. Marks	Remarks
I	Professional Qualifications	05	See table below
II	Additional Professional Qualifications	05	See table below
II	Personal Sports Achievements	20	See table below
III	Organizational Skills	05	Based on events conducted (2022-23 to 2025-26)
IV	Student Achievements	30	See table below (2022-23 to 2025-26)
V	Commitment to School duty	05	Teachers Attendance 2024-25 & 2025-26
VII	Interview/Group Discussion/ Personal Interview	30	Conducted at the office of the DSE(AP)

#### I. Professional & Additional Professional Qualifications & Awards (Max: 5 Points)

(Enclose the Attested Certificate)

S.No.	Qualification	Points
1	Ph.D	05
2	M.Phil.	04
3	M.PEd	03

#### II. Additional Professional Qualifications & Awards (Max: 5 Points)

(Enclose the Attested Certificate)

S.No.	Qualification	Points
1	Regular NIS / International Referee/ National Best Teacher Award	05
2	Six-week NIS / National Referee / State Best Teacher Award	04
3	SGF AP Team Coach / Manager / District Best Teacher Award	03

#### III. Personal Achievements in Sports (Max:20 Points)

(Enclose the Attested Certificate)

Level	Gold	Silver	Bronze	Participation
International	20	19	18	17
National	16	15	14	13

All India University	12	11	10	09
State	08	07	06	05
Inter University	04	03	02	01

#### IV. Organizational Skills (Max:5 Points)

Points awarded based on the **highest level of tournaments conducted between 2022 to 2025** (Enclose necessary proofs as organizer)

LEVEL	POINTS
NATIONAL	05
STATE	04
DISTRICT	03
CONSTITUENCY	02
MANDAL	01

#### V. Student Achievements (Max: 30 Points)

(Attested Copies of the certificates may be enclosed)(2022-2025)

S.No	Achievement	Allotment of points to each player
1	National Level Gold Medal (Max:3 Players)	10
2	National Level Silver Medal (Max:5 Players)	06
3	National Level Bronze Medal (Max:6 Players)	05
4	National Level Participation (Max:10 Players)	03
5	State Inter - District Gold Medal (Max:15 Players, 5 per game)	02
6	State Inter - District Silver Medal (Max:30 Players, 5 per game)	01
7	State Inter - District Bronze Medal (Max:60 Players, 5 per game)	0.5
8	State Inter - District Participation (Max:120 Players, min 10 per games, max 12 players per game)	0.25

#### VI. Commitment to school duty (Max : 05 Points)

Physical Education Teachers Attendance for the year 2024-25 & 2025-2026 (Certified by the Headmaster, only Physical Attendance)

Sl.no	2024-25	2025-26	Two years average	Points
1	≥ 200 Days	≥ 200 Days	≥ 200 Days	05
2	≥ 195 Days	≥ 195 Days	≥ 195 Days	03
3	≥ 190 Days	≥ 190 Days	≥ 190 Days	

- Only actual working days attended will be considered (based on School


Attendance records)


- Casual leave, Medical Leave, and Special Duty days will be excluded from the count.

**VI. Interview (Group Discussion/Personal Interview – 30 Marks)**

Interview conducted by the Director of School Education, A.P.

**Note:** In case of getting equal marks between SA(PE)s, PETs, the SA(PE) shall be appointed and in the rest of cases, cadre senior shall be appointed.

  
District Educational Officer,  
Prakasam District, Ongole.

  
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