

Vacancy for the Following Posts

Bihar Cricket Association invites Application for the following Posts from the desirous eligible candidates:

1. Office Executive-----One Post
2. Executive Assistant-----One Post
3. Peon-Cum-Pantry Helper-----One Post

Company Profile: Bihar Cricket Association is an Affiliate Member of BCCI as Full Member, which is solely responsible to run the affairs of Cricket Administration and activities related with it.

Academic Qualification (For the Post of Office Executive):

- a) Bachelor's Degree or equivalent
- b) Diploma in Computer Application
- c) Basic knowledge of Law of Land and mandatory Legal compliances
- d) Basic Knowledge of dealing with Files of requisition, logistic & work /supply order etc.
- e) Basic Knowledge of Cricket/Sports/General Administration and its activities
- f) Well versed in English and Hindi typing, speaking and writing

Extra qualification:

- a) Presentable Personality with basic mannerism /etiquette to interact with visitors.
- b) Basic knowledge of Accounts
- c) Strong Communication, organizational, time-management and problem-solving skills
- d) High level of discretion and ability to handle confidential information.

Experience:

1. Candidates having work Experience in field of Sports, Hospitality and Corporate sector shall have the preference/ additional advantage.

Academic Qualification (For the Post of Executive Assistant):

- a) Intermediate and Above.
- b) Knowledge of Computer
- c) Basic knowledge of Law of Land and mandatory Legal compliances
- d) Basic Knowledge of initiating Files for requisition, work /supply order etc.
- e) Basic Knowledge of Cricket/Sports/General Administration and its activities
- f) Well versed in English and Hindi typing, speaking and writing

Qualification (For the Post of Peon-Cum-Pantry Helper)

- a) Matric pass having knowledge of writing in Hindi
- b) Basic Knowledge of handling day to day work in office like carrying the office files, making Tea, Coffee & light snacks and serving to the visitors. Helping/Assisting in Office Pantry etc.
- c) Knowledge of riding a bicycle.

Desirous candidates are required to submit all supporting documents along with their Resume latest by 23rd November, 2025 vide mail to **bcaoffice@biharcricketassociation.com** or in hard copy to the office of Bihar Cricket Association, 45/C, Patliputra Colony, Patna-800013 super scribing “Application for the Post of Office Executive / Executive Assistant/Peon-cum-Pantry Helper” whichever is applicable.

Note: Bihar Cricket Association reserves the right of accepting and/or rejecting all the Applications without assigning any reason thereof.

By the Order of the Bihar CA