



Affiliated to BCCI

bca@biharcricкетassociation.com

RECRUITMENT NOTICE

URGENT RECRUITMENT

The Bihar Cricket Association (BCA) invites applications from suitably qualified, experienced and competent candidates for the following positions:

1. CHIEF EXECUTIVE OFFICER (CEO) - No. of Posts: 01

Educational Qualification

Post-Graduate Degree in Management from a recognised University/Institution.

Experience and Competencies

The candidate should possess:

- A.** Minimum 5 years of experience in a senior/top management position with a reputed and professionally managed organisation.
- B.** Knowledge of and familiarity with cricket and/or other sports.
- C.** Understanding of the financial position, financial management and fiscal direction of the Association.
- D.** Knowledge and understanding of cricket administration, sports administration and organisational policies.
- E.** Clear understanding of roles, division of responsibilities, reporting structure and institutional hierarchy.
- F.** Familiarity with applicable regulatory, statutory and legal responsibilities and the associated risks and compliance requirements.
- G.** Excellent communication and drafting skills in Hindi and English. Knowledge of regional language(s) of Bihar shall be desirable.

Role and Scope of Work

The day-to-day management of the affairs of the Bihar Cricket Association shall vest in the full-time CEO.

The CEO shall perform such functions and exercise such responsibilities as are prescribed under Clause 26 of the Rules & Regulations of the Bihar Cricket Association, and/or as may be assigned, authorised or determined by the competent authority of the Association from time to time.

Remuneration: Negotiable

2. GENERAL MANAGER – HR/ADMIN - No. of Posts – 01

A. Educational Qualification

Post-graduate degree from a recognized university/institute. Preference will be given to candidates with an MBA in HR, Administration, or Management

BIHAR CRICKET ASSOCIATION

45-C, Patliputra Colony, Patna - 800 013, Bihar, India 📞 6123180395, website: www.biharcricкетassociation.com



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B. Professional Experience

At least 8–10 years of relevant administrative/management experience. Of this, at least 3–5 years of experience in a senior management or managerial position.

C. Administrative Skills - The candidate should possess significant experience in the following areas:

- * Office & Administration Management
- * Human Resource & Manpower Management
- * Staff recruitment, supervision, and performance management
- * Coordination with government/statutory authorities
- * Documentation, correspondence, and record management
- * Basic understanding of budgets and administrative expenditure
- * Knowledge and understanding of cricket administration, sports administration and organisational policies.

D. Communication

Good communication and drafting skills in Hindi and English. Knowledge of the regional language of Bihar is desirable.

- E. The GM (HR/Admin) shall have the functions as depicted in clause 26 of the Rules & Regulations of Bihar Cricket Association and/or as decided by the Bihar Cricket Association from time to time.

Remuneration: Negotiable

3. MANAGER - No. of Posts: 02

A. Educational Qualification

Postgraduate Degree from a recognised University/Institution.

B. Professional Experience

At least 3-5 years of relevant administrative/management experience. Of this, at least 2-3 years of experience in a senior management or managerial position.

C. Management and Administrative Competencies - The candidate should possess relevant experience in:

- * Office, Administration, Technical & Infrastructure Management
- * Coordination with government/statutory authorities
- * Documentation, correspondence, and record management

D. Communication

Good communication and drafting skills in Hindi and English are essential. Knowledge of the regional language(s) of Bihar shall be desirable.

E. Role and Scope of Work

The Managers shall perform such functions and exercise such responsibilities as are prescribed under Clause 26 of the Rules & Regulations of the Bihar Cricket Association, and/or as may be assigned or determined by the Association from time to time.

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Remuneration: Negotiable

GENERAL TERMS & CONDITIONS

1. Eligibility as on the Last Date of Application

Candidates must fulfil all the prescribed educational qualifications, professional experience and other eligibility requirements for the respective position as on the last date prescribed for submission of applications. Candidates who do not satisfy the prescribed eligibility criteria as on such date shall not be eligible for consideration.

2. Submission of Application and Supporting Documents

Applications must be accompanied by a detailed and updated Curriculum Vitae (CV)/Resume and self-attested copies of all relevant documents supporting the candidate's educational qualifications, professional experience, and other credentials claimed in the application. The Association may require candidates to produce the original documents for verification at any stage of the recruitment process.

3. Mode and Address for Submission of Application

Applications may be submitted by email to bca@biharcricketassociation.com. Alternatively, applications may be submitted in hard copy at the following address:

Bihar Cricket Association
45/C, Patliputra Colony,
Patna – 800013, Bihar.

Candidates shall be responsible for ensuring that their applications, along with all required documents, are duly submitted within the prescribed time and are received by the Association.

4. Last Date and Time for Submission of Application

The last date and time for submission of applications shall be 15.09.2026 up to 2:00 PM. Applications received after the prescribed date and time shall not ordinarily be considered. The Association shall not be responsible for any delay in transmission, delivery or receipt of an application for any reason whatsoever.

5. Interview and Verification of Documents

The interview is scheduled to commence from 16.09.2026 at 11:00 AM onwards at the office of the Bihar Cricket Association, 45/C, Patliputra Colony, Patna – 800013. Candidates for interview shall be required to appear personally at the BCA Office. Candidates shall be required to produce the original certificates, documents and credentials submitted in support of their applications for verification, whenever called upon to do so.

6. Right to Accept, Reject, Modify or Cancel the Recruitment Process

The Bihar Cricket Association reserves the right, at its discretion, to accept or reject any application or all applications, with or without assigning any reason, and to cancel, modify, defer, suspend or otherwise alter the recruitment process, either wholly or partly, at any stage, without incurring any liability or obligation towards any applicant.

7. Compliance with BCA Rules and Urgent Requirement

Candidates appointed to any of the advertised positions shall be required to comply with the Constitution, Rules and Regulations, policies, procedures, administrative instructions, codes, directions and decisions of the Bihar Cricket Association, as amended or applicable from time to time. The



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requirement for the advertised positions is urgent and, accordingly, the Bihar Cricket Association reserves the right to conduct and conclude the recruitment process on an expedited basis, including scrutiny, shortlisting, and interviews.

8. The Association's requirement for the above positions is urgent, and the recruitment process may be completed on an expedited basis.

By Order
Bihar Cricket Association
Patna