



# THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the board of Control Cricket in India)

Date:20-09-2025

## Notification for Appointment - legal Assistant

The Hyderabad Cricket Association (HCA) invites applications from eligible candidates for the position of **Legal Assistant** on the following terms and conditions:

### Background & Requirement

The HCA is currently engaged in multiple legal matters, including age discrepancies, vendor payments delay, petitions before various courts by various clubs, regulatory compliance etc. To effectively coordinate with the available legal counsels, a dedicated Legal Assistant is required.

This role will be a full-time employment position with an initial probation period of six months, after which the candidate may be confirmed as a permanent employee based on performance.

### Eligibility & Qualifications

- Bachelor's Degree Law ( LLB) from a recognized University.
- Enrolment with Bar Council (preferred, though not mandatory).
- Minimum 1-3 years of practical experience in drafting, filing, and handling legal documentation.
- Strong knowledge of legal drafting (Petitions, counters, contracts, MoUs, notices, etc.).
- Familiarity with compliance under BCCI guidelines and HCA Memorandum & Rules will be an added advantage.
- Proficiency in English (written and spoken) and usage of MS Office
- Integrity and confidentiality are essential qualities for this role.

### Job Description

- Assist in drafting petitions, counters, legal notices, and agreements as directed by the Legal Counsel Prepare agendas, minutes, and follow-up documentation for Apex Council meetings.
- Coordinate with multiple legal counsels engaged by HCA for ongoing cases.
- Maintain systematic legal records, case trackers, and filing systems.
- Assist the legal Counsel in research, preparation of briefs, and compliance matters.

Rajiv Gandhi International Cricket Stadium, Uppal, Hyderabad - 500 039 Telangana State

E-mail: [hycricket@rediffmail.com](mailto:hycricket@rediffmail.com), website: [www.hycricket.org](http://www.hycricket.org)

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- Ensure timely filing of petitions, replies and other statutory requirements.
- Provide administrative/legal support to the CEO and Apex Council through the Legal Counsel

## **Terms of Appointment**

- ❖ Appointment will be on full time employment basis
- ❖ Initial probation of 6 months extendable based on the performance.
- ❖ Upon successful completion of probation, the appointment will be confirmed as permanent, in line with the HCA policies.
- ❖ Remuneration will be commensurate with qualification and experience, as per HCA norms.

## **Application Process**

Eligible candidates may submit their applications with updated CV, educational certificates, and proof of experience in a sealed envelope addressed to:

To,

**The Hyderabad Cricket Association**

**Rajiv Gandhi International Cricket Stadium.**

**Uppal, Hyderabad 500039, TG State**

**Last Date of Submission:** 30th September 2025

**Mode of Submission:** One copy of the proposal along with required attachments as per eligibility in the inward section of HCA, RGICS Uppal and/or one copy of the same along with required attachments as per eligibility at email: [hydcaupdates@gmail.com](mailto:hydcaupdates@gmail.com).

Above all, integrity and ethical conduct are mandatory qualities for this role. While not a technical Qualification, adherence to the highest standards of honesty and confidentiality shall be treated as a core requirement

For Hyderabad Cricket Association

SD/-

Imtiaz Khan, Interim CEO, HCA

**Rajiv Gandhi International Cricket Stadium, Uppal, Hyderabad - 500 039 Telangana State**

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