



THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the board of Control Cricket in India)

Date:20-09-2025

Notification for Appointment - Stenographer

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

Background & Requirement

- HCA continues to function in a largely paper-based and correspondence-driven environment. On a frequent basis, numerous approvals, meeting minutes, and documentation for Apex Council meetings, other official correspondence needs to be prepared. In addition, there are large volumes of official correspondence, including:
- Replies to requests and representation') from clubs and members.
- Drafting letters to government authorities, police, and other agencies for match-related arrangements (e.g., bandobast, permissions).
- Preparing customized responses to in coming communications.
- Assisting in the preparation of agenda, minutes, and decisions for Apex Council meetings.
- Given the increasing administration and communication load, a dedicated Stenographer is required to support the CEO, Apex Council Members, and office staff in ensuring accuracy, speed, and professionalism in all documents and correspondence.

Eligibility & Qualifications

- Graduate from a recognized University.
- Proficiency in shorthand (English) with a minimum speed of 80 w.p.m.
- Typing speed of 40 w.p.m. with strong MS Office skills (Word, Excel, Outlook).
- Minimum 2 years of experience in stenography or secretarial/administrative support role.
- Familiarity with HCA Memorandum, Rules & Bylaws (2018) and ability to apply them in official communication (available on HCA website).
- Strong organizational and communication skills.
- Integrity and confidentiality are essential qualities for this role.

Job Description

- Draft, type finalize official correspondence, approvals, and notices on behalf of CEO and Apex Council
- Prepare agendas, minutes, and follow-up documentation for Apex Council meetings.
- Maintain systematic filing and documentation of all official communication.

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

E-mail: hycricket@rediffmail.com, website: www.hycricket.org

Estd. 1934



THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the board of Control Cricket in India)

- Assist in drafting letters to clubs, members, government departments, and law enforcement agencies for match-related and administrative requirements.
- Ensure timely preparation and dispatch of communication (letters, emails, circulars).
- Maintain confidentiality of sensitive communications and documents.
- Provide stenographic and administrative support to senior officials as required.
- Demonstrate integrity and discretion in handling all communications.

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.

For Hyderabad Cricket Association

SD/-

Imtiaz Khan, Interim CEO, HCA

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

E-mail: hycricket@rediffmail.com, website: www.hycricket.org

Estd. 1934