



# THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the board of Control Cricket in India)

## Notification for Appointment

The Hyderabad Cricket Association (HCA) invites applications from qualified candidates for the positions of Procurement Assistant and Junior Accountant, to be based at the Rajiv Gandhi International Cricket Stadium, Uppal, Hyderabad.

### Procurement Assistant

#### Role Purpose

The Procurement Assistant will support the Hyderabad Cricket Association's procurement function by handling day-to-day purchasing activities, ensuring timely supply of goods and services, maintaining vendor records, assisting in tender/quotation processes, and ensuring compliance with expenditure checklists pertaining to procurement and HCA MOA and Rules and Regulations.

#### Key Responsibilities

##### **1. Procurement Support**

- Assist in obtaining quotations, preparing comparative statements, and placing purchase orders.
- Maintain updated vendor databases and assist in vendor registration and evaluation.
- Support in coordinating with vendors for timely supply and delivery of goods/services.
- Follow up with suppliers regarding order status, delays, or discrepancies.
- Ensure compliance with HCA rules, financial guidelines, and audit requirements.

##### **2. Inventory & Stores Coordination**

- Work closely with the Stores Department to track stock, issue material requests, and reconcile inventory with procurement.
- Maintain purchase records and update procurement logs for transparency.

##### **3. Financial & Documentation Support**

- Maintain files for audit, including purchase orders, quotations, approvals, and invoices.
- Coordinate with Accounts Department in processing vendor bills and payments pertaining to procurement.
- Ensure all procurement-related documents are properly filed and digitized for easy retrieval.



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## 4. Operational Support

- Provide procurement support for tournaments, camps, matches, and events (e.g., catering, logistics, cricketing equipment, ground material).
- Liaise with departments such as Admin, Cricket Operations, and Grounds for procurement requirements.

## 5. Key Skills & Competencies

- Strong organizational and record-keeping skills.
- Knowledge of procurement procedures and vendor management.
- Basic understanding of tendering and quotation processes.
- Proficiency in MS Office (Word, Excel, PowerPoint) and ERP/Procurement software (preferred).
- Ability to multitask and work under pressure during peak cricketing seasons.
- Integrity, confidentiality, and adherence to financial discipline.

## Qualifications & Experience

- Bachelor's degree in Commerce / Business Administration / Supply Chain Management or equivalent.
- 3–5 years of experience in procurement, stores, or administration (sports/association experience preferred).
- Familiarity with accounting processes and audit compliance is an advantage.

## Terms of Appointment

- Appointment will be on a full-time basis, as per HCA norms.
- Initial probation of six months, with performance-based confirmation.
- Remuneration will be commensurate with qualifications and experience.

## Application Process

Eligible candidates may submit their detailed 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 500 039**

**Telangana State**

**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)**

**Estd. 1934**



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**Last Date of Submission:** 27.01.2026

**Mode of submission:** One copy of the proposal along with required attachments as per eligibility at 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).

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***Hyderabad Cricket Association***



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## Junior Accountant

### ◆ **Professional Summary**

Detail-oriented Junior Accountant with hands-on experience in accounting operations, reconciliations, statutory compliance support, and use of accounting software. Capable of maintaining accurate financial records and coordinating with internal and external stakeholders.

### ◆ **Key Skills (Confirmed)**

- Financial reporting and reconciliation
- Accounts payable and receivable management
- General ledger maintenance
- Payroll support
- Working knowledge of Tally Accounting Software (Tally ERP / Tally Prime)
- Working knowledge of MS Excel, Word, and email communication
- Strong analytical and problem-solving abilities

### ◆ **Scope of Work**

- Recording day-to-day accounting transactions in Tally ERP
- Preparation, verification, and maintenance of:
  - Payment vouchers
  - Receipts
  - Supporting documents
- Assistance in preparation and filing of GST Returns
- Preparation of:
  - Bank Reconciliation Statements
  - TDS reconciliation (Form 26Q / 24Q)
  - GST reconciliation
- Assisting in preparation of:
  - Monthly accounts
  - Trial Balance
  - Year-end accounts
- Coordination with:
  - Internal departments
  - Consultants
  - Auditors

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## ◆ Education

**Bachelor's Degree in Accounting / Finance / Commerce**

## ◆ Work Experience

- **Minimum 5 years of experience in Accounts and Finance**
- **Experience in handling:**
- **Tally Accounting Software (ERP / Prime)**
- **GST and TDS compliances**

## ◆ Other Requirements

- **Ability to work with financial data accurately**
- **Professional communication and coordination abilities**

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