



Jammu & Kashmir Cricket Association

(Affiliated to the Board of Control for Cricket in India)

Headquarters: Pavilion Building, Hostel Ground, GGM Science College, Jammu – 180016

Srinagar Office: Sher-i-Kashmir Cricket Stadium, Sonwar, Srinagar – 190001

Tel.: 0191-4015572 | Mob.: 8899002224

Ref. No. JKCA/Secy/Jmu/2026/837

Dated 09-10-2026

Job Advertisement

Senior Office Executive

Jammu & Kashmir Cricket Association (JKCA)

The Jammu & Kashmir Cricket Association invites applications from qualified and experienced candidates for the position of **Senior Office Executive (G-7)** to support the **offices of the Honorary President and Honorary Secretary** on contractual basis. *Probation period – six months or earlier based on performance.*

About the Role

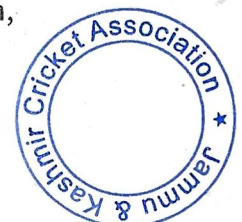
The Senior Office Executive will be responsible for the efficient administration of the President's and Secretary's offices. The role demands strong organisational skills, excellent command of English (both spoken and written), proficiency in office procedures, and the ability to manage official records, correspondence, and digital/social media platforms with accuracy and confidentiality.

Key Responsibilities

- Manage day-to-day administrative operations of the offices of the Honorary President and Honorary Secretary.
- Maintain accurate, organised, and confidential records, files, and official documents.
- Draft and process official letters, emails, circulars, minutes, reports, and other correspondence in clear and professional English.
- Handle all incoming and outgoing communications and ensure timely follow-up.
- Manage and update digital and social media platforms associated with the Association / offices of the President and Secretary.
- Coordinate meetings, appointments, travel, and official events.
- Support office procedures, document management, and compliance with organisational protocols.
- Prepare agendas, record minutes, and track action points for relevant meetings.
- Ensure confidentiality, data security, and proper archival of sensitive records.
- Liaise with internal and external stakeholders as required.

Qualifications & Requirements

- Bachelor's/Post Graduates degree in any discipline (preferably Administration, Management, Communications, or related field).





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- Minimum 5–7 years of relevant experience in a senior administrative / executive assistant / office management role (experience in sports associations, institutional, or government settings preferred).
- Excellent spoken and written English with strong drafting and communication skills.
- Sound knowledge of office procedures and record-keeping systems.
- Proven ability to draft professional letters, emails, reports, and official correspondence.
- Adept at handling digital platforms and social media channels.
- Proficiency in MS Office Suite and digital document management tools.
- High level of discretion, organisational ability, attention to detail, and ability to work independently under pressure.
- Familiarity with cricket administration or sports governance will be an added advantage.

How to Apply

Interested candidates meeting the above criteria may send their detailed résumé along with a cover letter to ceo.jkca@gmail.com with the subject line “**Application for Senior Office Executive – JKCA on or before 18th October 2026.**”

Location: Jammu

Only shortlisted candidates will be contacted.

Sd/-

Honorary Secretary

Jammu & Kashmir Cricket Association

