



GOA CRICKET ASSOCIATION

PORVORIM - GOA.

Date: 21/02/2023

Job Openings for Goa Cricket Association (GCA)

- **Store Keeper (1 Post)**
- **Maintenance Supervisor (1 Post)**
- **IT Administrator (1 Post)**
- **Office Assistant (1 Post at South Goa)**

Goa Cricket Association (GCA) is seeking motivated individuals to join our team as Store Keeper, Maintenance Supervisor, IT Administrator and Office Assistant

1. Store Keeper: Responsibilities include maintaining accurate inventory records, receiving and storing supplies, conducting regular stock checks, and ensuring the cleanliness of the storage area. Age 25-35 years, Requirements include Graduation in any stream. 5 years of experience in storekeeping or inventory management, and good organizational skills.

2. Maintenance Supervisor: Responsibilities include maintaining and repairing mechanical, electrical, and plumbing systems, conducting routine checks, troubleshooting technical issues, and maintaining accurate maintenance records of Machines and Ground Equipment's. Age: 25-40 years. Requirements include a minimum qualification of 12th having Knowledge in Maintenance work, 3 years of experience in a maintenance role, and strong technical skills. I.T.I. passed is preferred.

3. IT Administrator: Responsibilities include installing, configuring, and maintaining computer hardware, software, and networks, managing user accounts, monitoring system performance, and providing technical support. Age: 25-40 years. Requirements include a Bachelor's degree or Diploma degree in Computer Science or related field, 3 years of experience in an IT administration role, and strong technical skills.

4. Office Assistant: Age: 25-40 years. Requirements include 12th Pass (Any Stream), Excellent communication and interpersonal skills, Ability to multitask and prioritize in a fast-paced environment etc. Fresher can apply.

Please submit your resume and covering letter to office of Goa Cricket Association Porvorim on or before 25th Feb 2023.

Sd/-

Rohan Gauns Dessai
Hon. Secretary



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ASSOCIATION**
PORVORIM - GOA.

CORRIGENDUM

Reference:- Our advt Published in the "The Navhind Times" and "Gomantak (Marathi)", dated 22/02/2023 for the post of **Store Keeper, Maintenance Supervisor, IT Administrator and Office Assistant.**

The Age limit should be read as "**21 to 40 years**" for **Store Keeper, Maintenance Supervisor, IT Administrator and Office Assistant post** instead of "**25 to 35 years and 25 to 40 years**" and the Last date to apply for **Store Keeper, Maintenance Supervisor, IT Administrator and Office Assistant** should be read as "**27/02/2023**" instead of "**25/02/2023**".

Sd/-

Rohan Gauns Dessai

Date: 23/02/23

Hon. Secretary