



# MADHYA PRADESH CRICKET ASSOCIATION

Holkar Stadium, Race Course Road, Indore (Madhya Pradesh, India)  
Tel : 0731 – 2543602 | Email : secretary@mpcaonline.com

## DOCUMENT DETAILING ROLE / RESPONSIBILITY / PRE-REQUISITE FOR RECRUITMENT

### POST : ASSISTANT MANAGER

(ISSUED FREE OF COST BY WAY OF WEBSITE DISPLAY IN FURTHERANCE OF WANT-AD ISSUED BY MPCA ON 12.5.2023)

Madhya Pradesh Cricket Association, a not-for-profit organisation being a 'Society' registered under the MP Societies Registration Act 1973, and having headquarter at Indore (Madhya Pradesh), invites application / CV for the post of '**ASSISTANT MANAGER**' at headquarter. The brief for this role is as follows.

#### **A. Role, Principal Responsibilities (include but are not limited to) -**

**Role:** Act as the executive assistant to the office-bearers, and handle routine office administration and compliances of office procedures/rules etc.. The '**Admin. & Compliance Officer**' shall be **responsible** for –

1. All type of secretarial and administration tasks, handling correspondence etc. of behalf of the MPCA office-bearers and the CAO.
2. Attending meetings and preparing draft minutes / notes along with follow-up action plans.
3. Managing / coordinating daily tasks of the office-bearers, assist for travel etc.
4. Coordination and liaison work for office-bearers for international matches and other events of MPCA.
5. Any other task as assigned by the office bearers / CAO
6. Content creation and operations of MPCA website and other social media platforms.
7. Understanding policies and procedures of MPCA to ensure compliance with all related laws/rules/regulations etc.

Essentially, it is role that entails sports / cricket related works round the year.

#### **B. Minimum Education, Knowledge, Skill sets, and Experience: The candidate should -**

1. Be a graduate from reputed university / institution with good drafting and verbal communication skills in English and Hindi. Preference could be given to qualification in sports administration.
2. Aged between 25 and 40 years, preferably a male candidate, resident of Indore.
3. Experience of handling similar work and connect with cricket / other sports shall get additional weightage.

#### **C. Conditions of employment -**

1. It shall be a biennial contract with the clause of 6-month probation in the initial year, and contract extension clause upon satisfactory performance of term, which shall be solely at the discretion of the MPCA Management.
2. The shortlisted candidate shall be invited for personal interview (*without cost to MPCA*)
3. Consolidated honorarium / salary shall be upto Rs. 40,000/- per month, which shall commensurate with qualifications and experience.

Candidates willing to handle the role-responsibilities, and complying with the pre-requisites in terms of education/knowledge/skill set/experience may submit application and detail CV (with min. details as listed below) to: **Hon. Secretary, Madhya Pradesh Cricket Association**. The application, along with details, should be submitted in a sealed envelope mentioning '**Application for post of ASSISTANT MANAGER**' at the office of MPCA on any working day from **12<sup>th</sup> TO 22<sup>nd</sup> MAY 2023 between 11.00 am an 7.00 pm..** Only shortlisted candidates will be contacted for further assessment procedure. Incomplete application shall not be considered.

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## DOCUMENT DETAILING THE FORMAT & ANNEXURE TO THE CURRICULUM VITAE (CV) POST: ASSISTANT MANAGER

### THE CV SHOULD CONTAIN THE FOLLOWING MINIMUM DETAILS ALONG WITH ANY OTHER RELEVANT INFORMATION AS DESIRED BY THE CANDIDATE.

1. Full Name (Surname / First Name / Middle Name),
2. Complete postal address of permanent residence,
3. Complete postal address of temporary residence (if applicable),
4. Recent passport size colour photograph to be pasted on the application,
5. Email id and cell phone number with alternate number, if conveniently available,
6. Date of birth, (DD/MM/YYYY)
7. Marital status, and details about immediate family and dependents,
8. Academic qualification,
9. Medium of academics (SSE/HSE/Graduation/Post Graduation etc)
10. Name and details of the Institution from where SSE passed (State Board / CBSE) and passing %
11. Name and details of the Institution from where HSE passed (State Board / CBSE) and passing %
12. Name and details of the Institution from where Graduation / post-graduation completed (University) and passing %
13. In case of internship, provide name and contact details of the organization from where internship is completed (period from .... to .....),
14. Areas of work handled during internship period (mention the details of the organisation, max. 5)
15. Past work experience (mention the details of the organisation, max. 5, with scope of work)
16. If applicable, details of existing employment (Organisation / post / date of joining / notice period for resigning)
17. Current salary / CTC
18. Expected salary / CTC
19. Minimum duration / period required to join, if given an offer.
20. A declaration / undertaking (notarised) to the extent that (the candidate) does not breach the conflict-of-interest provisions of MPCA / BCCI. For the sake of immediate reference, kindly refer to page no. 3 of this brief.

### Self-attested photocopies of the following document is necessary along with the CV.

- i. Proof of postal address of permanent residence
- ii. Proof of postal address of temporary residence (if applicable)
- iii. Proof of date of birth
- iv. Any government issued photo identity (passport / PAN / adhar card etc)
- v. Certificate / marksheet of SSE, HSE, Graduation, Post-graduation
- vi. Reference contact persons (max. 3)

MPCA may demand latest health check-up report (if readily available then such report should not be prior to 1<sup>st</sup> January 2023) covering health issues which may affect in performance of this role (only from shortlisted candidates). Such medical test should cover areas like Haemogram, Diabetic & Renal Parameters, Lipid Profile, Cardiac Function Test, Prostatic Specific Antigen, General Tests like X-Ray Chest, Urine routine etc.

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## UNDERTAKING / DECLARATION (template)

(CONFLICT OF INTEREST DECLARATION)

(as per provision no. 39A-2-B of MPCA constitution as amended on 15.9.2019)

(To be furnished by any candidate desirous to apply for any post with MPCA where such declaration is a binding condition as a part of application)

I, \_\_\_\_\_, having residence  
at \_\_\_\_\_,  
am desirous to apply for the post of \_\_\_\_\_ for which MPCA has invited  
applications.

I hereby undertake that :

A) I do not have any conflict of interest as defined in the Constitution of MPCA (provision no. 39A-2-A) and/or the Constitution of Board of Control for Cricket in India i.e. BCCI (provision no. 38-1) as applicable to me in terms of the said conflict of interest provisions contained in the pertinent rules in force as on date.

**OR**

B) I have the following event (existing or potential) that may be deemed to cause a conflict of interest (*write **NIL** if there is no conflict*)

I undertake that I shall forthwith notify MPCA if there is any conflict of interest (as defined in the rules of MPCA / BCCI which is applicable to my case) during the period of my involvement with MPCA.

In addition to the above, I also state that I am not occupying more than one post at a single point of time (*Posts as defined in rule 39A-2-D of MPCA Constitution or Rule 38 (4) of the BCCI Constitution*).

This undertaking is given after scrupulous reading and understanding of the relevant provisions of the Constitution of MPCA / BCCI and shall continue to be effective till relevant provisions are in force.

\_\_\_\_\_  
*Signature & Date*



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## Annexure to the Template of 'UNDERTAKING'

(i.e. Conflict Of Interest Declaration as per provision no. 39A-2-B of MPCA constitution as amended on 15.9.2019)

**Only for the convenience of the declarant. It is in the interest of the declarant to check the relevant provisions of the MPCA / BCCI Constitution at the time of issuing the undertaking to avoid any errors / inadvertence.**

### PROVISIONS OF MPCA CONSTITUTION

**39A-2-A :** The provisions relating to conflict of interest in Rule 38(1) of the BCCI Constitution shall **mutatis mutandis** be applicable to the Association.

**39A-2-B :** Within a period of 15 days of taking any office under the Association, every individual shall disclose in writing to the Committee any existing or potential event that may be deemed to cause a conflict of interest, and the same shall be uploaded on the website of the Association. The failure to issue such a complete disclosure or any partial or total suppression thereof would render the individual open to disciplinary action which may include termination and removal from such office / post / role without benefits. It is clarified that a declaration does not lead to a presumption that in fact a questionable situation exists, but is merely for information and transparency.

**39A-2-C :** A conflict of interest may be either tractable or intractable :

(i) Tractable conflicts are those that are resolvable or permissible or excusable through recusal of the individual concerned and/or with full disclosure of the interest involved.

(ii) Intractable conflicts are those that cannot be resolved through disclosure and recusal, and would necessitate the removal of the individual from a post or position occupied so that the conflict can cease to exist.

**39A-2-D :** It is clarified that no individual may occupy more than one of the following posts at a single point of time except where prescribed under this Constitution:

(i) Player (current), (ii) Selector/Member of cricket committee/sub-committee, (iii) Team official, (iv) Commentator, (v) Match official, (vi) Administrator/Office-bearer, (vii) Electoral officer, (viii) Ombudsman and ethics officer, (ix) Auditor, (x) Any person who is in governance, management or employment of a franchisee, (xi) Member of a standing committee, (xii) CEO and managers, (xiii) Office-bearer of an Institutional Member, (xiv) Service provider (legal, finance, etc.), (xv) Contractual entity (broadcast, security, contactor, etc.), (xvi) Owner of a cricket academy

As far as incumbents are concerned every disclosure mandated above may be made within 90 days of the effective date.

### PROVISIONS OF BCCI CONSTITUTION

**38 (1) :** A conflict of interest may take any of the following forms as far as any individual associated with the BCCI is concerned :

(i) Direct or indirect interest : When the BCCI, a Member, the IPL or a franchisee enter into contractual arrangements with entities in which the individual concerned or his/her relative, partner or close associate has an interest. This is to include cases where family members, partners or close associates are in positions that may, or may be seen to compromise an individual's participation, performance and discharge of roles.

Illustration 1: A is an Office Bearer of the BCCI when it enters into a broadcast contract with a company where A's son B is employed. A is hit by Direct Conflict of Interest.

**MPCA - Annexure to the Template of 'UNDERTAKING' (job opportunity) / Pg. 1 of 3**



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Illustration 2: C is a Member of the IPL Governing Council. The IPL enters into a contract with a new franchisee, the Managing Director of which is C's partner in an independent commercial venture. C is hit by Indirect Conflict of Interest.

Illustration 3: D is the Office Bearer of a State Association. D's wife E has shares in an IPL Franchisee which enters into a stadium contract with the State Association. D is hit by Indirect Conflict of Interest.

Illustration 4: F is President of the BCCI. His son-in-law is a Team Official of a Franchisee. F is hit by Conflict of Interest.

Illustration 5: G is an employee of the BCCI. His wife runs a catering agency that is engaged by the BCCI. G is hit by Conflict of Interest.

(ii) Roles Compromised : When the individual holds two separate or distinct post or position under the BCCI, a Member, the IPL or the franchisee, the functions of which would require the one to be beholden to the other, or in opposition thereof.

Illustration 1: A is the Coach of a team. He is also Coach of an IPL Franchisee. A is hit by Conflict of Interest.

Illustration 2: B is Secretary of the BCCI. He is also President of a State Association. B is hit by Conflict of Interest.

Illustrations 3: C is the Vice President of the BCCI. He is also President of a State Association and member of a Standing Committee. C is hit by Conflict of Interest.

Illustration 4: D is a Selector. He is also coach of an IPL franchisee. D is hit by Conflict of Interest.

(iii) Commercial conflicts : When the individual enters into endorsement contracts or other professional engagements with third parties, the discharge of which would compromise the individual's primary obligation to the game or allow for a perception that the purity of the game stands compromised.

Illustration 1: A runs a cricket academy. He is appointed as a selector. A is hit by Conflict of Interest.

Illustration 2: B is a BCCI commentator. He also runs a sports management company which contracts members of the team. B is hit by Conflict of Interest.

Illustration 3: C is a selector. He is contracted to write a column on a tour that the national team is on. C is hit by Conflict of Interest.

Illustration 4: D is a team captain. He is also co-owner of a sports management agency which is contracted to manage other team members. D is hit by Conflict of Interest.

Illustration 5: E is a member of the IPL Governing Council. He is engaged by a cricket broadcaster to act as an IPL commentator. E is hit by Conflict of Interest.

(iv) Prior relationship : When the individual has a direct or indirect independent commercial engagement with the vendor or service provider in the past, which is now to be engaged by or on behalf of the BCCI, its Member, the IPL or the franchisee.

Illustration 1: A is President of the BCCI. Prior to his taking office, he has been engaged professionally for his services by a firm B. After A becomes President, B is appointed as the official consultants of the BCCI. A is hit by Conflict of Interest.

Illustration 2: B is the Secretary of a State Association. Prior to his election, he ran a firm C, specializing in electronic boundary hoardings. Upon becoming Secretary, the contract for the Association's stadium hoardings is granted to C. B is hit by Conflict of Interest.

Illustration 3: D is the Commissioner of the IPL. Before he came into this office, he used to engage E as his auditor for his business. After becoming Commissioner, E is appointed as auditor to the IPL. D is hit by Conflict of Interest.

***MPCA - Annexure to the Template of 'UNDERTAKING' (job opportunity) / Pg. 2 of 3***



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Illustration 4: F is the Captain of an IPL team, and G is the team's manager. When F is made Captain of the national team, G is appointed as the national team's manager. F is hit by Conflict of Interest.

(v) Position of influence: When the individual occupies a post that calls for decisions of governance, management or selection to be made, and where a friend, relative or close affiliate is in the zone of consideration or subject to such decision – making, control or management. Also when the individual hold any stake, voting rights or power to influence the decisions of the Franchisee/club/team that participates in the commercial league(s) under BCCI.

Illustration 1: A is a selector. His son is in the zone of consideration for selection. A is hit by Conflict of Interest.

Illustration 2: B is the Secretary of a State Association. He also runs a cricket academy in the State. B is hit by Conflict of Interest.

Illustration 3: C is an umpire. His daughter D is a member of a team which is playing a match in which C officiates. C is hit by Conflict of Interest.

Illustration 4: E is the President of a State Association and his company F owns 12 cricket clubs in the State from which probables are selected for the State team. E is hit by Conflict of Interest.

EXPLANATION: The Illustrations which refer to a President / Secretary / Vice President may be read as illustrations referring to any other Office Bearer, and also to the members of the Apex Council, the Governing Council and the Committees.

**38 (3)** : A Conflict of Interest may be either Tractable or Intractable:

(a) Tractable conflicts are those that are resolvable or permissible or excusable through recusal of the individual concerned and/or with full disclosure of the interest involved.

b) Intractable conflicts are those that cannot be resolved through disclosure and recusal, and would necessitate the removal of the individual from a post or position occupied so that the conflict can cease to exist.

Explanation: In Illustration 3 to Rule 38(l)(i), if the wife held 51% shares, the conflict will be treated as intractable. If the wife holds 3% shares, whether the conflict is tractable or intractable will have to be decided by the Ethics Officer on the facts of the case. If the wife holds only 100 shares out of 1 crore shares, a disclosure of the same may be sufficient.

**38 (4)** : : It is clarified that no individual may occupy more than one of the following posts at a single point of time except where prescribed under these rules:

- (a) Player (current), (b) Selector/Member of cricket committee, (c) Team official, (d) Commentator, (e) Match official, (f) Administrator/Office-bearer, (g) Electoral officer, (h) Ombudsman & ethics officer, (i) Auditor, (j) Any person who is in governance, management or employment of a franchisee, (k) Member of a standing committee, (l) CEO and managers, (m) Office-bearer of a Member, (n) Service provider (legal, financial, etc.), (o) Contractual entity (broadcast, security, contactor, etc.), (p) Owner of a cricket academy

As far as incumbents are concerned, every disclosure mandated under sub-rule (3) may be made within 90 days of the effective date.

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***MPCA / Annexure to the Template of 'UNDERTAKING' (job opportunity) / Pg. 3 of 3***