



THE CRICKET ASSOCIATION OF BENGAL

DR. B.C. ROY CLUB HOUSE, EDEN GARDENS, KOLKATA-700 021

Job Advertisement: Stenographer/ Computer Operator

Organization: The Cricket Association of Bengal (CAB)

Position: Stenographer/Computer Operator

Reports To: Administrative Officer / CEO, CAB

Contract Type: Full-Time

About the Role

The **Stenographer/Computer Operator** will be responsible for providing administrative support to various departments of CAB through efficient drafting and documentation. The ideal candidate should possess strong computer skills, attention to detail, and the ability to handle multiple administrative tasks in a fast-paced environment.

Key Responsibilities

- Manage documentation, drafting and record keeping for various departments.
- Operate standard office software (MS Office, Excel, Word, PowerPoint, etc.) efficiently.
- Attend official meetings, record minutes, and prepare detailed summaries using shorthand and accurately transcribe it into digital or printed format.
- Ensure accuracy, confidentiality, and timely completion of assigned work.

Qualifications & Experience

- Graduate in any discipline from a recognized university.
- Diploma or Certificate in Stenography / Office Management preferred.
- Minimum 2-5 years of experience as Stenographer/Computer Operator or in a similar administrative role.
- Strong shorthand and typing speed (e.g., 80 wpm shorthand / 40 wpm typing).
- Excellent command of English and Bengali (written and verbal).
- Knowledge of basic hardware/software troubleshooting preferred.

Personal Attributes

- Strong attention to detail and organizational skills.
- Ability to maintain confidentiality and handle sensitive information.
- Reliable, punctual and capable of working in a team.
- Passion for cricket and willingness to contribute to the sport's administration is an added advantage.

How to Apply

Please submit your **CV and a cover letter** outlining your experience to cab@bengalcricket.com by **22nd October 2025**. Please mention "Application for Computer Operator – CAB" in the subject line.


Bablu Kolay
Hony. Secretary