



**ADMINISTRATIVE STAFF COLLEGE OF INDIA
BELLA VISTA: HYDERABAD**

**Applications are invited for the position of
Manager – HR, Procurement & Stores**

About the Administrative Staff College of India (ASCI)

ASCI is a prestigious, self-financing, institution imparting training on modern management techniques to senior managers from the Government, Public Sector Undertakings, Banks, multi-lateral organizations like World Bank, IMF, ADB, etc, and the Private Sector, to enhance their managerial capabilities.

ASCI is looking for a dynamic candidate possessing degree in (Human Resources / Personnel Management / Law) & Diploma in Procurement Procedure, with 15 years' relevant experience in reputed organization.

Roles, Skills and Responsibilities as Manager – HR, Procurement & Stores:

Job Description of Manager – HR, Procurement & Stores is as follows: -

i) Human Resources Area

Responsible for collection and maintenance of all data pertaining to employees. Maintain and update personal files of staff. Maintain employee database that includes all pertinent information, including contact numbers, qualification & experience etc. Monitors and supervises the attendance and leave records of support staff. Maintain Leave Records of all the employees i.e., Casual Leave, Earned Leave and Half-Pay Leave and also Processing of LTC, Final Settlement, etc. Also look-after the recruitment process of Group-II to V employees, Non-Faculty Resource Persons (NFRPs) – Project-tied Staff, etc.

- Monitors the attendance (including Bio- metric) of Group-IV and V employees, marking late attendance, forfeiting CL for more than required late attendances in a month etc.
- Processing of casual leaves, earned leaves, sick leave and leave on loss of pay, lien etc of all members of faculty and officers in administration, project-tied consultant/ advisors and research/senior research fellows, support staff etc.
- Responsible for maintaining leave records and processing of CL and EL encashment of Group I, II, III, IV, V and outsourced employees as applicable.
- Processing of LTC advances and settlements.
- Help in processing of filling the vacancies by internal promotions or deployment of staff from outsourcing agencies.
- Maintaining record of salaries, promotions etc.
- Maintaining statistics relating to group-IV and V employees like date of birth, date of joining, date of retirement, salaries etc.
- Filing of returns regarding staff statistics to Employment Authorities as per requirements.

- Will take initiative in implementing IT based solutions to transform this function.
- Processing of employees final settlements on retirement/ death/ resignations.
- Responsible for handling disciplinary cases including issue of show cause notices and warning memos, etc.
- Dealing with Disciplinary actions relating to withholding salary due to unauthorised absence and subsequent regularization as applicable.
- Preparation and issue official letters for hospitalization of staff and their authorized dependents from Group-I to V after obtaining advise of hospitalization from medical officer.
- Prepares service and other certificates on request from staff.
- Process release of payment for special attendance and incentives to the staff.
- Coordinate with union representatives on various matters relating to Group-IV and V employees as advised by the Registrar.
- Posting and re-allotment of secretarial staff and attenders, Farashes etc. from time to time, based on the exigencies.
- Processing applications for girl child scholarship benefit to Group IV and V employees.

Project- Tied staff (Non-Faculty Resource Persons (NFRPs):

- Forwarding the project proposals for DG's approval, on receipt of budget clearance from Finance Department.
- Processing the appointment of project associates, research associates, senior research associates, consultants and other field staff.
- Maintaining personal files and leave records of all project associates.
- Responsible for issuing service certificate and other certificates on request.
- Processing of resignation letters. calling for no due reports and arranging for final settlements.
- Attending to Employment exchange queries. if any.

Service Providers:

- Assist in finalizing the terms and conditions with the Service Provider Agency.
- Forwarding monthly bills of agency to Finance Department for necessary action.

ii) **Procurement & Stores Area**

Responsible for the procurement of goods and services while ensuring the College interest and ethical policies. This position will provide assistance with the procurement needs for materials and services required by user departments, including preparation of Quotations, Tenders and Proposals wherever necessary in accordance with the Procurement Policy of the College.

- Explore the possibility of implementing GeM and other marketplace solutions.
- Responsible for procuring all materials that are needed for the College.
- Periodic monitoring over the stock present in Stationary, general, Bar and Club stores.
- Gives authorization to all procurement activities.
- Acts as a liaison with all the suppliers.

- Analyze the purchase request from the user departments and determine the appropriate method of procurement, Quotation, Tender and Request for Proposal. Provide assistance to user departments, when required, in the preparation of specifications, etc.
- Oversees all the requisitions sent by different departments.
- Prepares purchase orders and work orders.
- Procures all the general and stationary items.
- Processing of Annual maintenance contracts.
- Use judgment, diplomacy and confidentiality with respect to the complete procurement process, ensuring integrity of the respondents,
- Prepare contract with vendor and maintain contract after award, ensuring that all documents are kept current and complete. Confer with suppliers regarding delivery, quality, etc. to ensure that the requirements are met.
- Serves as liaison between the Department and other external agencies.
- Supervises General stores, Stationary stores, Bar and Club stores, Hostel Stores, employees canteen stores etc.
- Periodic Monitoring of stock present in stores.
- Stock taking in Employees canteen stores once in 15 days or as necessary.
- Indents Perishables and vegetables on a daily basis for Employees Canteen.
- Receiving and issuing the material of all stores.
- Periodic checking of the registers, ledgers maintained by different stores.
- Responsible for issuing the material as per the authorizations through AO from different departments.
- Receiving of the material from the suppliers and vendors.
- Responsible for regular checking the Material of the Employees canteen.
- Responsible for coordinating with the Finance Department for payment of bills.

Any other jobs assigned by authorized College authority.

Remuneration: Best in the Industry on monthly consolidated package basis. However, remuneration shall not be constraint for deserving candidates.

Job Location: Hyderabad, Telangana

Deadline for Applying: The last date for receipt of applications is **6th December 2022.**

Selection Process: Suitable candidates will be shortlisted and invited by Selection Committee for the interview round.

Candidates meetings the above requirement may apply in confidence, enclosing Curriculum Vitae (CV) along with duly filled Application format with three references by email to asci.manager56@gmail.com

For apply:

- [Click here \(for application format\)](#)
-