

**Applications are invited for position of Placement Coordinator for
Post Graduate Diploma in Management (PGDM) under Centre for Management
Studies**

About the Administrative Staff College of India (ASCI)

The Administrative Staff College of India is an institution of excellence and national importance. Established in 1956, it is the first and foremost institution of its kind in the country. Set up as an institution with a difference at the joint initiative of both the Government of India and the industry, it is an autonomous, public-purpose institution with the objectives of being a think-tank for policy inputs and to build the capacities of practicing professionals in the management of government and business enterprises.

ASCI is a prestigious, self-financing, institution imparts modern management techniques to senior managers from the Government, Public Sector undertakings including banks, International organizations like World Bank, IMF, ADB, etc, and the private sector, to enhance their managerial capabilities. ASCI faculty also conduct applied research and offer managerial consultancy to the above organizations.

Position: Placement Coordinator

Job Description:

- Generate employment opportunities for students of Post Graduate Diploma in Management (PGDM) by establishing and maintaining productive relationships with corporates. Collaborate and promote Career Planning services through presentations, student organization and outreach.
- Aggressively contact and tie up with corporates to develop partnerships and placements. Help students identify employment options that match their career interests.
- Contact corporates to develop reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities.
- Assist with maintaining employer database(s). Maintain student files as needed. Submit monthly report. Provide targeted career information and resources for specific majors and interest groups to students, alumni, faculty, and staff as needed.

Qualifications & Experience

- Bachelors degree required; Masters degree preferred.
- 5-8 years work experience in job development and marketing required.

Familiar with social media platforms. Computer proficiency required. Excellent presentation, networking and communication skills.

Collaborative and team oriented working style.

Remuneration: As per College norms. However, remuneration shall not be constraint for deserving candidates.

Job Location: Hyderabad, Telangana

Deadline for Applying: The last date for receipt of applications is **31.01.2023**.

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

Candidates meeting the above requirement may apply in confidence, enclosing Curriculum Vitae in the prescribed format with three references by email to: recruitmentasci.pgdm@gmail.com

For apply:

- [Click here \(for application format\)](#)
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We, at ASCI, are committed towards zero tolerance on sexual exploitation & abuse as per PSEA policy.