

**Applications are invited for position of Liaisoning cum Resident Manager
New Delhi Centre**

About the Administrative Staff College of India (ASCI)

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.

Position: Liaisoning cum Resident Manager – New Delhi Centre

Background:

ASCI has its Branch Office/Guesthouse in Delhi, called New Delhi Centre (NDC), in the Qutab Institutional Area, which consists of Conference Hall, Guest Rooms, Kitchen, Pantry, etc.

Roles, Skills and Responsibilities:

1. To liaise with the Ministries, Departments of Central Government; Delhi Government; various local authorities, National Institutions, etc.
2. To provide administrative assistance to the Faculty Members in discharging their duties in New Delhi.
3. To supervise and control staff in the New Delhi Centre.
4. Responsible for the upkeep and maintenance of NDC property consisting of conference facility, faculty offices and guesthouse.
5. To maintain accounts and other records of the NDC.
6. To collect dues from Governments and various institutions.
7. To supervise logistics for Faculty Members and other Dignitaries visiting NDC from the Head Office.
8. To coordinate with Hyderabad Office on various matters.
9. To facilitate MoUs/Agreements with Tenants, AMCs of vendors and to follow procurement procedures.
10. Conducting training programs at NDC by hiring out NDC facilities to outside organisations thereby raising/generation of income to College;
11. Any other responsibilities that are assigned from the head office i.e., ASCI, Hyderabad, from time to time.
12. Any other administrative tasks and responsibilities assigned by authorized College authority from time to time.

Qualifications, Experience and Competencies Required

- Post Graduation or MBA in HR / Marketing /Journalism / Mass Communication, etc., in English Medium.
- Good communication skills in English and Hindi, both verbal and written.
- Knowledge and application of computer skills including MS Office, Accounting Package like Tally.
- Should have pleasing personality.
- Person with at least 10 years of experience in above functions in a similar reputed organisation will carry weightage.

Remuneration:

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

Job Location: New Delhi

Age : Between 35 & 45 years

Deadline for Applying: The last date for receipt of applications is **31.08.2023**.

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.rmndc@gmail.com

For apply:

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

We, at ASCI, are committed towards zero tolerance on sexual exploitation & abuse as per PSEA policy.