

**Applications are invited for position of an Academic Coordinator for
Post Graduate Diploma in Management (PGDM) Program**

About the Administrative Staff College of India (ASCI)

"ASCI" is a prestigious, self-financing institution that imparts modern management techniques to senior managers from the Government and public sector undertakings including banks, international organizations like the World Bank, IMF, ADB, and the private sector, to enhance their managerial capabilities. ASCI faculty also conduct applied research and offer managerial consultancy to the above organizations. ASCI also conducts two years duration PGDM and PGDHM programme approved by AICTE.

Position: Academic Coordinator, PGDM

No of Position: One

Roles and Responsibilities:

- Liaison and close coordination with internal stakeholders (especially students and faculty)
- Will be in charge of overall academic coordination of the PGDM Program including time table, examinations, scheduling faculty sessions etc.

Qualifications: Any Graduate from reputed institutions; Computer proficiency; Knowledge of Excel; Good Communication Skills in English, Hindi and Telugu.

Experience: Required 05 years of experience of a similar organization.

Remuneration: Monthly consolidated salary package **Rs.40,000 to Rs.45,000/-**. However, remuneration shall not be a constraint for deserving candidates.

Age: 30 - 40 years

Job Location: Hyderabad, Telangana

Deadline for Applying: The last date for receipt of applications is **19.09.2023**.

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 for Staff with three references by email to ascipgdm56@gmail.com

For apply:

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