

**Applications are invited for position of Documentation Coordinator in the  
O/o Dean of Training Programs (Long Duration Programs)**

**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: Documentation Coordinator**

**No of Position: 1**

**Roles and Responsibilities:**

- Ensuring documents pertaining to DOTP (LDP) programs are properly organized and arranged.
- Reviewing documents to ensure that they meet certain standards or requirements and see if all necessary information is included, making sure formatting is consistent throughout the document, etc.
- Keeping track of all documents that have been received to DOTP (LDP) and sent out so that there is no confusion about where they are in the process.
- Making sure that all documents are scanned into an electronic system so that they can be accessed by everyone whenever required.
- Maintaining filing systems so that files can be located quickly and easily when needed.
- Preparing documents for accreditation and other similar activities in the College.
- Coordinating communication between different offices in the College.

**Qualifications:** Any Graduate from reputed institutions; Computer proficiency is a must.

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

**Remuneration:** Monthly consolidated salary package **Rs.40000 to Rs.45000**. 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 [asci.dotp.ldap@gmail.com](mailto:asci.dotp.ldap@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.