

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

**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: Executive Commercial Coordinator**

**No of Position: One**

**Roles and Responsibilities:**

- Will coordinate with PGDM and PGDHM programs on all financial matters in consultation with Finance department like student fees, guest faculty payments, payments to vendors for admission related activities etc.
- Will work in close coordination with Finance department and all long duration programs of ASCI including PGDM and PGDHM.
- Preparing daily, monthly reports on all financial matters of PGDM and PGDHM.
- Regular follow-up with program teams of both PGDM and PGDHM and Finance Department and vendors regarding payments and receipts.

**Qualifications:** Commerce Graduate from reputed institutions; Computer proficiency and Tally a must.

**Experience:** Required 03-05 years of experience of a similar organization.

**Remuneration:** Monthly consolidated salary package **Rs.30000 approx.** However, remuneration shall not be a constraint for deserving candidates.

**Age:** 25 - 35 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.ldp.ecc@gmail.com](mailto:asci.dotp.ldp.ecc@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.