



**Administrative Staff
College of India**
Leadership through Learning

**Applications are invited for position of Executive Secretary to the
Dean of Training Programs (Short Duration Progs) (ES to DoTP (SDP))**

About the Administrative Staff College of India (ASCI) (www.asci.org.in)

"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.

No of Position: One

Qualifications: Any Graduate from reputed institutions; Shorthand Higher (i.e. 120 PHM); Typewriting (English) Higher (i.e. 60 WPM); Computer proficiency – MS Office, Excel, PPT. The candidate should have good command in communication skills both verbal and writing especially in English. Also, should maintain excellent interpersonal relations at all levels.

Roles and Responsibilities: As outlined in the attached Job Description (**Annexure-I**).

Age: Above 30 years

Experience: Minimum 05 years of relevant experience of a similar organization.

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

Job Location: Hyderabad, Telangana

Deadline for Applying: The last date for receipt of applications is **15.02.2024**.

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

ascidotpsdp@gmail.com

For apply:

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

Annexure – I

Job Description of Executive Secretary to the Dean of Training programs (SDP)	
1.	To assist the DoTP (SDP) in all day-to-day office work.
2.	To take dictation from the DoTP (SDP).
3.	To handle correspondence and draft letters on internal and external matters.
4.	To maintain files of all the programme related activities like RFPs, Work Orders, Internal Budgets, CBC accreditation related documents.
5.	To consolidate the participant feedback, faculty work norms statement on a regular basis and maintain the same in proper files.
6.	To maintain strict confidentiality of all issues/matters/activities of DoTP's Office.
7.	To follow up on action to be taken by the DoTP on decisions of the meetings like DGEC.
8.	To maintain a calendar of meetings/appointments with internal and external personnel.
9.	To scrutinize papers received in DOTP office and table it for DOTP's action.
10.	To facilitate information retrieval for the DOTP.
11.	To check e-mails and initiate action as appropriate.
12.	To maintain good interpersonal relationship with staff across levels of the College.
13.	To scan letters/documents and maintain e-files.
14.	To arrange DOTP's travel and accommodation for official tours and prepare travel claims.
15.	To maintain and update mailing list of the DOTP's office.
16.	To attend to any other work entrusted by the DoTP, DG(i/c), etc.