



## **Applications are invited for position of Programmes Officer**

### **About the Administrative Staff College of India (ASCI)**

The Administrative Staff College of India is an institution of excellence and national importance. Established in 1956, it is the first and foremost institution of its kind in the country for training civil servants in capacity building and leadership skills. Set up as an institution with a difference as a joint initiative of both the Government of India and the industry, it is an autonomous, public-purpose institution with the objectives of being a think-tank for policy inputs and to build the capacities of practicing professionals in the management of government and business enterprises.

ASCI is a prestigious, self-financing, institution that 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.

Applications are invited for the Position: **Programmes Officer**

### **JOB DESCRIPTION**

The Programmes Officer is responsible for:

1. Marketing/Advertising Management Development Training Programmes.
2. Preparing and printing of Management Development Programmes (MDP) calendar and individual programme brochures.
3. Identifying prospective clients and maintaining appropriate address lists.
4. Managing and using databases and training software.
5. Understanding of markets.
6. Corresponding with client organisations, seeking and accepting nominations, receipt of fees, etc.
7. Assisting the Dean of Training Programmes in preparing MDP Activity Reports including quarterly, half yearly and annual income statements and MDP Committee Minutes, etc.
8. Allocating Conference Rooms and accommodation for participants.

9. Billing and maintenance of accounts for in-company training programmes.
10. Preparing Participant's Certificates.
11. Preparing Life Membership card, etc.
12. Coordinating and executing general advertisements, printing and dispatch work for the whole College.
13. Any other work as assigned by the College from time to time.

## **PERSONAL ATTRIBUTES**

The incumbent must demonstrate the following personal attributes:

- Honesty and trustworthiness
- Diligence and hardworking nature
- Possess pleasing personality
- Ability to work under tight deadlines with time bound commitments
- Very good written and verbal communication skills in English and Hindi
- Work as a team member

## **ACADEMIC QUALIFICATIONS & EXPERIENCE**

MBA (Marketing) / Post Graduation with minimum of FIVE years in the similar academic area in alike Reputed Institutions. Also, should possess advance Computer operating Skills in ERP, MS Office/excel, Database Management and MIS.

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

**Job Location:** Khairatabad, Hyderabad, Telangana

**Deadline for Applying:** The last date for receipt of applications is 30<sup>th</sup> Sept 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 (CV) along with duly filled Application Format with three references by email to: [recruitmentasci56@gmail.com](mailto:recruitmentasci56@gmail.com)

For apply: [Click here \(for application format\)](#)