



# Aurangabad Smart City Development Corporation Limited



No. ASCDCL/2023/676

Date: 31 / 7 /2023

## RECRUITMENT FOR POSITIONS IN ASCDCL

Aurangabad Smart City Development Corporation Limited (ACSDCL) invites applications for appointment (on contract basis) to the following positions in in ASCDCL division.

<b>Position – 1: Personal Assistant</b>	
Scope of work	<ul style="list-style-type: none"><li>Acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages or highlighting them for CEO's attention</li><li>Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive</li><li>Booking and arranging travel, transport and accommodation</li><li>Reminding the Manager/Executive of important tasks and deadlines</li><li>Typing, compiling and preparing reports, presentations and correspondence of ASCDCL</li><li>Managing databases and filing systems of CEO office</li><li>Implementing and maintaining procedures/administrative systems</li><li>To manage travel arrangements and itineraries of the Chief Executive officer</li><li>To make assist in creating and distributing meeting minutes for the monthly CEO's meetings and other executive meetings.</li><li>Reporting to senior management and performing secretarial and administrative duties</li><li>Copying, scanning, and faxing documents, as well as taking notes.</li><li>Working under the overall guidance and direction of the Chief Executive Officer.</li></ul>
Qualifications:	<ul style="list-style-type: none"><li>Any graduate degree</li><li>Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint</li><li>Advanced typing, note-taking, recordkeeping, and organizational skills required</li></ul>
Documents to be submitted:	<ul style="list-style-type: none"><li>Details of experience and posts held during the tenure</li><li>Proof of age.</li><li>Proof of qualifications and shorthand typing certificates.</li><li>References from previous employers/persons of repute.</li></ul>
Age Limit (as on 30 <sup>st</sup> Oct 2021)	<ul style="list-style-type: none"><li>Not more than 65 years</li></ul>
Consolidated pay per month (all inclusive on CTC basis)	<ul style="list-style-type: none"><li>Remuneration shall be commensurate with experience and other prerequisites as per ASCDCL policy</li></ul>

**General conditions for all the above posts:**

- i. Number of post(s): One
- ii. The place of posting shall be ASCDCL (HQ)
- iii. No TA/DA would be provided for attending the interview. The candidates not fulfilling the eligibility criteria would not be considered for the selection process. The decision of the Company is final and binding.
- iv. The Company reserves its rights to accept or reject any application at any stage, without assigning any reasons thereof.
- v. The posts advertised are full time posts. The selected persons will have to stay in Chhatrapati Sambhajanagar city and be available for work as per requirement. The job being offered is of high prestige and integrity and offers unparalleled opportunity in bringing change and development at a citywide level. The job is also extremely challenging and therefore dynamic, innovative, hardworking, sincere people with integrity and considering themselves capable of doing justice to this role may only apply.
- vi. **The scrutiny of documents will be held on 07/08/2023 by 10.00 AM to 12.00 PM and then after eligible candidates will be considered for interview on 07/08/2023 by 2.00 PM onwards. (The candidate must carry all relevant original documents and 2 sets of photocopies).**

**Venue:** ASCDCL (HQ), Dr Babasaheb Ambedkar Research Centre,  
Near Aamkhas Maidan, Chhatrapati Sambhajanagar-431001

  
**Additional Chief Executive Officer**  
Aurangabad Smart City Development  
Corporation Limited (ASCDCL)

