

**Administrative Staff College of India**  
**under the Dr Kakarla Subbarao Centre for Health Care Management runs a full time**  
**Post Graduate Diploma in Hospital Management (PGDHM) for the last Seventeen years.**

Applications are invited for the following position:

|                               |  |  |
|-------------------------------|--|--|
| Position                      | <b>Admissions Counsellor – 2 nos</b>   |  |
| Essential Qualification       | Any Graduate   |  |
| Job Description               | <ol style="list-style-type: none"> <li>1. Responsible for measurable results in Admissions of students for AICTE approved Two year Post-Graduate Diploma in Management (Hospital Management) PGDM(HM).</li> <li>2. Provide admission counselling through tele-calls to prospective students and their parents with adequate information on the AICTE approved Two year Post-Graduate Diploma in Management (Hospital Management) PGDM(HM) Program offered.</li> <li>3. Maintain a Constant Communication Channel with Leads Through Phone, Email, Chat and Social Media.</li> <li>4. Maintain a Detailed Database of all the Interactions with the Leads and Provide Constant Feedback to the Admissions Officer in Order to Optimize Lead Closure.</li> </ol> |  |
| Expected Profile              | <ol style="list-style-type: none"> <li>1. Excellent Communication skills in English and Telugu; . Knowledge of Hindi will be desirable.</li> <li>2. Knowledge of admissions process in B-Schools will be an added advantage.</li> <li>3. Approachable and Vibrant Personality.</li> </ol>  |  |
| Age                           | 25-30 years  |  |
| Salary                        | <ol style="list-style-type: none"> <li>1. As per experience</li> <li>2. Not a constraint for the right candidate</li> </ol>  |  |
| Term of appointment           | <ol style="list-style-type: none"> <li>1. Initially for a period of one year with a six months' probation.</li> <li>2. Renewable for further terms, based on performance.</li> </ol>   |  |
| Contact                       | <p>Interested candidates can send as soft copy their applications attaching detailed resume, expected salary, details of current/previous salary if any to:</p> <p>Dr Subodh Kandamuthan<br/> Director<br/> Dr Kakarla Subbarao Centre for Health Care Management<br/> Administrative Staff College of India<br/> College Park Campus, Road No 3, Banjara Hills<br/> Hyderabad – 500 034<br/> Phone: 040 – 66720712,<br/> Mobile 9989436331, Email: <a href="mailto:subodh@asci.org.in">subodh@asci.org.in</a></p>   |  |
| Closing Date for Applications | Friday, February 10 2023   |  |