



Aurangabad Smart City Development Corporation Limited, Aurangabad.



No. ASCDCL/2022/16

Date: 07/01/2022

RECRUITMENT FOR POSITION IN ASCDCL

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

Position – 1: Front Desk Receptionist	
Scope of work	<ul style="list-style-type: none">• Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately• Answering screening and forwarding incoming phone calls• Receiving and sorting daily mail• Answer, screen and forward incoming phone calls• Ensure reception area is presentable, with all necessary stationery and material• To Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)• To provide basic and accurate information in person and via phone/e-mails• Direct visitors by maintaining employee and department directories.• To notify companies personnel of visitor arrival.• To assist colleagues with administrative tasks.• To operate standard office equipment's on a regular basis, including a fax machine and a computer.• Any other work assigned by Additional CEO or competent authorities of ASCDCL.
Qualifications:	<ul style="list-style-type: none">• Graduate in any field• At least two years of training or experience in customer service and office work• Proven work experience as a receptionist, front office representative or similar role.• Multi-tasking and time management skills with the ability to prioritize tasks.• Strong verbal and written communications skills.• Proficiency in Microsoft office, Excel and PPT.
Documents to be submitted:	<ul style="list-style-type: none">• Should have experience as Receptionist in any organizations for at least 2 years• Details of proof of age and qualifications.
Age Limit (as on 31 st July 2021)	<ul style="list-style-type: none">• Not more than 40 years.
Consolidated pay per month (all-inclusive on CTC basis)	<ul style="list-style-type: none">• Remuneration shall be commensurate with experience and other prerequisites as per ASCDCL policy.

General conditions for all the above posts:

- i. Number of post(s): One
- ii. The place of posting shall be Aurangabad, Maharashtra.
- iii. The walk-in-interview shall be held at Dr Babasaheb Ambedkar Research Centre, Aamkhas Maidan, Aurangabad on 13/01/2022 by 11.30 AM.
- iv. The application received will be scrutinized for eligibility as per qualification criteria mentioned above. Only those candidates who possess the requisite educational and experience qualifications will be considered eligible for walk-in-interview. If number of eligible candidates is high the company and only such shortlisted candidates will be called for walk-in-interview. For the candidates shortlisted, no TA/DA would be provided for attending the interview.
- v. The candidate not fulfilling the eligibility criteria would not be considered for the interview process. The decision of the Company will be final and binding in this regard.
- vi. The Company reserves its rights to accept or reject any application, without assigning any reasons thereof.
- vii. ASCDCL reserve the rights to relax qualification criteria for the positions in case of outstanding applications.
- viii. The posts advertised are full time posts. The selected persons will have to stay in Aurangabad 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.

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