

<b>ASDC CEO JOB DESCRIPTION</b>			
<b>(A) JOB OVERVIEW</b>			
<b>1</b>	<b>Job Title :</b> Chief Executive Officer (CEO) - ASDC (Automotive Skills Development Council)	<b>Location-</b> Address - ASDC, First Floor, 256, Okhla Industrial Estate Phase- III, New Delhi 110020	
<b>2</b>	<b>General Description :</b> 1) The CEO shall be responsible for the overall strategic direction and financial performance of the organization, leading operations to achieve sustainable growth and impact.	2) He or she should be a result-oriented leader, persuasive and passionate communicator with the highest ethical standards.	
<b>3</b>	<b>Reporting To</b>	ASDC Governing Council / Board	<b>Age –</b> Less than 60 years
<b>4</b>	<b>HR Name</b>	Ms. Chitra Singh	<b>Contact –</b> hr@asdc.org.in
<b>(B) EDUCATION &amp; PROFESSIONAL EXPERIENCES</b>			
<b>1</b>	<b>Education</b>	<ul style="list-style-type: none"> <li>- Bachelors degree in Engineering from a reputed University / Institution</li> <li>- Masters degree in Management / Engineering from a reputed University / Institution (desirable)</li> </ul>	
<b>2</b>	<b>Professional</b>	<ul style="list-style-type: none"> <li>- Minimum total 25 years of professional experience in senior leadership roles in large / medium organizations within the Automotive Industry or related manufacturing sectors, with a proven track record of success in National level portfolio</li> <li>- Minimum experience of 5 years in skilling or education &amp; training ecosystem including Capacity Building, Learning &amp; Development, Training &amp; Human Resource management</li> <li>- At least 5 years in CXO level, Vice President, or equivalent senior management positions in organizations with substantial operations</li> </ul>	
<b>(C) JOB DETAILS</b>			
<b>1</b>	<b>Job Goals/Purpose / Objectives:</b>	<ul style="list-style-type: none"> <li>• Demonstrable ability to build consensus and manage effective relationships with diverse stakeholders</li> <li>• Excellent strategic planning and business acumen - Organization financial health and sustenance is a priority</li> <li>• Effective communication, advocacy, and people skills</li> <li>• Knowledge of the automotive sector and its evolving skill requirements due to</li> </ul>	

technological changes (EVs, automation, digitalization)

- Ability to forge partnerships with Industry organizations, association and Government ministries & agencies (both central and state)

<b>2</b>	<b>Key Duties / Responsibilities / Accountabilities(indicative):</b>
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**Strategic Leadership & Planning**

- Lead the development and implementation of ASDC's strategic plan, ensuring alignment with the National Skill Development Mission and automotive industry needs
- Oversee the development and maintenance of National Occupational Standards (NOS) for automotive job roles, aligned with the National Skills Qualification Framework (NSQF)
- Develop and implement operational strategies to strengthen ASDC's position as the premier skill development body for the automotive sector
- Advocate for policy changes and reforms that benefit skill development in the automotive sector
- Represent ASDC at national and international forums to promote best practices in skill development

**Stakeholder Engagement & Industry Connect**

- Foster strong relationships with key stakeholders, including government bodies (MSDE, NSDC, NCVET, MHI, MoRTH, state skill missions), automotive industry leaders, academia, and training providers
- Build and nurture strategic partnerships with automotive industry stakeholders, including OEMs, tier suppliers, dealer networks, and service providers
- Develop and strengthen CSR partnerships with automotive companies to create sustainable funding mechanisms for skill development programs
- Spearhead industry engagement initiatives to promote skill development and career pathways within the automotive sector
- Leverage industry connections to develop new business opportunities through government schemes and foster strong Industry-Government-Academia collaborations

**Operations Management**

- Ensure achievement of targets outlined in the Annual Business Plan with robust monitoring mechanisms
- Oversee successful implementation of various National, State, and Industry-funded skill training programs across the automotive value chain
- Develop and implement market-responsive skill programs and job roles that address current and emerging industry needs, including electric vehicles, connected vehicles, and advanced manufacturing technologies
- Ensure effective affiliation and accreditation of Training Partners and Assessment Agencies
- Facilitate comprehensive skill gap analysis to map demand and supply dynamics for various job roles across the automotive sector

- Promote and facilitate Train-the-Trainer and Assessor training programs to build strong capacity
- Ensure strict compliance with all legal, statutory, and governance-related requirements
- Drive digital transformation initiatives to enhance program delivery and stakeholder engagement

**Team & Financial Management**

- Build and manage a high-performing team to effectively deliver ASDC's skilling initiatives and programs
- Oversee the financial health of the organization, ensuring efficient resource allocation and achieving financial sustainability
- Develop, manage, and monitor organizational budgets with fiscal responsibility
- Identify and mitigate financial risks while exploring new funding opportunities
- Leverage CSR funds from automotive industry partners to support and scale skill development initiatives

**3 Key Interactions/ Stakeholders ( Support to be provided to / Support Required from - eg. Regional SPOCs , Accounts , Domain Experts etc. - indicative)-**

**Internal**

- 1) Finance and Accounts Department
- 2) Operations
- 3) Regional
- 4) Leadership (Governing Council / Board)
- 5) Industry Experts
- 6) Content & Standard Team.

**External**

- 1) NSDC stakeholders.
- 2) Govt. Departments like State Missions, Ministries and others.
- 3) Auto industry (SIAM, ACMA, FADA & Others)
- 4) Skill Development Training organizations.
- 5) Other Govt. Training institutes like MSME TC etc.
- 6) Senior Govt. Officials and Top Corporate Leaders

**(D) DESIRED SKILLS & BEHAVIOUR COMPETENCIES:**

<p><b>1. Teamwork - (a)</b> Sincere and warm Interpersonal Relations-  <b>(b)</b> Offers help and Support</p>
<p><b>2. Knowledge-(a)</b> Thoroughly acquaint with ASDC operations, and how to continually add value  <b>(b)</b>Desire and Effort for continuous learning</p>
<p><b>3. Attitude- (a)</b> Honesty and Integrity  <b>(b)</b> Proactive</p>
<p><b>4.Diligence- (a)</b> Comply with ASDC Policies, ASDC Assignments , Social Behaviours etc  <b>(b)</b> Meeting Job Deadlines , Systematic and Organised in Work habits and Records/ Document maintaining</p>
<p><b>5. Skills-</b></p> <ul style="list-style-type: none"> <li>• Experience in managing and leading a non-profit organization or Sector Skill Council (preferred)</li> <li>• Knowledge of government policies and funding mechanisms for skill development initiatives</li> <li>• Strong project management and implementation skills</li> <li>• Excellent analytical and critical thinking skills</li> <li>• Experience with emerging automotive technologies including Electric Vehicles (EVs), Autonomous Vehicles, Connected Vehicles, and Advanced Manufacturing</li> <li>• Track record of working on international collaborations and cross-cultural assignments</li> <li>• Experience in managing large-scale skill development or training programs</li> <li>• Strong network within automotive industry associations and policy-making bodies</li> <li>• Experience in digital learning and technology-enabled training delivery</li> <li>• Understanding of regulatory compliance and industry standards</li> </ul>
<p><b>Last date for submission of application – 28<sup>th</sup> April, 2026</b></p>