EMPLOYMENT NOTIFICATION No.10/2026

Andhra Pradesh Capital Region Development Authority, Amaravati.

2nd, 3rd and 5th Floors, APCRDA Project Office, Rayapudi Post, Tulluru Mandal, Amaravati, Guntur District, Andhra Pradesh – 522237.
Phone:0863-2000253 (10:00 a.m to 5:00 p.m. on working days),
Email:recruitment@apcrda.org

Rc.No. MAU61-OPCS0CNTE(APPT)/11/2026-HR, Dt.25-11-2026

Notification is hereby issued for engaging the services of Two (02) Assistant Directors in the Strategy Division in APCRDA, Amaravati on contract basis. Online application is available on the website https://crda.ap.gov.in in the careers tab and can be submitted from dt.26.11.2026 to dt.09.12.2026. The details are as follows;

S.No	Name of the Position	No. of Posts	Prescribed Qualifications & Experience	Consolidated Remuneration PM	Role / Tasks to be performed
1	Assistant Director-Strategy	02	• Master's Degree in Business Administration (MBA) with relevant specialization; or Master's Degree in International Relations, Public Policy, Economics, Urban Planning, Development Studies, Law or any other relevant discipline. • Minimum 2 years of post-qualification professional experience, including exposure to any one of: government liaison work, international program coordination, or institutional/ policy matters. • Familiarity with documentation cycles (concept notes, progress r	Rs.1.00 lakh	• Supports the Deputy Director in the operational execution of international partnership activities — managing communications, documentation, coordination logistics, and follow-ups with international stakeholders and in the institutional matters. • Draft and manage correspondence, notes, and briefing material for international stakeholder engagement. • Coordinate logistics for delegation visits, meetings, and site visits (itineraries, running orders, protocol). • Track action items and follow-ups from partnership meetings (e.g., MoU implementation, joint working groups)

			eports) • Experience with documentation, correspondence drafting, and stakeholder coordination in a formal/ government or multilateral setting Core Competencies. • Assessed independently of sector background: • (a) analytical ability — comfort working with data, spreadsheets and research material to produce clear findings; • (b) problem-solving — resourcefulness in unblocking coordination and documentation issues without escalation; • (c) communication — clarity and accuracy in drafting correspondence, notes and presentations in English; • (d) diligence in follow-through and attention to detail.		. • Document and research institutional arrangements for urban governance. • Assist in preparing presentations, technical notes, and progress reports for donor reviews. • Liaise with internal departments to gather inputs needed for reporting and compliance. • Maintain a repository of agreements, correspondence, and partnership documentation. • Provide administrative and analytical support during negotiations.

Place of Work: APCRDA, Amaravati, Guntur District.
Requirement: Immediate.
Contract Tenure: One Year
Other Information: Apply through APCRDA website https://crda.ap.gov.in only, as applications received through any other source /mode will not be processed.

The number of posts is subject to variation based on project requirements. APCRDA reserves the right to fill or not fill any or all of the notified posts and to amend, modify, withdraw or cancel the notification, either in whole or in part, without assigning any

reason thereof.

For further details, please visit APCRDA website https://crda.ap.gov.in.

Vijay Rama Raju V I.A.S
Commissioner,
APCRDA, Amaravati

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VIJAY RAMA RAJU V
Date: 25-11-2026
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