

**EMPLOYMENT NOTIFICATION No. 01/2018**

**Andhra Pradesh Capital Region Development Authority: Vijayawada**

Lenin Centre, Governor pet, Vijayawada – 520 002

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**Rc.No. HR/158/2017, Dt.02.02.2018**

Notification is hereby issued and applications are invited from the eligible candidates for the following positions in APCRDA, Vijayawada on purely contract and temporary basis initially for a period for one year.

Division	Name Of the Position	No. Of. Posts	Educational qualification	Exp. in relevant field (in years)
Planning	Research Associate-Urban Design	1	Masters in Urban Design with Bachelor of Architecture/ Masters in Architecture with subjectisation in Urban Design Proficiency in AutoCAD, Photoshop, InDesign, Microsoft Office	2
	Research Assistant-Urban Design	1	Bachelor of Architecture or Bachelor of Planning Proficiency in Auto CAD, Photoshop, InDesign, MS Office	2
	Research Associate-Liveability	1	Masters in Urban Planning/ Masters in Urban and Regional Planning / Architecture/Environmental Planning/ sustainability/ sustainable Design Management/or must have passed Associateship Examination of Institute of town Planners of India with 1) B.E./B. Tech civil or Civil Environmental Engineering/ 2) B. Planning/ 3) B. Arch/4) P.G. in Geography.5. Graduate study in Environmental Science Proficiency in AutoCAD, GIS, Microsoft Office, Photoshop	2
	Research Assistant-Liveability	1	Bachelor of Architecture or Bachelor of Planning Proficiency in auto CAD, GIS, MS Office, Photoshop	2

Online application and further details are available in the website [www.crda.ap.gov.in](http://www.crda.ap.gov.in) in careers tab. Only online applications are accepted. Online applications can be submitted from 03.02.2018 to 16.02.2018.

Date: 02.02.2018  
Place: Vijayawada

  
Commissioner  
APCRDA, Vijayawada.



## **Job Description**

### **Research Associate, Urban Design**

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Andhra Pradesh Capital Region Development Authority, APCRDA is seeking a **Research Associate** for its **Urban Design Wing (Planning Department)**. The Research Associate primarily will work on projects related urban design and planning for Amaravati Capital City. Tasks include;

- ) Assist in preparation of urban design guidelines, strategies, proposals and framework for capital city projects.
- ) Assisting in research related to global best practices in the field of urban design, planning and transportation planning and analyze/recommend their context specific feasibility and implementation process.
- ) Assist in the planning, organizing and undertaking of urban design, land use, zoning studies and prepare written reports for Urban Design proposals.
- ) Organizing and preparing written and graphic materials for presentations to the Organization, department, communities, elected officials and other public agencies.
- ) Maintain a working knowledge of Amaravati Zoning Regulations and Urban Design guidelines.
- ) Coordinate with outside partners, including integrating feedback from local stakeholders into ongoing design work.

Applicants should demonstrate their past experience in the field of urban design/ planning and background knowledge in zoning regulations, land use, building bye laws is preferred. The ideal candidate should be self-directed, motivated, highly collaborative by nature, well organized, flexible and willing to pitch-in to take on tasks whenever help is needed.

### **About APCRDA**

The Government of Andhra Pradesh have enacted Andhra Pradesh Capital Region Development Authority Act, 2014 (Act.No.11 of 2014) for the declaration of the New Capital Area for the State of the Andhra Pradesh and establishment of the Andhra Pradesh Capital Region Development. Authority for the purpose of Planning, Co-ordination, Execution, Supervision, Financing, Funding and for Promoting and Securing the Planned Development of the Capital Region and Capital City Area for the State of Andhra Pradesh.

### **Academic Qualification**

1. Bachelors in Architecture AND
2. A Master's degree in Urban Design/Planning or Architecture with subjectisation in Urban Design with 2 years of relevant experience in preparation of Conceptual Master plans/ urban design guidelines, research and/or studies related to urban design development programs

## **Required Skills and Abilities**

- ) Proficiency in AutoCAD, MS Office, including Word, Excel, Power point, Photoshop, Illustrator, Sketch up, GIS and InDesign graphic software.
- ) Proficiency in BIM, Revit preferred.
- ) Proficiency in Report writing, research methods and data compilation.
- ) Ability to communicate clearly and concisely both verbally and in writing.
- ) Ability to work in a team environment.
- ) Ability to effectively meet deadlines.

## **Preferred Knowledge**

- ) Basic knowledge of Global Principles and practices of urban design and planning.
- ) Design — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- ) Ability to balance various project and organization responsibilities and deadlines while maintaining professionalism and quality.
- ) English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## **Preferred Skills**

- ) Active listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ) Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- ) Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ) Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ) Speaking — Talking to others to convey information effectively.
- ) Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- ) Writing — Communicating effectively in writing as appropriate for the needs of the audience.

- ) Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- ) Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- ) Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

### **Abilities**

- ) Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- ) Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- ) Written Comprehension — the ability to read and understand information and ideas presented in writing.
- ) Written Expression — the ability to communicate information and ideas in writing so others will understand.
- ) Deductive Reasoning — the ability to apply general rules to specific problems to produce answers that make sense.
- ) Problem Sensitivity — the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- ) Speech Clarity — the ability to speak clearly so others can understand you.
- ) Inductive Reasoning — the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- ) Speech Recognition — the ability to identify and understand the speech of another person.
- ) Information ordering — the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

### **Application Requirements**

Application deadline: **Three weeks from the date of notifying**

Submission:

- ) Resume and at least two work samples representing your skills.
- ) Applicant should bring the Portfolio (Hardcopy/Electronic) during the interview.

## Job Description

### Research Assistant, Urban Design

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Andhra Pradesh Capital Region Development Authority, APCRDA is seeking a **Research Assistant** for its **Urban Design Wing (Planning Department)**. The Research Assistant primarily will work on projects related urban design and planning for Amaravati Capital City. Tasks include;

- )] Create and organize illustrative, graphic and written materials for presentations.
- )] Assist in preparation of urban design studies (including research analysis) and produce written technical reports and presentations.
- )] Assisting in research related to global best practices in the field of urban design, planning and transportation planning and analyze/recommend their context specific feasibility and implementation process.
- )] Maintain a working knowledge of Amaravati Zoning Regulations and Urban Design guidelines.
- )] Perform other related tasks and projects.

Applicants should demonstrate their experience in the field of urban design/ planning and background knowledge in zoning regulations, land use, building bye laws with strong graphic and presentation skills is preferred. The ideal candidate should be self-directed, motivated, highly collaborative by nature, well organized, flexible and willing to pitch-in to take on tasks whenever help is needed.

### About APCRDA

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### Academic Qualification

1. Mandatory ; Bachelors in Architecture or Planning with 2 year of experience with focus on projects relevant to preparation of Conceptual Master plans/ urban design guidelines, research and/or studies related to urban design development programs
2. Desirable: Masters degree in Architecture with focus on projects relevant to preparation of Conceptual Master plans/ urban design guidelines, research and/or studies related to urban design development programs with 2 years' experience after bachelor's degree.

### Required Skills and Abilities

- )] Proficiency in AutoCAD, MS Office, including Word, Excel, Power point, Photoshop, Illustrator, Sketchup, GIS and In Design graphic software.
- )] Proficiency in BIM, Revit preferred.
- )] Proficiency in Report writing, research methods and data compilation.
- )] Strong graphic and presentation skills.
- )] Ability to communicate clearly and concisely both verbally and in writing.
- )] Ability to work in a team environment.
- )] Ability to effectively meet deadlines.

### Preferred Knowledge

- )] Basic knowledge of Global Principles and practices of urban design and planning.

- J Design — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- J Ability to balance various project and organization responsibilities and deadlines while maintaining professionalism and quality.
- J English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### **Preferred Skills**

- J Ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision.
- J Active listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- J Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- J Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- J Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- J Speaking — Talking to others to convey information effectively.
- J Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- J Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- J Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- J Complex Problem Solving — identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- J Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

### **Abilities**

- J Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- J Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- J Written Comprehension — the ability to read and understand information and ideas presented in writing.
- J Written Expression — the ability to communicate information and ideas in writing so others will understand.
- J Deductive Reasoning — the ability to apply general rules to specific problems to produce answers that make sense.

- ) Problem Sensitivity — the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- ) Speech Clarity — the ability to speak clearly so others can understand you.
- ) Inductive Reasoning — the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- ) Speech Recognition — the ability to identify and understand the speech of another person.
- ) Information ordering — the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

### **Application Requirements**

Application deadline: **Three weeks from the date of notifying**

### **Submission:**

- ) Resume and at least two work samples representing your skills.
- ) Applicant should bring the Portfolio (Hardcopy/Electronic) during the interview.

## Job Description

### Research Associate, Liveability

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Andhra Pradesh Capital Region Development Authority, APCRDA is seeking a **Research Associate** for its **Liveability Wing (Planning Department)**. The Research Associate primarily will work on projects related liveability Aspects for Amaravati Capital City. Tasks include;

- ) Thorough research on concept of Liveability the criteria, indicators and models been discussed worldwide.
- ) Applicability of the criteria in green field as well as brown fields. Assessment of conditional applicability.
- ) Selection of criteria, preparation of matrix and standardizing the indicators and development of assessment process to evaluate the Liveability Index of the city.
- ) Develop or execute strategies to address the “human” and “environment” metrics of the city such as sustainability, health, well-being, energy use, resource conservation, recycling, pollution reduction, waste elimination, public transportation, Non-motorized Transport, pollution-control, education, and building design.
- ) Selection of area for execution of pilot project in brown field area with reference to city liveability concerns and stakeholder interests.
- ) Develop reports, presentations, or proposals for supplier, employee, academia, media, government, public interest, or other groups.
- ) Formulate or implement sustainability campaign or marketing strategies.
- ) Work with multi discipline groups e.g. Architecture, Landscape, engineering information systems, planning, transportation and economists to evaluate the process and latest updates in different sectors of the upcoming city.

The ideal candidate should be self-directed, motivated, and highly collaborative by nature, well organized, flexible and willing to pitch-in to take on tasks whenever help is needed.

### About APCRDA

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### Academic Qualification

- ) Master’s degree in Urban Planning/ Urban Designing, Urban and Regional Planning, with desirable experience of 2-3 years in fields of Urban Planning projects, Sustainability and Smart city concept or
- ) Must have passed Associate ship examination of institute of town planners of India with B.E/B. Tech civil or Civil Environmental Engineering/Bachelors in Planning or Architecture / PG in geography with a focus on projects relevant to Liveability, Happy city and sustainable cities during the academic course.



## General functions

- ) Preparation of reports and presentations
- ) Attend regular meetings and discussions, noting the highlights and preparation of action plan accordingly.
- ) Provide professional assistance towards development and assessment of matrix.
- ) Communicate with varied departments within the institution to obtain the updates and assessments of new developments.

## Relevant Experience:

- ) 2 years of Relevant professional experience specifically in research, sustainability consulting or Green Building and Environmental sustainability or other related experience in the consulting industry and /or private or public sector.
- ) Working knowledge of the primary aspects of sustainable design, Accreditation Experience in sustainability projects.
- ) Relevant experience in qualitative and quantitative analysis, project assessment and matrix development.
- ) Experience with preparation of assessment models Green building initiatives and sustainability concepts.
- ) Working knowledge of standards, codes and rating systems associated with sustainability and energy performance,

## KNOWLEDGE

- ) **Administration and Management** — Knowledge of business and management principles involved in strategic planning, modelling, team player attitude and coordination of people and resources.
- ) **Ability** to balance various tasks assigned and organization responsibilities and maintaining deadlines.
- ) **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ) **Design** — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- ) **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- ) **Law and Government** — Knowledge bye-laws, government regulations, executive orders, agency rules.
- ) **Communications and Media** — Knowledge of media communication, techniques and methods. Able to report for media communication. This includes alternative ways to inform and entertain via written, oral, and visual media.
- ) **Transportation** — Knowledge of basic principles of transportation its relevance with Urban spaces and importance of Urban Connectivity.

- ) **Sociology and Anthropology** — Knowledge of group behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultural diversions and their history and origins.

## SKILLS

- ) **Active listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ) **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- ) **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ) **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ) **Speaking** — Talking to others to convey information effectively.
- ) **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- ) **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- ) **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- ) **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- ) **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

## TOOLS & TECHNOLOGY

### Tools used.

- ) GIS
- ) Laser printers
- ) Notebook computers
- ) Personal computers

## WORK CONTEXT

- ) Electronic Mail — “Every day.”
- ) Telephone — “Attend all calls”
- ) Face-to-Face Discussions — “Every day.”
- ) Work with Work Group or Team — “Extremely important.”
- ) Deal with External consultants — “Extremely important.”
- ) Letters and Memos — “Every day.”
- ) Contact with other groups/ teams— “Contact with others most of the time.”
- ) Duration of Typical Work Week — “More than 40 hours.”

**Application Requirements:** Application deadline: **Three weeks from the date of notifying**

**Submission:**

- ) Resume and at least two work samples representing your skills.
- ) Applicant should bring the Portfolio (Hardcopy/Electronic) during the interview.

## Job Description

### Research Assistant, Liveability

---

Andhra Pradesh Capital Region Development Authority, APCRDA is seeking a **Research Assistant** for its **Liveability Wing (Planning Department)**. The Research Assistant primarily will work on projects related liveability Aspects for Amaravati Capital City. Tasks include;

- ) Thorough research on concept of Liveability the criteria, indicators and models been discussed worldwide.
- ) Preparing background literature material for reports and presentations
- ) Applicability of the criteria in green field as well as brown fields. Assessment of conditional applicability.
- ) Selection of criteria, preparation of matrix and standardizing the indicators and development of assessment process to evaluate the Liveability Index of the city.
- ) Develop reports, presentations, or proposals for supplier, employee, academia, media, government, public interest, or other groups.
- ) Work with multi discipline groups e.g. Architecture, Landscape, engineering information systems, planning, transportation and economists to collect latest development taking place in each sectors of the proposed city.

The ideal candidate should be self-directed, motivated, and highly collaborative by nature, well organized, flexible and willing to pitch-in to take on tasks whenever help is needed.

#### About APCRDA

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#### Academic Qualification

- ) Bachelors in Planning or Architecture with 2 years of relevant experience in projects relevant to Liveability, Happy city and sustainable cities during the academic course.  
Or
- ) Master in Urban Planning/Urban and Regional Planning, Environmental Planning academic work in the field of Liveability or sustainability with 2 years' experience after Bachelor's Degree.

#### Relevant Experience:

- ) 2 years of professional or academic experience in research in field of liveability, happiness and Environmental sustainability.
- ) Working knowledge of the primary aspects of sustainable design, Experience in sustainability projects.
- ) Understanding of qualitative and quantitative analysis, project assessment and matrix development.
- ) Preferably with knowledge of preparation of assessment models Green building initiatives and sustainability concepts.
- ) Working knowledge of standards, codes and rating systems associated with sustainability and energy performance,

#### General functions

- ) Prepare reports and noting of the other findings.

- )] Provide professional assistance towards development and assessment of matrix.
- )] Implement, evaluate communication plan.
- )] Communicate with varied departments within the institution to obtain the updates and assessments of new developments.

## KNOWLEDGE

- )] **Ability** to balance various tasks and organization responsibilities and deadlines while maintaining professionalism and quality.
- )] **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- )] **Design** — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- )] **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings,
- )] **Law and Government** — Knowledge of laws, government regulations, executive orders, design and building standards. Preferably aware of green building rating systems.
- )] **Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- )] **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- )] **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- )] **Sociology and Anthropology** — Knowledge of group behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- )] **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

## SKILLS

- )] **Active listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- )] **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- )] **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- )] **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- )] **Speaking** — Talking to others to convey information effectively.
- )] **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- )] **Writing** — communicating effectively in writing as appropriate for the needs of the audience. Able to write and communicate highlights of meetings.
- )] **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

## **TOOLS & TECHNOLOGY**

### **Tools used.**

- ) Global Information system
- ) Laser printers
- ) Notebook computers
- ) Personal computers

## **WORK CONTEXT**

- ) Electronic Mail — “Every day.”
- ) Telephone — “Attend all calls”
- ) Face-to-Face Discussions — “Every day.”
- ) Work With Work Group or Team — “Extremely important.”
- ) Deal with External Customers — “Extremely important.”
- ) Duration of Typical Work Week — “More than 40 hours.”
- ) Information sharing- “Every Day” able to share latest update/ news of relevant subjects with the team members.

## **Application Requirements**

Application deadline: **Three weeks from the date of notifying**

### **Submission:**

- ) Resume and at least two work samples representing your skills.
- ) Applicant should bring the Portfolio (Hardcopy/Electronic) during the interview.