

EMPLOYMENT NOTIFICATION No. 06/2018

Andhra Pradesh Capital Region Development Authority: Vijayawada

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Rc.No. HR/515/2017, Dt.22.05.2018

Notification is hereby issued and applications are invited from the eligible candidates for the following position 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.	Exp. in relevant field (in years)
Legal	Legal Advisor	1	Bachelor in Law/ 10 years	Relevant Experience in providing legal opinion, vetting documents, handling and tracking all litigation and preparation of gazette notifications etc.
Legal	Legal Coordinator	1	Bachelor in Law/ 5 years	

Online application and further details are available in the website www.crda.ap.gov.in in careers tab. Only online applications are accepted. Online applications can be submitted from 23.05.2018 to 05.06.2018.

**Sd/- Commissioner
APCRDA, Vijayawada.**

Date: 22.05.2018
Place: Vijayawada

JOB DESCRIPTION FOR THE POST OF MANAGER-LEGAL IN LEGAL DIVISION

Name of the Post	No of Posts	Educational Qualification	Relevant experience in years
Legal Advisor	1	Bachelor in Law	10
Legal Coordinator	1	Bachelor in Law	5

SUMMARY:

Andhra Pradesh Capital Region Development Authority is established 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.

Legal division of APCRDA has to provide legal opinion, vet documents, handle litigation, track all litigation and prepare gazette notifications.

Legal Manager assisted by Assistant Manager-Legal will be responsible for managing the various legal aspects of projects being undertaken by APCRDA. Manager- Legal and Assistant Manager- Legal has to deal with various day-to-day legal matters involved with the projects, to ensure smooth and successful project execution and operations, Land pooling and Land Acquisition related legal formalities.

TASKS:

Drafting and scrutinizing Tender documents:

- Prepare templates for land sale/lease agreements land parcels being monetised by CRDA.
- Draft Contract Agreements for APCRDA & Legal vetting of content of RFIs/RFPs/RFOs before formalization to ensure sound legal terms for the Authority
- Review, draft and negotiation of agreements/contracts, non-disclosure agreements, concession agreements, EPC contract, O&M contracts and debt financing agreements terms and amendments for investors.
- Drive Contract life cycle from drafting to completion of the negotiation process and related correspondence requiring legal input.
- Maintains a deep understanding of CRDA Act, Government Rules and Regulations and other legal related aspects.

Risk identification and mitigation:

- Prepare contracts for internal review and approval and ensure compliance with CRDA/AP government policies as well as applicable laws or regulations.
- Interpret contracts and advise CRDA leadership on contractual responsibilities
- Translates complex commercial/legal scenarios into simple language and action plans

KNOWLEDGE:

- **CRITICAL** --- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

- **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.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources.

SKILLS:

- Good spoken Reading Comprehension and written communication skills.
- Active Listening, Speaking and critical thinking, Coordination, Time management and social perceptiveness.

ABILITIES:

- Written Comprehension, near vision, oral comprehension, oral expression, speech recognition, written expression, speech clarity

TOOLS & TECHNOLOGY:

TOOLS USED:

- **Microfiche or microfilm viewer components or accessories** — Microfiche machines.
- **Notebook computers** — Laptop computers
- **Photocopiers** — Photocopying equipment
- **Scanners** — Document scanners
- **Typewriters** — Electric typewriters

TECHNOLOGY USED:

- **Accounting software** — Amortization calculation software; Billing software; Intuit Quicken software; Sage Peachtree software
- **Electronic mail software** — Email software; IBM Lotus Notes; Microsoft Outlook
- **Information retrieval or search software** — Legal research software; LexisNexis software; Thomson West, Westlaw PRO
- **Spreadsheet software** — Microsoft Excel

WORK EXPERIENCE:

- 10 years / 5 years and above work experience in legal scrutiny/vetting documents including project documents, tender documents, stakeholder negotiations/ Consultancy and consultant related and final award/contract document in the field of infrastructure and or PPP Projects or Private transaction basis is required.
- Experience in Large scale infrastructure development, Urban Development and Government would be preferred.
- Experience in drafting, negotiation and interpretation of project documentation in a “project finance” environment

EDUCATION:

- Bachelor’s Degree (LLB or Equivalent). Masters in Law / Corporate Law/Business Law will be an added advantage.

DATE AND LOCATION OF JOINING:

- Immediate joining, Vijayawada
- Has to make frequent visits to Hyderabad if required.

IMPORTANT NOTE: The persons who are not having the required qualifications and experience need not apply.