

EMPLOYMENT NOTIFICATION No. 08/2018

Andhra Pradesh Capital Region Development Authority: Vijayawada

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Rc.No. CRDA-HR/158/2018, Dt.19.07.2018

Notification is hereby issued for the following position in APCRDA, Vijayawada on contract basis. Applications are invited from the eligible candidates for the following post to work on contract basis for a period for one year.

Division	Name Of the Position	No. Of Posts	Educational Qualification and Relevant Exp. in years
Planning	Research Assistant (Urban Design)	1	1. Bachelor in Architecture with 2 years' Experience in Urban Design or 2. Bachelor in Architecture and Masters in Urban Design and proficiency in Auto CAD, Photoshop, in Design, MS Office, GIS, Adobe Creative Suite, 3D modelling and rendering including Sketch Up, Lumion and other relevant Software.

Online application are available in the website www.crda.ap.gov.in in careers tab. Only online applications are accepted. Online applications can be submitted from 20.07.2018 to 02.08.2018.

For Further details and competencies required please visit the website www.crda.ap.gov.in

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

Date: 19.07.2018

Place: Vijayawada

Job Description

Research Assistant, Urban Design

Andhra Pradesh Capital Region Development Authority, APCRDA is seeking a **Research Assistant** for its **Urban Design Wing**. The Research Assistant primarily will work on projects related to 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

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 from a reputed school with 2 year of relevant experience in Urban Design or
2. Bachelors in Architecture and Masters in Urban Design from reputed school with relevant experience. Fresh graduates with exceptional abilities will also be considered.

With focus on projects relevant to 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, GIS and InDesign graphic software Adobe Creative suite, 3D modelling and rendering including Sketch up, Lumion and other related Software.
- Proficiency in BIM, Revit preferred.
- Strong design and graphics abilities including hand concept sketching and the creation of both digital and hand drawn graphics, maps, illustrations.
- Strong Design portfolio focused on Urban Design and public realm.
- 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.
- 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

- Ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision.
- 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: **Two 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 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.

