

EMPLOYMENT NOTIFICATION No.07/2024

Andhra Pradesh Capital Region Development Authority, Vijayawada
Lenin Center, Governorpet, Vijayawada – 520 002
Phone: 0866-2527110, Email:recruitment@apcrda.org

Rc.No. MAU61-OPCS0CNTE/2/2024-HR, Dt. 22/09/2024.

Notification is hereby issued for filling up certain positions in APCRDA, Vijayawada on contract basis. Online application is available in the website www.crda.ap.gov.in in careers tab and can be submitted from 24.09.2024 to 07.10.2024 . The details are as follows;

S.No	Name of the Position	No. of Posts	Educational Qualifications and Experience Prescribed	Experience in relevant field in years	Role / Tasks to be performed
1	Manager – Legal	01	Bachelor’s degree in Law. Master degree in Law is preferred with minimum 10 years of post-qualification experience with strong knowledge of State and Central Government regulations, public administration laws, and civil procedures is essential. Proficient in legal drafting, negotiations, and presentations.	10	For details visit AP CRDA website
2	Manager – Finance & Accounts	01	Graduation in Commerce with Masters in Commerce / Business Administration with specialisation in Finance or equivalent with experience in finance and accounts management with expertise in financial rules, regulations, and reporting standards (Indian Accounting Standards, IFRS).	10	For details visit AP CRDA website
3	Assistant Manager – Finance & Accounts	01	Graduation in Commerce with Masters in Commerce / Business Administration with specialisation in Finance or equivalent with experience in finance and accounts management with expertise in financial rules, regulations, and reporting standards (Indian Accounting Standards, IFRS).	06	For details visit AP CRDA website
4	Environmentalist	01	M.Sc in Environmental Science or its equivalent specialization.	05	For details visit AP CRDA website
5	Environmental Specialist	01	M.Tech in Environmental Engineering	10	For details visit AP CRDA website
6	Manager – Public	01	Graduation and Masters in Mass	10	For details

	Relations		Media/Corporate Communications. Any graduate with relevant experience will be considered.		visit AP CRDA website
7	Content Writer -English	01	Graduation in English Literature equivalent with experience in content writing.	05	For details visit AP CRDA website
8	Content Writer -Telugu	01	Graduation in Telugu Literature or equivalent with experience in content writing.	05	For details visit AP CRDA website
9	Creative Graphic Designer	01	Any Graduation with expertise in Graphic Designing.	02	For details visit AP CRDA website
10	Video Editor	01	Bachelor's degree in Film, Multimedia, Digital Media, or related field with atleast 02 years of experience in video handling, editing, or production.	02	For details visit AP CRDA website
11	MIS Operator	01	Any Graduate in Engineering or Computer Applications or equivalent with relevant experience as MIS Operator. Preference will be given to applicants who have worked for at least 3 years in any central / state government institutions /PSUs /development authority bodies handling IT applications related works.	03	For details visit AP CRDA website
12	Joint Director – Communications	01	Graduation and Masters in Journalism or Mass Media or equivalent with experience in drafting and implementing communication strategies in large organisations with Strong communications (writing and verbal), networking and influencing skills at a senior and executive level.	15	For details visit AP CRDA website

Posts subject to vary based on the need of the project and APCRDA reserves the right to fill or not fill the notified posts or to alter / modify /cancel the entire notification.

For further details please visit web site www.crda.ap.gov.in

Bhaskar Katamneni I A S,
Commissioner,
APCRDA,
Vijayawada.

Job Description for various posts notified for recruitment on contract basis in APCRDA Vijayawada.

S. No.	Post Name	Educational Qualification and Experience	Role /Tasks to be performed in APCRDA
1.	Manager - Legal	Bachelor's degree in Law. Master degree in Law is preferred. Minimum 10 years of post-qualification experience. Strong knowledge of State and Central Government regulations, public administration laws, and civil procedures is essential. Should be Proficient in legal drafting, negotiations, and presentations.	The Manager - Legal will be responsible for providing comprehensive legal support to various departments, agencies, and officials of APCRDA. Key tasks include: <ul style="list-style-type: none"> ● Drafting and reviewing contracts, MoUs, agreements, and other legal documents. ● Providing legal advice on employee service matters, land-related issues, and other regulatory compliance matters. ● Assisting in dispute resolution through mediation, arbitration, and litigation support. ● Liaising with relevant authorities and stakeholders as necessary. ● Keeping the organization updated on changes in applicable laws and regulations. ● Representing the organization in legal matters, including court proceedings and negotiations.
2	Manager - Finance & Accounts	Graduation in Commerce with Masters in Commerce / Business Administration with specialisation in Finance or equivalent. Minimum 10 years' experience in finance	The Manager Finance / Assistant Manager Finance and Accounts will be responsible to provide tailored financial advice to APCRDA to manage its financial resources effectively and ensure long-term financial stability. <ul style="list-style-type: none"> ● Work Bills and Accounts

		and accounts management with expertise in financial rules, regulations, and reporting standards (Indian Accounting Standards, IFRS).	<p>Management:</p> <ul style="list-style-type: none"> ● Overseeing the scrutiny of work bills, measurement books, and consultancy bills from Engineering and other divisions in APCRDA. ● Verifying measurement books (M-books) for engineering and LSE-related bills. ● Ensuring correct deductions for statutory recoveries like GST, TDS, and monitoring the recovery of mobilization advances. <p>Audit and Compliance:</p> <ul style="list-style-type: none"> ● Coordinating the preparation and submission of audit reports to authorities (e.g., AG, internal, and statutory audits). ● Managing replies to AG audit paras and coordinating between departments, AG, and Government authorities. ● Ensuring adherence to internal audit, statutory audit, and A.G. audit requirements. ● Handling tax audits, appeals, and ensuring compliance with applicable regulations (GST, TDS, IT returns). <p>Budget and Financial Reporting:</p> <ul style="list-style-type: none"> ● Overseeing budget proposals, revised estimates, additional grant requests, and re-appropriations for Government submission. ● Preparing key documents like the Budget Speech, Outcome Budget, and LAQ/LCQs (Legislative
3	Assistant Manager – Finance & Accounts	<p>Graduation in Commerce with Masters in Commerce / Business Administration with specialisation in Finance or equivalent</p> <p>Minimum 06 years' experience in finance and accounts management with expertise in financial rules, regulations, and reporting standards (Indian Accounting Standards, IFRS).</p>	

			<p>Assembly/Legislative Council Questions).</p> <ul style="list-style-type: none"> ● Finalizing books of accounts and preparing financial statements in compliance with Indian Accounting Standards and IFRS. ● Managing financial coordination between various departments and external stakeholders, including credit rating agencies and auditors. ● Debt Servicing and Fund Mobilization : ● Monitoring compliance with SEBI guidelines for monthly, quarterly, and half-yearly reporting. ● Ensuring quarterly interest payments (16th Feb, 16th May, 16th Aug, 16th Nov), escrow replenishment, TDS for investors, and managing investor queries. ● Coordination with credit rating agencies, transfer agents, and trustees. ● Handling relations with banks (e.g., World Bank, ADB, consortium banks like UBI, IB, BOB) and other financial institutions for fund mobilization and servicing loans (e.g., HUDCO loans). ● Public Deposit (PD) Account and Financial Operations: ● Supervision of annuity payments, pensions for landless people, and grants from GOI, GoAP, and financial institutions. ● Reconciliation of PD accounts and ensuring timely execution of financial transactions. ● Handling FDRs, cheque
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			<p>books, EMDs, bank guarantees, security deposits and maintaining accounts for CRDA and other associated projects.</p> <ul style="list-style-type: none"> ● Coordinating with NPS (National Pension System) for employee contributions and transfers. ● Taxation and Statutory Compliance: ● Managing all statutory recoveries and deductions, ensuring filing of quarterly returns (TDS, GST, IT), and responding to appeals. ● Ensuring compliance with GST regulations, tax audits, and coordinating with GST authorities for any appeals or adjustments. ● Filing of IT returns and issuance of Form 16/16A for employees and firms. Overseeing GST payments, reconciliation, and preparation of contingent bills with proper documentation.
4	Manager – Public Relations	<p>Graduation and Masters in Mass Media/Corporate Communications. Any Graduate with relevant experience in Social Media handling will be considered.</p>	<p>The Manager–PR will be responsible for creating a variety of written materials that align with the organization's goals and handle Social Media Platforms. Key tasks include:</p> <ul style="list-style-type: none"> ● Content Creation: Design and develop multimedia content (images, videos, posts). Write engaging copy, adhering to the organization's voice and tone. Schedule posts using social media management tools. ● Audience Engagement: Respond to messages, comments, and mentions promptly. Monitor and report on audience

			<p>feedback. Foster community building through proactive interaction.</p> <ul style="list-style-type: none"> ● Social Media Strategy: Develop and implement social media strategies to meet organizational goals. Monitor competitor activity and industry trends. Provide recommendations for improving social media performance. ● Analytics & Reporting: Track and report social media performance using analytics tools (e.g., Google Analytics, native platform analytics). Prepare monthly performance reports detailing key metrics (e.g., engagement rates, follower growth). Adjust strategies based on data-driven insights. ● Branding & Reputation Management: Ensure that all social media content adheres to brand guidelines. Manage crises or negative feedback in a professional and timely manner. Collaborate with other teams to ensure a cohesive message.
5	Content Writer -English	Graduation in English Literature or equivalent with experience in content writing. Master is English Literature will be preferred.	<p>The Content Writer English /Telugu will be responsible for creating a variety of written materials that align with the organization's goals.</p> <ul style="list-style-type: none"> ● Articles & Blog Posts: Writing original and research-based articles on industry-related topics. ● Website Content: Developing, updating, or improving website content. ● Social Media Posts:
6	Content Writer -Telugu	Graduation in Telugu Literature or equivalent with experience in content writing. Master is Telugu Literature will be	

		preferred.	<p>Crafting engaging posts for platforms like Facebook, Twitter, LinkedIn, and Instagram.</p> <ul style="list-style-type: none"> ● Marketing Copy: Creating promotional material for email campaigns, brochures, and product descriptions. ● Reports & White Papers: Assisting with research and drafting of formal reports, case studies, and white papers. ● Editing & Proofreading: Reviewing existing content for clarity, grammar, consistency, and brand alignment.
7	Creative Graphic Designer	Any Graduation with expertise in Graphic Designing.	The Creative Graphic Designer will be responsible to take concepts and ideas and create visual representations (both audio and video), in both print and electronic media. Develop graphics, layouts and Websites.
8	Video Editor	Bachelor's degree in Film, Multimedia, Digital Media, or related field with atleast 02 years of experience in video handling, editing, or production.	The Video Editor will be responsible for managing, organizing, editing, and distributing video content for various platforms, including websites, social media, and other digital media outlets. The role includes working closely with other departments to ensure that all video materials are effectively processed and made available for internal and external use.
9	MIS Operator	Any Graduate in Engineering or Computer Applications or equivalent with relevant experience as MIS Operator.	The MIS Operator will be responsible for maintaining databases, ensuring data accuracy, generating reports, and assisting in the smooth operation of software systems used for business processes.
10	Joint Director – Communications	Graduation and Masters in Journalism or Mass Media or equivalent with experience in	The Joint Director Communications is responsible for Implementing Social Media Campaigns, Public Relations,

		<p>drafting and implementing communication strategies in large organisations with Strong communications (writing and verbal), networking and influencing skills at a senior and executive level.</p>	<p>Crisis Management, and public events and shall ensure that all communication efforts contribute to the organization's success, fostering both brand awareness and strong relationships with stakeholders.</p>
11	Environmentalist	<p>M.Sc in Environmental Science or its equivalent specialization, with five years of experience in EIA, EMP and other Environmental issues.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Facilitate on Environmental Impact Assessment studies of projects / investments in capital region. <input type="checkbox"/> Provide scientific or technical guidance, support, coordination, to CRDA environmental programs. <input type="checkbox"/> Review and implement environmental technical standards, guidelines, policies, and formal regulations that meet all appropriate requirements. <input type="checkbox"/> Collect, synthesize, analyze, manage, and report environmental data, such as pollution emission measurements, atmospheric monitoring measurements, meteorological or mineralogical information, or soil or water samples. <input type="checkbox"/> Provide advice on proper standards and regulations or the development of policies, strategies, or codes of practice for environmental management. <input type="checkbox"/> Prepare charts or graphs from data samples, providing summary information on the environmental relevance of the data. <input type="checkbox"/> Conduct environmental audits or inspections or investigations of violations. <input type="checkbox"/> Monitor effects of pollution or land degradation and recommend means of prevention or control.

			<ul style="list-style-type: none"> <input type="checkbox"/> Design or direct studies to obtain technical environmental information about planned projects. <input type="checkbox"/> Analyze data to determine validity, quality, and scientific significance and to interpret correlations between human activities and environmental effects. <p>Any other environment related work required as per the laws.</p>
12	Environment Specialist	M.Tech in Environmental Engineering and 10 years of experience in the field of Environmental Engineering with sound knowledge on Environmental compliances in engineering works	<ul style="list-style-type: none"> <input type="checkbox"/> Facilitate on Environmental Impact Assessment studies of projects / investments in capital region. <input type="checkbox"/> Provide scientific or technical guidance, support, coordination, to CRDA environmental programs. <input type="checkbox"/> Review and implement environmental technical standards, guidelines, policies, and formal regulations that meet all appropriate requirements. <input type="checkbox"/> Collect, synthesize, analyze, manage, and report environmental data, such as pollution emission measurements, atmospheric monitoring measurements, meteorological or mineralogical information, or soil or water samples. <input type="checkbox"/> Provide advice on proper standards and regulations or the development of policies, strategies, or codes of practice for environmental management. <input type="checkbox"/> Prepare charts or graphs from data samples, providing summary information on the environmental relevance of the data. <input type="checkbox"/> Conduct environmental audits or inspections or investigations of violations. <input type="checkbox"/> Monitor effects of pollution or land degradation and

			<p>recommend means of prevention or control.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Design or direct studies to obtain technical environmental information about planned projects. <input type="checkbox"/> Analyze data to determine validity, quality, and scientific significance and to interpret correlations between human activities and environmental effects. <p>Any other environment related work required as per the laws.</p>
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Duration of Contract: One year.

Requirement: Immediate.

Job Location: APCRDA Vijayawada.

Salary : Commensurate with experience and market standards.

Other Information: Apply through APCRDA website: www.crda.ap.gov.in
Applications received through any other source/mode will not be processed.

Posts are subject to vary based on the need of the project and APCRDA reserves the right to fill or not fill the notified posts or to alter / modify / cancel the entire notification.
For further details please visit APCRDA website www.crda.ap.gov.in

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