EMPLOYMENT NOTIFICATION No.26/2025
Andhra Pradesh Capital Region Development Authority, Amaravati
Rayapudi Village , Thullur Mandal, Pin Code 522237.
Email:recruitment@apcrda.org

Rc.No. MAU61-OPCS0CNTE(APPT)/31/2025-HR, Dt.15-12-2025.

Notification is hereby issued for engaging the services of One (01) Server Administrator Infrastructure in the Information Systems division of APCRDA, Vijayawada on contract basis. Online application is available in the website https://crda.ap.gov.in in careers tab and can be submitted from dt.17.12.2025to dt.30.12.2025 The details are as follows;

S.No	Name of the Position	No. of Posts	Prescribed Educational Qualifications & Experience	Role / Tasks to be performed
1	Server Administrator - Infrastructure	01	Graduate in Engineering/ Computer Science/ Computer Applications with 08 years of relevant experience in installation, configuration, maintenance and reliable operation of servers and related systems within the organisation. Preference will be given to the applicants who have worked for at lest 5 years in any central /state government institutions /PSU's /development authority bodies though direct recruitment / contract / fixed term basis.	For details visit AP CRDA website
2	ICT Executive- Application Support	01	Graduate Study in Engineering in any discipline (or) Computer Applications with 03 years of overall experience in execution, operation and maintenance of projects involving IT applications.	For details visit AP CRDA website

Place of Work : APCRDA, Amaravati.

Requirement: Immediate.

Salary: A fixed consolidated pay will be offered commensurate with experience. Salary is negotiable for the right candidate.

Period: 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.

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 https://crda.ap.gov.in.

K KANNA BABU, I.A.S,
Commissioner,
APCRDA, Amaravati.

Job Description for recruitment of various posts on contract basis in APCRDA Amaravati.

S. No.	Name of the Position	Prescribed Educational Qualification & Experience:	Role/Tasks to be performed
1.	Server Administrator - Infrastructure	Graduate in Engineering/ Computer Science/ Computer Applications with 08 years of relevant experience in installation, configuration, maintenance and reliable operation of servers and related systems within the organisation. Preference will be given to the applicants who have worked for at lest 5 years in any central /state government institutions /PSU's /development authority bodies though direct recruitment / contract / fixed term basis. Should have practical exposure & played lead role in successful Execution, Operation & Maintenance of the IT Infrastructure Projects in India comprising of below core areas: • Server Management & Maintenance • Operating systems (OS) • Virtualization • Performance Monitoring • Reliability Assurance • Capacity Planning • Hardware Maintenance	• A Server Administrator-Infrastructure is responsible for installing, configuring, and maintaining server hardware and software in both physical, virtual / cloud environments, ensuring server security through patches and firewalls, and monitoring performance to prevent unplanned downtime. They are also responsible for data backup and disaster recovery, managing user accounts and permissions, and providing technical support for server-related issues. More detailed responsibilities / tasks to be performed by a Server Administrator under the subject role includes but not limited to the following: • **Server management and maintenance** ▪ Installation and configuration: Set up and configure server hardware, operating systems, and applications. ▪ Maintenance: Perform regular updates for software and security patches to ensure optimal performance and security. ▪ Performance monitoring: Continuously monitor server activity and performance, troubleshooting issues to prevent and resolve downtime. ▪ Virtualization and Cloud: Manage and optimize virtualized environments (e.g., using VMware or Hyper-V) and potentially cloud infrastructure • **Security and data protection** ▪ Security implementation: Implement security measures, such as firewalls, and protect against cyberattacks. ▪ Access management: Manage user accounts, permissions, and passwords to control access to sensitive data. ▪ Data backup: Schedule and perform regular data backups and test disaster recovery procedures. • **Support and collaboration** ▪ Troubleshooting: Diagnose and resolve technical problems with servers and related network hardware. ▪ Technical support: Provide technical support to users and clients for server and system-

		- Software and Security Updates - Security Measures - Troubleshooting - Networking Services - Data Center Services (Cloud Services, On-Premise / Managed Services etc.) - System Monitoring & Troubleshooting - Data Backup & Disaster Recovery - System Security and Compliance - Monitoring, Reporting, and Documentation	related issues. **Collaboration:** Work with other IT teams to coordinate tasks, implement changes, and meet organizational goals. **Documentation:** Maintain accurate documentation of server configurations and troubleshooting procedures.
2.	ICT Executive Application Support	- Graduate Study in Engineering in any discipline (or) Computer Applications with 03 years of overall experience in execution, operation and maintenance of projects involving IT applications. - Should have overall knowledge & involved in successful design, development, testing, integration, execution, co-ordination and maintenance of	**ICT Executive Application Support:** Main responsibilities include but not limited to troubleshooting and resolving software issues, performing maintenance and updates, and monitoring application performance to ensure smooth operation and minimal downtime acting as a link between field / domain users and the development team, providing technical support, documenting solutions, and collaborating with other teams to implement fixes and improvements. The core responsibilities include but not limited to the following: • **Technical support and troubleshooting:** Provide first and second-line support for applications by diagnosing and resolving user-reported issues via various channels. • **Performance monitoring:** Proactively monitor application performance, identify potential issues, and conduct root cause analysis to implement preventive measures. • **Collaboration:** Work closely with development, quality assurance, and other internal teams to resolve bugs, migrate code, and improve system performance. • **Documentation:**

the IT applications comprising of below allied services:

- Stages of Software Development Life Cycle (SDLC)
- Raising Requests for Domain & Sub-Domain Services with FQDN Mapping
- Purchase of SSL Certificates
- Public & Private Hosting of IT Applications
- Assessment of Operating System, Software & Backend Infra for DEV / INT / PROD Environment etc.
- Preparation of Site Maps
- Integration of E-Mail & SMS Services, PKI Components / Digital Key Authentications, Third-Party Software Licenses for Backend Servers Hosting IT Applications
- Generation of MIS Reports as per Organization Requirements
- Maintaining Security

Maintain accurate records of support activities, solutions, and application configurations in ticketing systems.

- **User communication:**

  Communicate resolutions to end-users and gather their feedback for future improvements.

  Additional duties

- **Escalation:** Escalate complex or critical issues to the concerned agencies / teams.

- **Process improvement:** Recommend ways to optimize business performance and improve the application's functionality.

- **User management:** Assist with basic user administration tasks, such as user profiles, password resets.

- **Knowledge base:** Contribute to building and maintaining knowledge bases and user guides.

		Standards for Websites as per ITE&C-GOAP Norms. • should have expertise in customer / vendor / department communication & co-ordination ensuring smooth flow & quality of construction management and construction progress tracking services. • Should have outstanding and clean professional track record for the experience shown as part of this notification. • Should be ready and responsible to take up any other work as assigned from time to time.	

<div align="right">
K KANNA BABU, I.A.S,
Commissioner,
APCRDA, Amaravati.
</div>