

EMPLOYMENT NOTIFICATION No.18/2025**Andhra Pradesh Capital Region Development Authority, Vijayawada**

Lenin Center, Governorpet, Vijayawada – 520 002

Phone: 0866-2527110, Email:recruitment@apcrda.org

Rc.No. MAU61-OPCS0CNTE(APPT)/20/2025-HR, Dt.02-09-2025.

Notification is hereby issued for filling up the following posts in various divisions 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.04.09.2025 to dt.18.09.2025. The details are as follows;

S.No	Name of the Position	No. of Posts	Prescribed Educational Qualifications & Experience	Experience in relevant field in years	Role / Tasks to be performed
1	Landscape Architect	01	B-Arch and M-Arch (Landscape Architecture) with two years of experience in Landscape projects.	02	For details visit AP CRDA website
2	Team Leader – MIS	01	Graduation in Engineering or Computer Applications with experience in Govt. Depts.	08	For details visit AP CRDA website
3	Network Administrator - Infrastructure	01	Graduation in Engineering or Computer Applications with experience in Govt. Depts.	08	For details visit AP CRDA website
4	Group Director Social Development	01	Graduation in Community /Social Work /related field with experience in Govt. Depts.	15	For details visit AP CRDA website
5	Assistant Director Strategy Balance Score Card	01	Graduation and Master's in Business Administration in Human Resources with specialization in OD	02	For details visit AP CRDA website

Place of Work : APCRDA, Vijayawada, 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>.

Sd/-Commissioner,
APCRDA, Vijayawada.


T.C.F.B.O.
Director -OM 21/9/25

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

S. No	Name of the Position	Educational Qualification & Experience:	Role/Tasks to be performed
1.	Landscape Architect	B-Arch and M-Arch (Landscape Architecture) with two years of experience in Landscape projects	- Conceptual plans for Landscape and Greenery Development considering the local climate and master plan of the city. - Detailed design, drawings for landscape development. 3D Designs and walk throughs - Preparation of Bill of quantities - Site level coordination with the field execution teams and supply of working drawings - Design of Urban landscaping features using materials water, rock, metals and vegetation - Design of aesthetic elements in the landscape areas, along important corridors, Avenues, Public Places etc. - Development of technical guidelines for greenery development - Design of irrigation and fertigation systems. - Any other directions given by the Department. <u>Skills Required:</u> - Through understanding of native tree Species, Flowering species, annuals and seasonals. - Good Knowledge about Climate types - Knowledge about weed species - Knowledge about water conservation, soil types, water Stagnant species - Knowledge about irrigation systems - Softwares-well versed with Sketchup, Auto Cad LT, Photoshop. Aware of other softwares like Lumion, Rhino etc. - Documentation -good in writing and presentation
2.	Team Leader -MIS	Graduation in Engineering or Computer Applications. with comprehensive knowledge of IT applications and minimum 8 years of overall relevant experience in analyzing and performing key operations on versatile nature of data present within	- Responsible for leading and managing the MIS team / data, overseeing the maintenance and development of an organization's information systems, ensuring data integrity and security, analyzing data to support decision-making, and coordinating with other departments to optimize business processes through IT solutions. - Should have practical exposure, sound

the organization.

- Preference will be given to the applicants who have worked for at least 5 years in any central / state government institutions / PSU's / development authority bodies through direct recruitment / contract basis handling IT application / data works.

technical knowledge and should perform / handle roles & responsibilities in below core areas:

- Data Management: Input, Update, and Maintain the organization data in the MIS database ensuring accuracy and consistency. Collect, analyze, and interpret data from various sources, maintain databases to ensure accuracy, and generate regular and ad-hoc reports to support decision-making.
- Report Generation & Coordination: Create and distribute regular and ad-hoc reports as requested by management and other departments. Further, coordinate with various departments to understand their reporting needs and integrate IT solutions to optimize overall operations. Provide and oversee technical support for the MIS system, troubleshoot issues, and ensure timely distribution of reports to relevant stakeholders.
- System Monitoring: Regularly monitor the performance of MIS applications and all kinds of data and applications and troubleshoot any issues that arise. Develop and maintain Management Information Systems (MIS), oversee hardware and software installations, and manage system upgrades.
- Documentation & Processes: Maintain documentation related to system processes, procedures, and updates. Identify and introduce process improvements to increase MIS efficiency and effectiveness, ensuring systems meet business needs.
- Creation of Department Heads, File Codes, Subjects in e-Office, Organogram Charts Preparation, Digital Key Handlings, Digital Dongle Services, Testing of Applications, E-Mail Administration, Employee Details Administration.
- Handling and leading all kinds of operations w.r.to documentation and data within the department including but not limited to files, tenders, RFP's, application reports, dashboards, application test

			cases, data backup's, MS excel pivots / formulas / analysis / dashboards etc. • Should have outstanding and clean professional track record for the experience shown as part of this notification. • Responsible for execution, operation & maintenance of various IT applications and data handled as part of capital city project. • The Applicant should have expertise in customer / vendor / intra and inter department communication & co-ordination ensuring smooth flow & quality of services. • The Applicant should be ready and responsible to take up any other work as assigned from time to time. Essential Skills : • Strong leadership and team management skills. • Excellent data analysis and interpretation abilities. • Knowledge of advanced Excel and MIS reporting tools. • Proficiency in managing and maintaining IT systems, hardware, and software. • Strong problem-solving and communication skills. • Ability to stay updated with new technologies and recommend suitable solutions.
3.	Network Administrator -Infrastructure	• Graduation in Engineering or Computer Applications. • Should have comprehensive knowledge of IT Infrastructure and minimum 8 years of overall relevant experience in creation, execution, operation and maintenance of projects involving IT network infrastructure. • Preference will be given to the applicants who have worked for at least 5 years in any central / state government institutions / PSU's / development authority bodies through	• Responsible for installing, configuring, and maintaining an organization's computer network hardware and software, such as routers, servers, and firewalls, to ensure it operates smoothly and securely. • Should have practical exposure, sound technical knowledge and should perform / handle roles & responsibilities in below core areas: ▪ Analyze the organization's network and system requirements, research and analyze the network devices, protocols (TCP/IP, DNS, DHCP, etc), services, and standards to

		direct recruitment / contract basis handling IT infrastructure works.	support network activities. ■ Setup, Install, configure, and maintain network communications and other networking devices such as switches, Wireless Controllers & AP's, Firewalls, VPN etc. ■ Configuration of network protocols within the office and for the cloud services availed by APCRDA. ■ Maintain and perform the necessary needs of all network-connected devices, troubleshoot problems with network devices and perform updates when required. Perform routine maintenance and system updates to ensure the network is reliable and performing efficiently, and monitor for potential issues. ■ Manage security solutions, such as anti-virus, firewall, and intrusion detection systems etc. Implement and manage security measures to protect the network and its data from cyberattacks, breaches, and unauthorized access. Also, perform regular data backups and implement disaster recovery plans to ensure business continuity and minimize data loss. ■ Install the software, hardware, and other devices to meet the organization's network requirements. Identify and resolve network connectivity, hardware, and software problems for both the network infrastructure and end-users. ■ Must explore and solve various network issues on LAN, WLAN and WAN etc. ● Should have outstanding and clean professional track record for the experience shown as part of this notification. ● Responsible for execution, operation & maintenance of various IT infrastructure projects in Amaravati. ● Should have expertise in customer /
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			vendor / intra and inter department communication & co-ordination ensuring smooth flow & quality of services. - Should be ready and responsible to take up any other work as assigned from time to time. Essential Skills - Strong understanding of networking hardware (routers, switches, firewalls) and software, including network operating systems and security protocols. - Knowledge of cybersecurity principles and best practices to protect the network from threats. - Create and maintain detailed documentation of network configurations, processes, and troubleshooting steps.
4.	Group Director Social Development	Graduation in Community/Social Work/related field with experience in Govt. Depts.	Group Director Social Development will be responsible for overall supervision of rural/urban livelihoods promotion, skill development, entrepreneurship, education and Health, Gender related issues and will closely monitor the implementation of initiatives such as Pensions, Loan Waiver, housing, Loans, Education and Health, Old age homes, NTR canteens, providing unskilled wage employment, skills development training canters etc., and any other works as assigned by the Competent Authority from time to time.
5	Assistant Director Strategy - Balance Score Card	- Graduation and Masters in Human Resources Management with experience in Govt. Depts. - Minimum 2 years of experience in related field preferably in Govt.	- The Assistant Director – Balanced Scorecard will play a pivotal role in the design, implementation, and management of the Balanced Scorecard (BSC) framework to align the organization's goals with its performance metrics. This role involves working closely with senior leadership, business units, and stakeholders to ensure that the Balanced Scorecard is effectively integrated into the organization's strategy and operations. Key Responsibilities are: - Balanced Scorecard Development & Strategy Alignment: - Performance Management & Monitoring: - Stakeholder Engagement & Communication: - Training & Development:

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		Departments/Govt. Agencies.	• Continuous Improvement & Best Practices: • Data Analysis & Reporting: • Inter-Departmental Collaboration: • Strategic Planning Support: Essential Requirements : • In-depth knowledge of relevant HR practices • Strong analytical and problem-solving skills, with experience interpreting complex data. • Excellent communication, presentation, and interpersonal skills. • Working knowledge of e-office and MS Office.
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K KANNA BABU, I.A.S,
Commissioner,
APCRDA, Vijayawada.

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