



Andhra Pradesh Greening and Beautification Corporation  
Government of Andhra Pradesh

**Notification for selection of Sr. Project Manager &  
Project Assistants to work in A.P. Greening and  
Beautification Corporation on outsourcing basis  
temporarily**

Andhra Pradesh Greening and Beautification Corporation.  
Plot No.30, Street No.4, Sector No.4, Lotus land mark, Kedareswarapeta,  
Ayodhya Nagar, Vijayawada -520003, Phone No:0866-2532833; 2530833  
Email: [apurbangreening@gmail.com](mailto:apurbangreening@gmail.com)

## DISCLAIMER

- a) This notification is neither an agreement nor an offer by APG&BC to the prospective applicants. The purpose of this notification is to provide interested eligible applicants with information that may be useful to them in the formulation & submission of their applications pursuant to this notification.
- b) After review and scrutiny of received applications, the eligible applicants will be selected following due procedures.
- c) All of the selected staff, shall be taken on contract / outsourcing basis temporarily for a period of one year. The selection of candidates is solely at the discretion of APG&BC.
- d) The selected candidates are not entitled for any permanent positions with APG&BC or any other Government undertakings.

## **Andhra Pradesh Greening & Beautification Corporation**

### **1. Notification for selection of Sr. Project Manager and Project Assistants on outsourcing basis to work in A.P. Greening and Beautification Corporation on temporary basis.**

- a) Government of Andhra Pradesh have constituted A.P. Greening and Beautification Corporation (APG&BC) vide G.O.Ms.No.25, MA&UD (M2) Dept. dt.11.02.2015 for protection, planning and up-gradation of all urban vacant lands, municipal lands, parks, green zones, water bodies and urban river fronts to manage them effectively by establishing parks, urban forestry, river front landscapes and herbal plantations etc., in all the Urban Local Bodies (ULBs) of the state.
- b) APG&BC is assisting various Urban Local Bodies (ULBs) of Andhra Pradesh in projects conceptualization till project implementation with the main objectives include, protecting & enhancing the greenery and aesthetics to mitigate the climate change in the urban areas of the state through plantations.
- c) As mandated by the Government, the APG&BC being an advisory body is facilitating beautification and landscape development works in the Urban Local Bodies of the state of A.P., by providing technical guidance and support for execution of the greenery development projects.
- d) APG&BC requires the following category of personnel/staff to work at head office, Vijayawada and zonal offices located at Visakhapatnam, Vijayawada and Tirupati in the state of Andhra Pradesh to work on outsourcing basis on temporary basis.

### **2. CATEGORIES**

The required qualification/ experience and its job description for the below mentioned category is outlined in the table below:

**NOTIFICATION FOR SELECTION OF SR. PROJECT MANAGER AND PROJECT ASSISTANT ON OUTSOURCING BASIS TO WORK WITH APG&BC**

Sl. No	Category	No. of positions	Min. Qualification/ Eligibility	Job description	Consolidated gross remuneration
1	Sr. Project Manager	01 No. (Vijayawada)	<p>MBA qualifications with 4 years of experience in projects management and business development.</p> <p>(or)</p> <p>B.Tech., (Civil) graduates with 4 years of experience in project management and business development</p>	<p>Job involves preparation of DPRs, Project Management, Manage MIS reports i.e., prepare &amp; monitor monthly / periodic reports on the status of projects, prepare presentations for meetings, Data compilation and consolidation of all reports by coordinating with all senior officers and field officers for updated information of all projects etc., and to maintain all the data of the projects taken up by corporation. The candidate shall have good high-end presentation skill, viz., power point, excel, MS Office, Auto CAD and word etc., Organize and coordinate in conducting, monthly meetings, circulation of action points and taking updates. Proficiency in English, drafting skills and speed typing are desirable.</p>	<p>Remuneration will be based on the qualification, experience and previous salary package of the candidate</p>

2	Project Assistant	04 No. (Vijayawada - 2, Visakhapatnam - 1 & Tirupati - 1)	Any Graduate with 03 years and more of experience in any government department or any organization in maintenance of office management system, project monitoring, project correspondence and preparation of reports, computer knowledge in MS. Office, MBA graduates will be preferred.	Job involves Project reports preparation & monitoring, submission and compiling monthly/periodic reports on the status of projects, prepare presentations for meetings, Data compilation and consolidation of all reports by coordinating with all senior officers and field officers for updating information of all projects etc., and to maintain inventory of all the data of the projects taken up by corporation. The candidate shall have good presentation skill, viz., power point, excel and word etc. Proficiency in English, drafting skills and speed typing are desirable.	Rs.22,000/-
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**3. Mode of selection:**

The eligible candidates shall forward their application in the prescribed format along with their resumes to **infoapugbcl@gmail.com**. After due scrutiny of the applications received, the eligible and selected candidates will be intimated to their mail ids mentioned in the application to appear for an interview for selecting suitable candidates. The decision of the APG&BC is final, and no correspondence will be entertained in this regard. The time and date for receiving of applications is on or before 5 P.M on 15.10.2018.

**Note: All the applications and resumes need to be submitted through email only.**

**Managing Director,  
APG&BC**