



Andhra Pradesh Greening and Beautification Corporation
Government of Andhra Pradesh

**Notification for selection of Project Manager/
Executive Assistant to the Managing Director on
contract / outsourcing basis to work in A.P. Greening
and Beautification Corporation. on temporary basis**

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

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 Project Manager / Executive Assistant to the Managing Director on Contract / 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 APUG&BCL 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 design, supervise and monitor various landscape / plantations projects taken up by APG&BC in the state of Andhra Pradesh to work on outsourcing/contract basis for a period of one year on temporary basis.

2. CATEGORIES

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

NOTIFICATION FOR SELECTION OF PROJECT MANAGER / EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR ON CONTRACT / OUTSOURCING BASIS TO WORK WITH APG&BC

Sl. NO	CATEGOR Y	NO. OF POSI TION S	MIN. QUALIFICATION / ELIGIBILITY	JOB DESCRIPTION	CONSOLIDATED GROSS REMUNERATION
1.	Project Manager/ Executive Assistant to the Managing Director	01 No.	Any Graduate with Masters in Agri-Business Management/ forest Management/ Horticulture Management with at least 03 years of professional experience in planning and management of any landscape/ plantation projects (Or) MBA qualification with 5 years' experience in projects/ hospitality management in any Govt/ MNC	Job involves Project Management, Manage MIS reports i.e., prepare & 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 presentation skill, viz., power point, excel and word etc., Organize and coordinate in conducting video/ audio conference calls, monthly meetings, circulation of action points and taking updates. Proficiency in English, drafting skills and speed typing are desirable.	Remuneration will be fixed on the candidate's domain expertise, experience in projects, management and the previous salary package.

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 a written test followed by an interview for selecting suitable candidates. The discretion of the APG& BC is final and no correspondence will be entertained in this regard. The last date for submission of application is on or before 28.06.2018.

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

**Sd/-
Managing Director ,
APG&BC**