

**EMPLOYMENT NOTIFICATION No. 9/2017**

**Andhra Pradesh Capital Region Development Authority: Vijayawada**

Lenin Centre, Governor pet, Vijayawada – 520 002

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**Rc.No. HR/3901/2017, Dt. 15.12.2017**

Notification is hereby issued and applications are invited from the eligible candidates for the following positions in APCRDA, Vijayawada on contract basis initially for a period for one year extendable up to next Two years.

Division	Name Of the Position	No. Of. Posts	Educational qualification	Experience in relevant field (in years)	Competencies Required
Landscape and Environment	Horticulture Supervisor	6	Diploma Study in Horticulture and or equivalent or above	2 years' of experience in Development and maintenance of Landscape and greenery, Nursery operations	For details visit APCRDA website

Online application and further details are available in the website [www.crda.ap.gov.in](http://www.crda.ap.gov.in) in careers tab. Only online applications are accepted. Online applications can be submitted from 16.12.2017 to 30.12.2017.

Date: 15.12.2017  
Place: Vijayawada

  
**Commissioner**  
**APCRDA, Vijayawada.**

## APCRDA Landscape and Environment Division

### Job Description

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<b>Name of the Post</b>	Horticulture Supervisor
<b>No. Of. Posts</b>	06
<b>Experience (in Years)</b>	2

### Summary

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Landscape and Environment Division has been established to prepare, review and implement greenery plans for the Capital Region. It has to take up and maintain special Projects such as greening medians, developing parks and so on. It has to advise on carrying of the region and environmental impact studies of new projects taken up either by Government or private agencies. Bio diversity protection in the region is a responsibility of this Division.

This Division is engaged in development of Landscape and Greenery in the Amaravati Capital city and Capital Region and also in getting Environmental clearances and consent from PCB and associated companies of the Capital City Development works.

Horticulture Supervisor is the first reporting person, who should have thorough understanding of his site and shall attend all the responsibilities w.r.t. execution of landscape/greenery project and nursery operations etc.

### Key Responsibilities:

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#### **Landscape and Greenery Designing**

- ) Take ground level measurements with the help of horticulture workers for the preparation of the landscape design or plan for greenery development.
- ) Assist his/her superior in identifying the site level conditions like previous land use/activities/irrigation sources/material stocking sites/site topography which helps in preparing design, estimate and to be prepared for/to mitigate the site level difficulties.
- ) Execute the design at site level is the primarily responsibility.
- ) Thorough understanding of the design/plan and plan of action for implementation is required.
- ) He/ She has to explain to the contractor and his workers about the site conditions and sequence of operations before initiating any project such that the contractor plans accordingly for the procurement of materials/machines/implements/labour.
- ) He/ She shall ensure that all the operations are as per the procedures/estimates and shall report in writing with explanation to his/her superiors in case of deviations if any.
- ) He/she shall ensure that good quality plant material, skilled labour and necessary implements are to be procured by the contractor for execution of the project.
- ) Shall ensure that the contractor utilizes the resources like water and electricity in wise manner during development and maintenance.
- ) He/ She shall record the work executed frequently for accountability and transparency.

#### **Nursery Operations**

- ) He/ She is responsible to all the nurseries allotted and Safe guarding the nurseries, plants.

## APCRDA Landscape and Environment Division

### Job Description

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- ) Any theft of/ or damage to any asset/item in the nurseries are to be enquired properly and to be reported to the superiors immediately.
- ) He/ She is responsible for engaging Daily labour and attendance and leave monitoring.
- ) Maintain a record for all activates performed related to the nurseries.
- ) Support negotiations for final terms of allotments/ investment

### Documentation and Reporting

- ) Monitor progress of projects and flag off deviations
- ) He/ she shall maintain office re cords of all the works under his/her control and should report to the superiors.

### Grounding

- ) He/ She shall create awareness among the field workers about the wise application of fertilizers/pesticides/insecticides and explain the method of application for the safety of the workers and the environment
- ) Shall ensure that that waste i.e., polythene bags, tins of chemicals etc. from any development project under his/ her control is properly disposed by the contractor.

### Work experience:

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- ) 2 years of work experience in maintenance of greenery and landscape activities
- ) Working experience with Urban Development Authorities, National Parks, government and large infrastructure projects is preferable.
- ) Experience working in the Infrastructure development. Real estate, urban development and Government would be preferred
- ) Good spoken and written communication skills
- ) High integrity and openness combined with commitment to good governance
- ) Ability to handle physical workload as well as high levels of pressure and critical decision-making with a history of teamwork and willingness to roll up one's sleeves to get the job done.

### Education

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- ) Diploma Study in Horticulture and or equivalent or above

### Competencies required

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|-----------------------|---|
| <b>Tools:</b>         | MS Office   |
| <b>People skills:</b> | Motivating, developing, and directing people as they work, identifying the best people for the job. |

### Date and location of joining:

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Immediate joining, Vijayawada