

EMPLOYMENT NOTIFICATION No.11/2025
Andhra Pradesh Capital Region Development Authority, Vijayawada
Lenin Center, Governorpet, Vijayawada – 520 002
Phone: 0866-2527110, Email:recruitment@apcrda.org

Rc.No. MAU61-OPCSOCNTE(APPT)/9/2025-HR,Dt.22.06.2025

Notification is hereby issued for filling up the following posts for the Happy Nest project in 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.29.06.2025 to dt.13.07.2025. 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 | Manager - Accounts | 01 | <ul style="list-style-type: none">Post Graduation in Accounting /Commerce or equivalent.Seven (07) years' experience in accounting preferably in residential real Estate Accounting projects. | 07 | For details visit AP CRDA website |
| 2 | Executive - Customer Relationship Management (CRM) | 03 | <ul style="list-style-type: none">Graduation in Finance /Accounting /Marketing.Five (05) years' experience in handling customer relationship preferably as . CRM in residential real estate projects.Good written and verbal communication skills in Telugu , English and Hindi. | 05 | For details visit AP CRDA website |

Place of Work : APCRDA, Vijayawada, Amaravati.

Requirement: Immediate.

Salary : 1.Manager Accounts : Upto Rs.45,000/- commensurate with experience.

2. Executive CRM : Upto Rs.35,000/- commensurate with experience.

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>

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Director -OM

Sd/-Commissioner,
APCRDA, Vijayawada.

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

| S. No | Name of the Position | Role/Tasks to be performed |
|--------------|--|---|
| 1 | Manager - Accounts | <p>Educational Qualification & Experience:</p> <ul style="list-style-type: none"> • Post Graduation in Accounting /Commerce or equivalent. Seven (07) years' experience in accounting preferably in residential real Estate Accounting projects. <p>Key Responsibilities: Undertake project accounting practice as per CRDA norms and update all the payments made by CRDA for project implementation and update all receipts from customers in the books of accounts on a daily basis.</p> <p>Competencies Required:</p> <ul style="list-style-type: none"> ◦ Good communication skills. ◦ Sound knowledge of accounting practices and procedures preferably in residential real estate projects. <p>Salary : upto to Rs.45,000/- commensurate to experience and performance in the interview.</p> |
| 2 | Executive – Customer Relationship Management (CRM) | <p>Educational Qualification & Experience:</p> <ul style="list-style-type: none"> • Graduation in Finance /Accounting /Marketing. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Follow up and execution of documentation process with customers . • Follow up on payment from customers. • Co-ordinate between banks and customers for housing loans, payments etc., till key handover. <p>Competencies Required:</p> <ul style="list-style-type: none"> • Efficiency in customer communication, documentation, follow up and data maintenance. • Possess essential drafting skills and thrives in a collaborative work environment. • Good written and verbal communication skills in Telugu, English and Hindi. <p>Salary : Upto Rs35,000/- commensurate to experience and performance in the interview.</p> |

K KANNA BABU IAS,
Commissioner,
APCRDA, Vijayawada.