

Notification

Position(s)	Manager
No. of Posts	One (1)
Key Role and Responsibilities	<ul style="list-style-type: none"> • Adequate knowledge in training and capacity building programmes, Coordination and all related activities. • Over all administration viz., maintenance of hostel, mess, contacting resource persons, maintain updation of data base of officers of AP & organizations/institutions/departments etc • Willing to stay in the campus of RC, Srikalahasti • Any other item of work entrusted by the Director General and other sr. staff members of AP HRDI.
Candidate Profile	<p>The ideal candidate would possess -</p> <ul style="list-style-type: none"> • a good academic record • Rich experience in academic and administrative work relating to training & capacity-building etc., • an ability to take initiative and <ul style="list-style-type: none"> ✓ Organize training programmes and establishing linkages with Govt. departments and public institutions • good oral and written communication skills • computer skills are mandatory • willingness to travel – whenever needed
Essential Qualifications	Post-graduation or equivalent in any discipline
Desirable Qualifications	Experience in work relating to training institutions
Remuneration	This would be in the vicinity of Rs.40, 000/- per month. The remuneration may be varied depending on the qualifications, experience & Orientation.
Nature of Appointment	Contractual, initially for a period of 6 months, extendable by an appropriate period
<p>Those interested may write to the PEA to DG email at peatodg.aphrdi@gmail.com by 20th of September, 2018 at 5.30 P.M with a detailed CV and contact details of three referees, at least one of whom should be a person of standing with whom the candidate has worked previously. No copies of testimonials, publications or supporting documentation need be attached at this juncture. Those who have retired from Public service are also eligible to apply. Those employed in the Government may route their applications through proper channel.</p>	
<p>Director General, AP HRD Institute & Ex-officio Secretary to Government, General Administration Department, AP Campus of Extension Training Centre, Near Guntur Flyover, Bapatla, (Guntur Dist.) AP</p> <p>Ph: (D) 9032012772(O) 9032012773; 9030012774 Mail id: dghrdap@gmail.com Website: www.aphrdi.ap.gov.in</p>	