



Andhra Pradesh Tourism, Culture and Heritage Board

The Andhra Pradesh Tourism, Culture and Heritage Board (“the Board”) is in need of active, knowledgeable persons with positive attitude wanting to contribute to tourism development in the new state of Andhra Pradesh for the following roles. Working persons from leading private sector organizations / serving or retired staff of Central Govt/ PSUs / State Govts./ Autonomous Bodies/ independent consultants.

Sl. No.	Name of the Post	Sl. No.	Name of the Post
(1)	(2)	(1)	(2)
1	Associate Director- Tourism Infrastructure	18	Manager- Tour operators
2	Associate Director - Tourism Services	19	Manager- Public Relations
3	Associate Director - Heritage and Culture	20	Manager- Music
4	Manager- Water Sports	21	Manager- Dance
5	Manager-Heli Tourism & Sea Planes	22	Manager- Drama
6	Manager- Hotels	23	Manager- Festivals
7	Manager- Resorts	24	Manager- Arts & Crafts
8	Manager- MICE	25	Manager- Literature
9	Manager- Adventure Sports	26	Manager- Folk Arts
10	Manager- Marinas & Jetties	27	Manager- Heritage
11	Manager- Beach Development	28	Asst. Engineer- Havelock Bridge
12	Manager- Wayside amenities	29	Asst. Engineer- Akhanda Godavari
13	Manager- Ropeways	30	Asst. Engineer- Bhavani Island & Buddha Statue
14	Manager- Amusement parks	31	Asst. Engineer- INS Viraat Marina
15	Manager- Tourism Technology (Sound and light, laser, interactive devices etc.)	32	Manager- Film Tourism Destination Development
16	Manager- Hop on and Hop off	33	Manager- Tourism Experience Development
17	Manager- Master Planning	34	Manager- Tourism Circuit Development

- Details regarding job description & duties attached to the post(s) etc. are available on the department website i.e. www.aptourism.gov.in.
- Applicants are requested to send their detailed CVs in WORD or PDF format to tourism.careers@ap.gov.in with the **subject line clearly mentioning the position applied for**. CV should contain the experience and education details along with expected remuneration and references (with contact details)
- Headquarters of Andhra Pradesh Tourism, Culture and Heritage Board shall be Vijayawada
- Last date of receipt of application is **15 days** from the date of publication.
- If no suitable candidate is found, the selection committee has the right to choose candidate with other qualifications. Decision of committee shall be final.

Sd/-

Commissioner Tourism on behalf of
Andhra Pradesh Tourism, Culture and Heritage Board

Associate Director- Tourism Infrastructure

Brief about the role: The incumbent shall be responsible for facilitating investments in the tourism in infrastructure (Hotels, Resorts, MICE centers, Wayside amenities, amusement parks golf courses, etc.) He would lead and be responsible for various Managers working under him/ her.

Job Description	<p>The indicative role and responsibilities of this position would include:</p> <p><u>Preparation of Shelf of Projects</u></p> <ul style="list-style-type: none">▪ Department of Tourism has already created a shelf of potential tourism projects in the State. The incumbent would be expected to maintain, review and enhance the project shelf▪ Plan for implementation of each project in shelf by identifying method of implementation, identification of land with District Collectors, preparation of project brief, preparation of high quality presentations and marketing of the same with potential investors at the local, State, National or International level <p><u>Initiate and manage investor connects</u></p> <ul style="list-style-type: none">▪ Preparation of an investor database across each tourism products and services▪ Identify the best national and international level industry players for each tourism infrastructure project and tourism service▪ Identify investors in Andhra Pradesh, India and abroad who may be invited to invest in tourism in Andhra Pradesh▪ Drive investor engagements through meetings, investor roadshows, investor meets, participation in travel fairs/ marts etc including direct one to one contact▪ Undertake discussions with investors on possible projects, investment models and engagement model▪ Organize meetings of investors with key Government functionaries like Hon'ble Chief Minister, Chief Secretary, Principal Secretary (Tourism), Commissioner of Tourism et al.▪ Work with District Collectors/EDs/GMs to create a comprehensive land bank of both private and Government lands▪ Facilitate site visits for investors▪ Preparation of various tourism and sector policies along with implementations/ operational guidelines for each <p><u>Investor Facilitation</u></p> <ul style="list-style-type: none">▪ Design a comprehensive investor facilitation program in tourism infrastructure and tourism services in Andhra Pradesh▪ Benchmark with the international and national best practices and adopt them for Andhra Pradesh
------------------------	--

	<p><u>Due Diligence and Project selection</u></p> <ul style="list-style-type: none"> ▪ Due diligence of all investment proposals including evaluation of project proponent and the project proposed to be undertaken
Minimum Qualifications	<ul style="list-style-type: none"> ▪ Graduation in any stream with PGDBM/ PGDBA/ MBA from a leading, recognized college/ institute
Experience Requirements	<p>Preferred candidates shall have following experience/ skill requirements:</p> <p><u>Experience Requirements</u></p> <ul style="list-style-type: none"> ▪ The applicant should have an overall experience of at least 15 years in managing relationships at senior Government level and CXOs ▪ Experience in project development of hotels, resorts, MICE, real estate, amusement parks is required ▪ Experience of driving similar investment program for a Government Ministry/ Department at the State or Central level is highly desirable ▪ Should have undertaken due diligence of investment proposals ▪ Should have experience of handling international investors <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Associate Director- Tourism Services

Brief about the role: The incumbent shall be responsible for facilitating investments in the tourism in services (water sports, adventure sports, marinas, jetties, hop on hop offs, beach development, multimedia technology etc.). He would lead and be responsible for various Managers working under him/ her.

Job Description	<p>The indicative role and responsibilities of this position would include:</p> <p><u>Preparation of Shelf of Projects</u></p> <ul style="list-style-type: none">▪ Department of Tourism has already created a shelf of potential tourism projects in the State. The incumbent would be expected to maintain, review and enhance the project shelf▪ Plan for implementation of each project in shelf by identifying method of implementation, identification of land with District Collectors, preparation of project brief, preparation of high quality presentations and marketing of the same with potential investors at the local, State, National or International level <p><u>Initiate and manage investor connects</u></p> <ul style="list-style-type: none">▪ Preparation of an investor database across each tourism products and services▪ Identify the best national and international level industry players for each tourism service▪ Identify investors in Andhra Pradesh, India and abroad who may be invited to invest in tourism in Andhra Pradesh▪ Drive investor engagements through meetings, investor roadshows, investor meets, participation in travel fairs/ marts etc including direct one to one contact▪ Undertake discussions with investors on possible projects, investment models and engagement model▪ Organize meetings of investors with key Government functionaries like Hon'ble Chief Minister, Chief Secretary, Principal Secretary (Tourism), Commissioner of Tourism et al.▪ Work with District Collectors/EDs/GMs to create a comprehensive land bank of both private and Government lands▪ Facilitate site visits for investors▪ Preparation of various tourism and sector policies along with implementations/ operational guidelines for each <p><u>Investor Facilitation</u></p> <ul style="list-style-type: none">▪ Design a comprehensive investor facilitation program in tourism infrastructure and tourism services in Andhra Pradesh▪ Benchmark with the international and national best practices and adopt them for Andhra Pradesh
------------------------	---

	<p><u>Due Diligence and Project selection</u></p> <ul style="list-style-type: none"> ▪ Due diligence of all investment proposals including evaluation of project proponent and the project proposed to be undertaken
Minimum Qualifications	<ul style="list-style-type: none"> ▪ Graduation in any stream with PGDBM/ PGDBA/ MBA from a leading, recognized college/ institute
Experience Requirements	<p>Preferred candidates shall have following experience/ skill requirements:</p> <p><u>Experience Requirements</u></p> <ul style="list-style-type: none"> ▪ The applicant should have an overall experience of at least 15 years in managing relationships at senior Government level and CXOs ▪ Experience in project development of water sports, adventure sports, marinas, jetties, hop on hop offs, beach development, multimedia technology etc. is required ▪ Experience of driving similar investment program for a Government Ministry/ Department at the State or Central level is highly desirable ▪ Should have undertaken due diligence of investment proposals ▪ Should have experience of handling international investors <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Associate Director- Heritage & Culture

Brief about the role: The incumbent shall be responsible for promotion and enhancement of heritage and culture of Andhra Pradesh from a tourism perspective. This would include project development, implementation, capacity building and organizing events.

Job Description	<p>The indicative role and responsibilities of this position would include:</p> <ul style="list-style-type: none"> ▪ Undertaking all aspects of archaeological and other heritage assessment work, including desktop research, field work (site inspections, client meetings, surveys, assisting with excavations), post field work data analysis and professional report writing tasks ▪ Identify and shortlist the various heritage and cultural aspects of Andhra Pradesh which can be developed as part of tourism development in the State ▪ Identify requirements to operationalize the heritage and culture activities identified including on-boarding of relevant stakeholders ▪ Supervising or being part of project teams, which may include Government employees and/or external sub-consultants and experts in a range of professions. ▪ Working with senior team members in support of projects of various scope and size. ▪ Providing accurate and informed advice on heritage and culture matters. ▪ Reviewing the work of various stakeholders/ team members and provision of constructive feedback and support.
Minimum Qualifications	<ul style="list-style-type: none"> ▪ Graduation in any stream with PGDBM/ PGDBA/ MBA from a leading, recognized college/ institute
Experience Requirements	<p>Preferred candidates shall have following experience/ skill requirements:</p> <p><u>Experience Requirements</u></p> <ul style="list-style-type: none"> ▪ The applicant should have an overall experience of at least 15 years in managing relationships at senior Government level and CXOs ▪ Experience of driving similar programs for a Government Ministry/ Department at the State or Central level is highly desirable <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Managers for various Tourism Infrastructure roles

Brief about the role: The incumbent/s shall be responsible for facilitating investments in the tourism in infrastructure (Hotels, Resorts, MICE centers, Wayside amenities, amusement parks, golf courses, etc.) The Managers for Tourism Infrastructure roles would report to Associate Director- Tourism Infrastructure.

Sl. No.	Name of the Post	Education Qualifications	Minimum Relevant Experience (years)
(1)	(2)	(3)	(3)
1	Manager- Hotels	Graduation in any stream	7 years
2	Manager- Resorts	Graduation in any stream	7 years
3	Manager- MICE	Graduation in any stream	7 years
4	Manager- Beach Development	Graduation in any stream	2 years
5	Manager- Wayside amenities	Graduation in any stream	2 years
6	Manager- Amusement parks	Graduation in any stream	5 years
7	Manager- Master Planning	Graduation in any stream	7 years

Job Description	<p>The indicative role and responsibilities of tourism infrastructure roles mentioned above would include:</p> <p><u>Preparation of Shelf of Projects</u></p> <ul style="list-style-type: none"> ▪ Support Associate Director (Tourism Infrastructure) in creation, enhancement and investment promotion as per project shelf <p><u>Initiate and manage investor connects</u></p> <ul style="list-style-type: none"> ▪ Preparation of an investor database across all tourism infrastructure products ▪ Identify investors in Andhra Pradesh, India and abroad which may be invited to invest in tourism in Andhra Pradesh ▪ Drive investor engagements through meetings, investor roadshows, investor meets, participation in travel fairs/ marts etc. ▪ Undertake discussions with investors on possible projects, investment models and engagement model ▪ Organize meetings of investors with key Government functionaries like Hon’ble Chief Minister, Chief Secretary, Principal Secretary (Tourism), Commissioner of Tourism et al. ▪ Work with District Collectors to create a comprehensive land bank ▪ Facilitate site visits for investors <p><u>Investor Facilitation</u></p> <ul style="list-style-type: none"> ▪ Design a comprehensive investor facilitation program in tourism infrastructure and tourism services in Andhra Pradesh ▪ Benchmark with the international and national best practices and adopt them for Andhra Pradesh
------------------------	--

Other Experience Requirements	<u>IT and Soft Skills</u> <ul style="list-style-type: none">▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary.▪ Excellent written and communication skills in English▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none">▪ Applicants shall be shortlisted based on the information provided in the resume▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Managers for various Tourism Services roles

Brief about the role: The incumbent/s shall be responsible for facilitating investments in the tourism in infrastructure (water sports, adventure sports, marinas, jetties, hop on hop offs, beach development, multimedia technology etc.) The Managers for Tourism Services roles would report to Associate Director- Tourism Services.

Sl. No.	Name of the Post	Education Qualifications	Minimum Relevant Experience (years)
(1)	(2)	(3)	(3)
1	Manager- Water Sports	Graduation in any stream	2 years
2	Manager-Heli Tourism & Sea Planes	Graduation in any stream	2 years
3	Manager- Adventure Sports	Graduation in any stream	2 years
4	Manager- Marinas & Jetties	Graduation in any stream	2 years
5	Manager- Ropeways	Graduation in any stream	2 years
6	Manager- Multimedia Technology (Sound and light, laser etc.)	Graduation in any stream	5 years
7	Manager- Hop on and Hop off	Graduation in any stream	2 years

Job Description	<p>The indicative role and responsibilities of tourism service roles mentioned above would include:</p> <p><u>Preparation of Shelf of Projects</u></p> <ul style="list-style-type: none"> ▪ Support Associate Director (Tourism Services) in creation, enhancement and investment promotion as per project shelf <p><u>Initiate and manage investor connects</u></p> <ul style="list-style-type: none"> ▪ Preparation of an investor database across all tourism infrastructure products ▪ Identify investors in Andhra Pradesh, India and abroad which may be invited to invest in tourism in Andhra Pradesh ▪ Drive investor engagements through meetings, investor roadshows, investor meets, participation in travel fairs/ marts etc. ▪ Undertake discussions with investors on possible projects, investment models and engagement model ▪ Organize meetings of investors with key Government functionaries like Hon'ble Chief Minister, Chief Secretary, Principal Secretary (Tourism), Commissioner of Tourism et al. ▪ Work with District Collectors to create a comprehensive land bank ▪ Facilitate site visits for investors <p><u>Investor Facilitation</u></p> <ul style="list-style-type: none"> ▪ Design a comprehensive investor facilitation program in tourism infrastructure and tourism services in Andhra Pradesh ▪ Benchmark with the international and national best practices and adopt them for Andhra Pradesh
------------------------	---

Other Experience Requirements	<u>IT and Soft Skills</u> <ul style="list-style-type: none">▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary.▪ Excellent written and communication skills in English▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none">▪ Applicants shall be shortlisted based on the information provided in the resume▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Manager-Tour Operator

Brief about the role: The Manager- Tour Operator shall work closely with APTDC and various tour operators in AP, India and Internationally to design packages and promote inbound tourism in Andhra Pradesh

<p>Job Description</p>	<p>The responsibilities of the Manager- Tour Operator would typically include, but not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Identification of various tourist segments across markets in AP, India and Internationally ▪ Based on the needs of each segment group, design tour packages/ tour circuits within AP to various locations ▪ Work with various stakeholders of a tour (transport, accommodation, guides, local authorities etc.) to ensure tour packages are undertaken smoothly ▪ Work closely with tour operators in AP and India to identify various partnership models for tour operators to start packages in AP ▪ Identify support requirements from APTDC to tour operators and work with internal stakeholders to ensure provisioning ▪ Identify and liaison with various international tour operators to ensure packages are started from various countries to AP. These would include, but not limited to, Japan, China, South East Asia, UK, USA, Korea and Middle East. ▪ Prepare various collaterals for tour operators in coordination with the marketing team of APTDC ▪ Ensure adequate and fruitful participation in various tour operator forums and fairs ▪ Represent AP to various travel and tour associations like IATO and TAAI
<p>Minimum qualifications</p>	<p>Minimum graduation in any stream</p>
<p>Experience Requirements</p>	<p><u>Experience</u> At least 5 years of relevant experience</p> <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
<p>Selection Process</p>	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Managers- Public Relations

Job Description	<ul style="list-style-type: none"> ▪ Writing promotional material and press releases. ▪ Producing brochures, leaflets and videos. ▪ Organizing press briefings and news conferences. ▪ Attending or setting up exhibitions and conferences. ▪ Gathering, distributing and filing all media coverage generated ▪ Analyzing coverage and tracking emerging issues using digital tracking on, for example, websites or blogs of interest to their clients. ▪ Drafting PR strategies ▪ Building relationships with the media ▪ Writing press releases and calling around whenever you're trying to generate publicity ▪ Writing reports on media coverage data ▪ Arranging press conferences and events ▪ Coordinate all public relations activities ▪ Leverage existing media relationships and cultivate new contacts within business and industry media ▪ Manage media inquiries and interview requests ▪ Create content for press releases, byline articles and keynote presentations ▪ Maintain a keen understanding of industry trends affecting clients and make appropriate recommendations regarding communication strategy surrounding them
Minimum qualifications	<p>Minimum Graduation in any stream MBA (Marketing) is preferred</p>
Experience Requirements	<p><u>Experience</u> At least 7 years of relevant experience</p> <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Manager- Tourism Experience Development

Job Description	<ul style="list-style-type: none"> ▪ Analyze the tourism potential of various locations in the State in a comprehensive manner including natural attractions, culture, rituals, festivals etc. ▪ Understand and benchmark with global best practices and experiences of tourists ▪ Design experiences which can be created for various tourists including budgets, financial models ▪ Work with the marketing team to ensure adequate promotion and creation of collaterals ▪ Take approval of various local and State level stakeholders for the experiences proposed, as and when required ▪ Define customized ▪ Coordinate with various departments and private sector to ensure all arrangements for the proposed experiences are in place ▪ Be the Single Point of Contact for all stakeholders for any issues/ complaints regarding these experiences
Qualification	Minimum graduation in any stream
Experience Requirements	<p><u>Experience</u> At least 5 years of relevant tourism experience</p> <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Manager- Tourism Circuit Development

Job Description	<ul style="list-style-type: none"> ▪ Analyze the tourism potential of various locations in the State in a comprehensive manner including natural attractions, culture, rituals, festivals etc. ▪ Understand and benchmark with global best practices of circuit development ▪ Design tourist circuits which can be created for various tourists including budgets, financial models ▪ Work with the marketing team to ensure adequate promotion and creation of collaterals ▪ Promote the circuits within the Government and with tour operators across AP, India and Globe ▪ Design customized circuits based on demand ▪ Coordinate with various departments and private sector to ensure all arrangements for the proposed circuits are in place ▪ Be the Single Point of Contact for all stakeholders for any issues/ complaints regarding these circuits
Qualifications	Minimum Graduation in any stream
Experience Requirements	<p><u>Experience</u> At least 5 years of relevant tourism experience</p> <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Manager- Film Tourism Destination Development

Job Description	<p>The objective of this role is to promote film tourism in Andhra Pradesh through film shootings and tourist experiences. The responsibilities of the incumbent would include, but not limited to, the following:</p> <ul style="list-style-type: none">▪ Promote AP as a film shooting location for various regional and Bollywood films▪ Create necessary promotion material in association with the marketing team▪ Ensure availability of necessary infrastructure like onsite facilities, studios, labs and post-production facilities for film makers to shoot in AP▪ Design the various benefits and incentives which can be offered to the various film makers and put in place mechanisms/ processes to ensure disbursement of applicable benefits/ incentives▪ Facilitate creation of a common pool of technical equipment, expertise, artists etc for film makers to leverage when shooting in AP
Qualification	<ul style="list-style-type: none">▪ Minimum Graduation in any stream
Experience Requirements	<p><u>Experience</u> At least 5 years of relevant experience</p> <p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none">▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary.▪ Excellent written and communication skills in English▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none">▪ Applicants shall be shortlisted based on the information provided in the resume▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Managers for various Culture & Heritage roles

Brief about the role: The incumbent/s shall be responsible for facilitating enhancement/ development and promotion of Andhra Pradesh's culture and heritage from a tourism perspective. The Managers for various Culture & Heritage roles would report to Associate Director- Culture & Heritage.

Sl. No.	Name of the Post	Education Qualifications	Minimum Relevant Experience (years)
(1)	(2)	(3)	(3)
1	Manager- Music	Diploma in music or related field	7 years
2	Manager- Dance	Diploma in dance or related field	7 years
3	Manager- Drama	Diploma in theatre or related field	7 years
4	Manager- Festivals	Diploma in event mgt. or related field	7 years
5	Manager- Arts & Crafts	Graduation in any stream	7 years
6	Manager- Literature	Graduation in Literature	7 years
7	Manager- Folk Arts	Graduation in any stream	7 years
8	Manager- Heritage	Graduation in any stream	7 years

Job Description	<p>The indicative role and responsibilities of roles mentioned above would include:</p> <ul style="list-style-type: none"> ▪ Undertaking all aspects of archaeological and other heritage assessment work, including desktop research, field work (site inspections, client meetings, surveys, assisting with excavations), post field work data analysis and professional report writing tasks ▪ Identify and shortlist the various heritage and cultural aspects of Andhra Pradesh which can be developed as part of tourism development in the State ▪ Identify requirements to operationalize the heritage and culture activities identified including on-boarding of relevant stakeholders ▪ . ▪ Working with senior team members in support of projects of various scope and size. ▪ Providing accurate and informed advice on heritage and culture matters.
Other Experience Requirements	<p><u>IT and Soft Skills</u></p> <ul style="list-style-type: none"> ▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary. ▪ Excellent written and communication skills in English ▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none"> ▪ Applicants shall be shortlisted based on the information provided in the resume ▪ Shortlisted candidates will be invited for interview/s

Qualification and Job descriptions for Assistant Engineers for various projects

Brief about the role: The incumbent/s shall be responsible for overall successful design and implementation of the projects selected for. He/ she would work in close coordination with the APTDC Engg. Wing and various other internal and external stakeholders.

Sl. No.	Name of the Post	Education Qualifications	Minimum Relevant Experience (years)
(1)	(2)	(3)	(3)
1	Asst. Engineer- Havelock Bridge	B.E. (Civil) Experience in water resources and PMC of large water river bridges	15 years
2	Asst. Engineer- Akhanda Godavari	B.E. (Civil) Experience in implementation/ PMC of large scale infrastructure projects spread across a region is preferred	15 years
3	Asst. Engineer- Bhavani Island & Buddha Statue	B.E. (Civil) Experience in implementation/ PMC of large scale infrastructure projects spread across a region is preferred	15 years
4	Asst. Engineer- INS Viraat Marina	B.E. (Marine Engineering) Experience in water resources and implementation/ PMC of infrastructure projects on coast and in sea is preferred	15 years

Job Description	<p>The indicative role and responsibilities of roles mentioned above would include, but not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Draft RFP documents for hiring of suitable agencies and contractors for the infrastructure projects proposed to be undertaken ▪ Review works of and manage various consultants and contractors ▪ Participating in preliminary and detailed design activities for various tourism infrastructure implementation projects ▪ Coordinating the activities of engineering and design groups of APTDC, other Government Department, contractors and consultants ▪ Assuring compliance with project schedule, budget and procedures ▪ Assuring the delivery of quality output ▪ Liaising and coordinating with clients, stakeholders and sub-consultants ▪ Reviewing and approving project technical documentation, including drawings and specifications ▪ Establishing and maintaining technical and project administration matters ▪ Providing expert advice on design processes and/or construction methods ▪ Providing technical guidance to subordinate staff and co-workers ▪ Liaise with GoI for approvals of proposals and release of funds
------------------------	---

Other Experience Requirements	<u>IT and Soft Skills</u> <ul style="list-style-type: none">▪ Good Computing skills – Advanced skills in MS Office - Excel, Word, Power point, ability to carry out efficient secondary research is necessary.▪ Excellent written and communication skills in English▪ Should have good interpersonal skills
Selection Process	<ul style="list-style-type: none">▪ Applicants shall be shortlisted based on the information provided in the resume▪ Shortlisted candidates will be invited for interview/s