



**Andhra Pradesh Urban Infrastructure Asset Management Limited**  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013  
Website : [www.apurban.com](http://www.apurban.com)

**MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM**

S.No.	Particulars	Description
1	Position	HR
2	No. of Position	01 (one)
3	Proposed Grade	Senior Manager
4	Mode (Full Time/ Part Time)	Full Time
5	Academic / Professional Qualifications:	MBA (HR) from any reputed institute
6	Post qualification experience (specific requirement)	12 to 15 years' experience (with minimum 5 years of senior position in HR Department at corporate level)
7	Reporting to	Head – HR & Admin
8	Salary / Fee range	As per Market rate (depending upon qualification and experience)
9	Job Description	To be responsible for: <ul style="list-style-type: none"><li>• Framing of HR Policy &amp; its implementation</li><li>• Recruitment</li><li>• Training &amp; Development</li><li>• Payroll system with HRMS</li><li>• Performance Appraisal</li><li>• All Statutory compliances</li><li>• Superannuation &amp; Gratuity Trusts</li><li>• All other HR Department related activities</li></ul>
10	Knowledge Essential / Specific skills:	Experience in working in companies engaged in urban infrastructure development. Experience in setting up and operationalizing project site offices will be an added advantage
11	Gender specific, if any	Neutral
12	Location	Vijayawada
13	Any other point, you would like to mention	<ul style="list-style-type: none"><li>• Good communication &amp; presentation skills</li><li>• Command over MS office (word, excel, powerpoint)</li><li>• Proficiency in Telugu is preferred</li><li>• Experience in Software, consultancy companies, would be preferred</li></ul>