

GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH STATE DEVELOPMENT PLANNING SOCIETY (APSDPS)
PLANNING DEPARTMENT

JOB NOTIFICATION

Ref. No.: 44/APSDPS/SVMU/2024.

Date: 13.09.2024

Organisation: Andhra Pradesh State Development Planning Society (APSDPS) - Planning Department, Government of Andhra Pradesh.

Designation and Requirements:

S.No.	Designation	Total
1	Swarnandhra Vision Management Unit (SVMU) Professional	24

Location: Vijayawada, Andhra Pradesh.

Mode of Appointment: On Outsourcing Basis.

Introduction: Andhra Pradesh State Development Planning Society (APSDPS) has intended to recruit Swarnandhra Vision Management Unit (SVMU) Professional. The Swarnandhra Vision Management Unit (SVMU) Professional role is to provide high-level administrative support to the Hon'ble Ministers, facilitating communication, coordination, and management of the Minister's priorities. The SVMU will act as the primary point of contact for the Minister and will manage schedules, prepare briefings, and ensure that the Minister's time is utilized efficiently.

These above Individuals will be selected based on their qualifications and potential to contribute effectively in the high-level administrative support to the Hon'ble Ministers. They will undergo comprehensive job-based and role-based training provided by APSDPS, after which they will be placed in the Peshi of Ministers to maintain good public relations and to effectively communicate the decisions taken by the respective ministries.

Job Description: Swarnandhra Vision Management Unit (SVMU) Professional (24 Positions)

Salary: INR 60,000/- PM

Roles and Responsibilities:

1. Scheduling and Coordination:

- Manage and prioritize the Minister's daily, weekly, and monthly schedule.
- Organize meetings, conferences, and appointments, ensuring alignment with the Minister's priorities.

- Coordinate with departmental officials, stakeholders, and external partners for seamless scheduling.

2. Communication Management:

- Act as the point of contact between the Minister, departmental officials, and other key stakeholders.
- Draft, review, and manage all official communications, including emails, letters, and memos.
- Handle confidential and sensitive information with discretion.

3. Briefing and Documentation:

- Prepare briefing materials, reports, and presentations for meetings and official engagements.
- Conduct research and compile data to support the Minister's decision-making process.
- Maintain records of meetings, follow up on action items, and ensure timely execution of tasks.

4. Event and Project Management:

- Assist in planning and organizing official events, workshops, and public engagements.
- Oversee special projects as assigned by the Minister, ensuring timely completion.
- Liaise with relevant departments for the implementation of government initiatives in Education and IT.

5. Stakeholder Engagement:

- Build and maintain relationships with key stakeholders in government, education, and IT sectors.
- Coordinate with the Minister's office to address public grievances and concerns related to the respective departments.
- Ensure effective communication of government policies and initiatives to the public.

6. Travel and Logistics:

- Manage the Minister's travel plans, including itinerary, accommodations, and transportation
- Prepare travel briefs, ensuring the Minister is well-prepared for engagements during official trips.
- Ensure all logistical arrangements for the Minister's travel are handled efficiently.

7. Office Management:

- Supervise and coordinate the administrative functions of the Minister's office.

- Ensure the smooth operation of the office, including the management of staff, resources, and equipment.
- Oversee budget management and financial records related to the Minister's office expenses.

Qualification: Master's degree in Business Administration (MBA) from an accredited Institution or University.

Preferred Experience: 3 years of experience in a similar role, preferably in Government or Public Administration.

Upper Age Limit: Upto 40 Years (as on 01.01.2025)

Key Traits and Skills:

1. Excellent Organisational and time management skills.
2. Knowledge of MS office suite (Power point, Word, Excel) and digital communication tools.
3. Strong interpersonal, written, and verbal communication skills in English and Telugu
4. Ability to handle multiple tasks under tight deadlines with high attention to detail.
5. Leadership and Team management.
6. Demonstrated commitment to public service and a passion for making a positive impact in the community or society at large.

Reporting Structure:

- Swarnandhra Vision Management Unit (SVMU) Professional will report directly to the Hon'ble Minister and work closely with the Minister's senior staff and department heads.

Key Performance Indicators:

- Efficiency in managing the Minister's schedule and engagements.
- Quality and timeliness of briefing materials and reports.
- Successful coordination and execution of official events and projects.
- Effectiveness in managing communication and stakeholder relationships.
- Overall smooth operation and management of the Minister's office.

How to Apply

- Application are invited through online only, hence the candidates are requested to APPLY the post ONLINE through the web portal <https://apsdpssc Careers.com>
- The applications submitted through online only will be considered.

Timelines:

The tentative timelines are as follows, which may change subject to administrative exigencies and number of applications received:

Date of Notification	: 13.09.2024
Last date for Receipt of Applications	: 28.09.2024 by 5:00 PM

Selection Process:

- Candidates will be selected based on their:
 1. Academic qualifications
 2. Screening Test
 3. Personal Interview
- The CEO, APSDPS, Planning Department, Government of Andhra Pradesh reserves the right to defer the process of filling for the positions if it does not find suitable candidates during the selection process.
- The offer of appointment will be conditional upon producing Graduation Certificates, Transcripts, Experience Certificates, Successful completion of Medical and Background Verification process etc.

Queries:

Please feel free to send your queries to the Email ID: edcb-apsdps@ap.gov.in Generally, all queries will be answered within two working days. However, no applications will be accepted through this email id.

Sd/-

**Chief Executive Officer
APSDPS, Planning Department**

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Executive Director (CB) 12/09/2024
APSDPS, Planning Department