



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

MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM

S.No.	Particulars	Description
1	No. of Position	01 (One)
2	Grade / Designation	Assistant Manager
3	Mode (Consultant / Employee)	Consultant
4	Post qualification experience (specific requirement)	Minimum 8 years' experience
5	Reporting to	Head - HR
6	Salary / Fee range	As per policy of APUIAML
7	Job Description	Following HR Activities <ul style="list-style-type: none">• Appraisal system• Recruitment process (including sourcing CVs)• Training Modules• Payroll• All compliances (S&E, PF, PT, Gratuity, Superannuation)• Assist in day to day operations of HR functions• Any other HR/Admin Department related activities
8	Academic / Professional Qualifications:	MBA (HR) from any reputed institute
9	Other expectations	Late working depending on urgency of work to be done / meeting delivery timelines & travelling on need basis
10	Gender specific, if any	Neutral
11	Location	Vijayawada
12	Any other point, you would like to mention	Must be from the reputed institution Proficiency in Telegu / experience in IT Industry would be preferred