

## AMARAVATI DEVELOPMENT CORPORATION LIMITED (CIN: U93000TG2015SGC099009)

**AMARAVATI DEVELOPMENT CORPORATION LIMITED (ADCL)** is a company promoted by the Government of Andhra Pradesh for the development and implementation of Trunk Infrastructure works in the New Capital City of Andhra Pradesh – Amaravati. ADCL is inviting applications from eligible candidates for the following position on a contractual basis.

Sl. No	Post Code	Position & No of Posts	Qualification and Experience
1	ADCL/HR/204/F&A/CFO/01	Chief Financial Officer (1)	<p><b>Qualification:</b> CA/ICWA or equivalent</p> <p><b>Experience:</b> Minimum 10- 15 years of experience in budgeting corporate planning, Financial Management, accounting procurement and contracting, Auditing, Taxation, Fund Management, Management Accounting &amp; MIS in companies and corporations, GST and IT filings, Monthly, Quarterly, Annually, Account Manual, etc</p> <p><b>Desired Experience:</b> Excellent Communication and presentation skills. Professionalism in Computer applications and implementation of computerization programs in financial/accounting/store/personal management is desirable.</p> <p><b>Functional Responsibility – (A) Managerial</b></p> <p>To effectively manage the finance and accounts functions with proper systems and controls; To establish a system and procedure that will bring positive results; To ensure random checks are carried out to monitor the functioning system; To obtain feedback and take corrective measures for improvement in the system and procedures; To effectively manage the company affairs and related legal matters; To create the proper environment for the development and upgradation of skills in managing the company affairs; To ensure proper intra-group, intradepartmental, and inter-organizational working relations; To implement systems and procedures for consistency and quality in working</p>

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1	ADCL/HR/204/F&A/CFO/01	Chief Financial Officer (1)	<p><b>Functional Responsibility – (B) Functional</b></p> <p>Overall, in charge of developing, and maintaining financial and accounting policies and procedures; Corporate fund planning and financial management; Developing proper systems and control; Statutory compliance in the finance function; Advising in material procurement/works contract; Coordination and interaction with functionaries as well as with other outside agencies concerned and Government Departments in the best interest of the organization; Formulating good systems and procedures for smooth and effective management of company affairs; Ensuring statutory compliance with company law and various other legislation; Ensuring effective training and development to update and upgrade skills of officers and staff; Building quality knowledge base on all legal matters with special emphasis on company law; Maintaining cordial and healthy work culture with positive outlook facilitating organizational growth and excellence</p> <p>Manage and oversee the daily operations of the accounting department including (i) treasury, budgeting; cash forecasting; revenue and expenditure variance analysis; capital assets reconciliations; fixed asset activity; Arranging for debt/equity funding activity; Statutory compliances; MIS; accounts payable/receivable; payroll and utilities (ii) Monitor and analyze accounting data and finalize financial reports and statements (iii) Coordinate and complete annual audits within a timeline</p> <p>Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations in any other function as entrusted by the Chairperson &amp; Managing Director</p>

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2	ADCL/HR/204/ESMU/LO/02	Labour Officer (1)	<p><b>1. Educational Qualification:</b> <b>Mandatory:</b> LLB (Bachelor of Laws) from a recognized university. <b>Desirable:</b> Specialization or demonstrated experience in <b>Labour Law</b>. PG Diploma or short-term training in Labour Welfare or Labour Compliance.</p> <p><b>2. Experience:</b> Minimum <b>10 years</b> of experience in labour law compliance or legal practice related to infrastructure projects. Experience in projects funded by <b>World Bank / ADB / other multilateral agencies</b> is <b>preferred</b>. Knowledge of local labour conditions and field-based experience on construction sites is an added advantage.</p> <p><b>3. Skills Required:</b> Strong understanding of <b>national labour legislation</b> and <b>World Bank ESF/ESS2</b>. Legal drafting, interpretation, and documentation skills. Good communication and negotiation abilities. Ability to work with diverse stakeholders in the field.</p>

Qualification and Experience

4. Key Responsibilities:

**Legal Compliance:** Ensure adherence to relevant labour legislations, including the Contract Labour (Regulation and Abolition) Act, Building and Other Construction Workers (BoCW) Act, Minimum Wages Act, ESI, EPF, etc, ensure that contractors and subcontractors hold valid labour licenses and maintain required registers and documentation.

**World Bank ESS2 Implementation:** Oversee the application of World Bank's ESS2 provisions related to: Labour Management Procedures (LMP), Grievance Redress Mechanism (GRM) for workers, Occupational Health and Safety (OHS), Prohibition of child and forced labour; Support periodic ESMP (Environmental and Social Management Plan) reporting.

**Contractor Oversight:** Review contracts for inclusion of appropriate labour clauses; Conduct regular field visits to verify contractor compliance; Provide training and capacity building to contractors on labour compliance.

**Grievance Redressal:** Establish and maintain an effective worker grievance mechanism; Ensure timely resolution and documentation of grievances.

**Reporting & Documentation:** Maintain and verify records of workforce employment, wages, and benefits; Prepare compliance reports, inspection records, and incident registers; Contribute to quarterly and annual labour-related reporting to the World Bank.

**Stakeholder Engagement:** Engage with labourers, contractors, local authorities, and civil society groups. Conduct worker sensitization programs on rights, safety, and entitlements.

Notes :

- (i) Interested candidates are requested to submit their resumes / CVs by mentioning the post code and job title to the email id [recruitment.adcl@gmail.com](mailto:recruitment.adcl@gmail.com) by **April 25, 2025 (17:30 Hrs)**.
- (ii) This position is based in Vijayawada/ Amaravati.
- (iii) Applications through posts and physical submission will not be accepted.