



**GOVERNMENT OF ANDHRA PRADESH
TRANSPORT, ROADS & BUILDINGS DEPARTMENT**

Hiring Notice for Technical Team on a contract basis for (01) year
Hiring Memo. No. Ref.No. Memo. No. 3308862/7/2026-Buildings, Dated:08.07.2026

Notice for invitation of applications for appointment of **two (02)** personnel on a **contract basis** for **one (01) Year** to work in the **Social Media Cell under the Office of the State Architect (R&B) & Chief Engineer (Buildings), Roads & Buildings Department, Government of Andhra Pradesh**. The qualification criteria and other details are as follows:

S.No	Description	Req. Nos.	Proposed Qualification / Education	Experience
1	Social Media Assistant	01	Bachelor's Degree in Mass Communication / Digital Media / Visual Communication / Graphic Design / Any Graduate with relevant experience	Minimum 2 years' experience in social media management, digital content creation, graphic design, and handling official social media platforms.
2	Video Editor / Multimedia Specialist	01	Degree / Diploma in Multimedia, Animation, Film Editing, Visual Communication, or equivalent	Minimum 2 years' experience in professional video editing, motion graphics, videography and production of digital media content.
Total		:02		

Sl. No	Particulars	Details
1	Recruitment Mode	Contract Basis
2	Contract Period	One (01) Year
3	Monthly Remuneration	The remuneration for the selected candidates shall be decided by the Competent Authority based on the qualifications, experience, skill set, and suitability of the candidate, subject to the approved budget provisions.
4	Last Date for Receipt of Applications	24-08-2026 up to 5:30 PM
5	E-mail	watchapraise@gmail.com
6	Contact	7207405945,9491064075
7	Website	aprdc.ap.gov.in

3. Educational Qualification & Experience:

A. Social Media Assistant (01)

Educational Qualification

- Mass Communication / Digital Media / Visual Communication / Graphic Design / Any Bachelor's Degree with relevant experience.

Experience

- Minimum **2 years** of experience in social media management, digital marketing, content writing or graphic design.

Desirable Skills

- Adobe Photoshop
- Adobe Illustrator
- Canva Pro
- Microsoft Office
- Social Media Management
- English & Telugu Content Writing
- Photography Coordination
- AI Tools (ChatGPT, Gemini, Claude, etc.)

B. Video Editor / Multimedia Specialist (01):

Educational Qualification

- Degree / Diploma in Multimedia / Film Editing / Animation / Visual Communication or equivalent.

Experience

- Minimum **2 years'** experience in professional video editing and multimedia production.

Desirable Skills

- Adobe Premiere Pro
- After Effects
- DaVinci Resolve
- Motion Graphics
- Audio Editing
- Drone/DSLR Video Editing
- AI Video Generation Tools

4. Roles & Responsibilities:

A. Social Media Assistant:

The selected candidate shall be responsible for:

- Managing official social media accounts.
- Preparing creatives, posters and infographics.
- Developing digital campaigns.
- Drafting captions and content in English and Telugu.
- Preparing project documentation.
- Maintaining digital archives.
- Coordinating with field officers for the collection of photographs and videos.
- Assisting in the preparation of presentations, reports and communication material.

B. Video Editor / Multimedia Specialist:

The selected candidate shall be responsible for:

- Editing departmental videos.
- Preparing documentaries on Government projects.
- Creating promotional videos and reels.
- Motion graphics and animation.
- Video color correction and audio enhancement.
- Preparing videos for social media platforms.
- Maintaining digital media library.

5. Period of Engagement:

- Engagement shall be purely on a **contract basis**.
- Initial period shall be **one (01) Year**.
- The contract may be extended depending upon performance and departmental requirements.

6. Selection Procedure

Selection shall be based on:

- Scrutiny of Applications
- Evaluation of Experience
- Portfolio Assessment
- Skill Test / Practical Demonstration
- Personal Interview

The Department's decision shall be final.

7. General Conditions

- Engagement is purely temporary and contractual.
- The engagement shall not confer any right for regular appointment.
- Candidates must possess original certificates at the time of verification.
- The Department reserves the right to cancel or modify the notification without assigning any reason.
- No TA/DA shall be paid for attending the skill test/interview.

8. Documents to be Submitted

Candidates shall submit

- Filled-in Application Form
- Recent Passport Size Photograph
- Resume
- Portfolio of Work
- **Copies of :**
- Educational Certificates
- Experience Certificates
- Identity Proof
- Address Proof

9. Important Dates

Description	Date
Notification Date	05-08-2026
Downloading of Application form	05-08-2026
Last Date for Submission	24-08-2026
Skill Test / Interview	28-08-2026

10. Submission of Applications

Applications, along with supporting documents, shall be submitted through:

E-mail: watchapraise@gmail.com

Interview location

Office Address

The State Architect (R&B) & Chief Engineer (Buildings)
Office of the Engineer-in-Chief (R&B)
Room No.509
R&B HOD Building
M.G. Road
Vijayawada – 520010

11. Contact Details

Phone: 7207405945,9491064075

Email: watchapraise@gmail.com

Important Instructions to Applicants :

1. The prescribed application form is available on the official website: [APRDC Official Website](#).
2. The duly filled-in application form must be submitted **on or before 24.08.2026 by 5:30 PM**.
Applications received after the prescribed date and time will not be considered. *(Please ensure this deadline matches the official notification.)*
3. The application must be accompanied by the following documents:
 - I. Updated Resume/Curriculum Vitae (CV)
 - II. Portfolio of previous works (Social Media Campaigns / Video Editing / Graphic Design / Multimedia Projects)
 - III. Details of any other relevant projects completed
 - IV. Copies of educational qualification certificates
 - V. Copies of experience certificates (if applicable)
 - VI. Any other supporting documents relevant to the applied post
4. Applicants are advised to ensure that all information furnished in the application is complete and accurate. Incomplete applications or applications submitted without the required supporting documents may be rejected.
5. Shortlisted candidates will be informed regarding the further selection process through the contact details provided in the application form.
6. The Roads & Buildings Department, Government of Andhra Pradesh reserves the right to accept or reject any application without assigning any reason.

GOVERNMENT OF ANDHRA PRADESH
Roads & Buildings Department

APPLICATION FORM

Posts: Social Media Assistant, Video Editor / Multimedia Specialist

1. Post Applied For

☐ Social Media Assistant ☐ Video Editor / Multimedia Specialist

2. Personal Details

Full Name: _____

Father's / Mother's Name: _____

Date of Birth (DD/MM/YYYY): _____

Gender: _____

Nationality: _____

Aadhaar No : _____

Mobile No.: _____

Email ID: _____

Correspondence Address:

Permanent Address:

3. Educational Qualifications

Qualification	Institution	Board/University	Year	%/CGPA

4. Professional Experience

Organization	Designation	Period	Experience	Key Responsibilities

5. Technical Skills

Software Known:

☐ Adobe Premiere Pro ☐ After Effects ☐ Photoshop ☐ Illustrator ☐ DaVinci Resolve

☐ Canva ☐ Opus clip ☐ Eleven labs

☐ Other: _____

6. Portfolio / Work Samples

Portfolio Link: _____

Social Media Profile(s): _____

7. Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of Applicant: _____