



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: GOLAGHAT
(REVENUE SETTLEMENT BRANCH)

Email- dc-golaghat@nic.in

Ph. 03774-280222

No. GRS.17/2023/6

Dated 22/12/2023

ADVERTISEMENT

Interested eligible candidates are hereby invited to appear in the 'Walk-in-Interview' for filling up of 6 (six) nos. of GIS Assistant in Golaghat District for engagement on contractual basis under Directorate of Land Records & Surveys etc., Assam, Rupnagar, Guwahati to be held on 09.01.2024 from 10:00 AM onwards at the Office of the District Commissioner, Golaghat, Assam.

Eligibility criteria for GIS Assistant

| Sl. No | Criteria | Details |
|--------|------------------------|---|
| 1 | Name of the Post | GIS Assistant |
| 2 | Number of Vacancy | 6 (six) Nos. (One in each Revenue Circle) |
| 3 | Duration of Engagement | Up to 31 st March, 2024 subject to extension by Govt. |
| 4 | Place of Work | Respective Revenue Circle Offices |
| 5 | Job Responsibilities | <ul style="list-style-type: none">• Digitization of geospatial data of Cadastral and Non-cadastral villages.• Perform quality assurance checks on GIS data to ensure accuracy and completeness.• Preparation of GIS-related reports, presentations. and data visualizations.• Stay up-to-date with GIS industry trends and best practices to enhance the organization's GIS capabilities.• Provide GIS-related technical support to team members and end-users.• Contribute to the documentation of GIS processes and procedures.• Drone photo/HRSI interpretation etc. |
| 6 | Age | Above 21 years and not more than 45 years as on 01-Dec-2023 |
| 7 | Required Qualification | <u>Essential Qualification</u> Bachelor's degree in Geography / Geology/ Mathematics/ Geoinformatics/ Physics / Computer Science or a related field with Certificate/Diploma in GIS & Remote Sensing or in Geo-informatics. |

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| | | <p>Or, M.Tech/M.Sc in GIS & Remote sensing/ Geo-Informatics; MCA/ M.A/ M.Sc. in Geography/Geology/Mathematics/ Environmental Science with Geo-Informatics as one of the subjects or Certificate or Diploma in GIS/ Remote Sensing or Geo-Informatics.</p> <p><u>Desirable Qualification</u></p> <ul style="list-style-type: none"> • Proficiency in GIS software such as ArcGIS, QGIS, Global Mapper or other industry-standard applications. • Familiarity with spatial data formats (e.g., Shape files, GeoJSON, KML) and coordinate systems. • Knowledge of geospatial analysis, image processing techniques, data collection through drone survey and tools for development of geospatial data. • Effective communication and teamwork skills. • Ability to work independently and prioritize tasks effectively. • Prior experience in a GIS-related role or internship is preferred but not mandatory. |
| 8 | Experience | <ul style="list-style-type: none"> • Preference will be given to candidates with relevant work experience of minimum 01 (one) year. • Preference will be given to RCCC trained candidates, having requisite educational qualifications with command over GIS. |
| 9 | Skills | Proficiency in Arc Desktop, Arc Pro, AutoCAD, Global Mapper, Proficiency in MS Word, Excel, PowerPoint, Google Docs/Spreadsheets and Fluency in Assamese, Hindi and English is required. |
| 10 | Remuneration | Rs. 25000/- per month (fixed) |
| 11 | Documents needed in the Interview | <ol style="list-style-type: none"> 1. Detailed Curriculum Vitae. 2. Photo Identity & Address Proof. 3. Original Educational Certificates (HSLC onwards) for verification. 4. Work Experience Certificates. 5. Photocopy of all the certificates, mark sheets, experience certificates etc. to be submitted in the Interview. |

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| 12 | Place of Interview | Place of Interview will be at the O/o the District Commissioner. |
| 13 | Terms and conditions | <ol style="list-style-type: none">1. No TA/DA and official accommodation will be provided for appearing in the Interview.2. The offer is purely contractual and co-terminus with the end of the projects/requirement with no provision of regularization.3. The Director/ District Commissioner reserves the right to cancel/postpone the interview without assigning any reason thereof. |

Yours faithfully,


District Commissioner
Golaghat

Memo No. GRS.17/2023/6 -A

Dated 22/12/2023

Copy to:

1. The Director of Land Records, Assam for kind information.
2. The Additional District Commissioner (Revenue) for information.
3. The Additional District Commissioner, i/c Dhansiri Sarupathar Sub-Division for information.
4. The Sub Divisional Officer (C), Bokakhat Sub-Division for information.
5. The Circle Officers (Bokakhat/Dergaon/Golaghat/Khumtai/Morongi/Sarupathar Revenue Circle) for information.
6. The DIPRO, Golaghat for wide publicity in any two of the leading newspapers of Assam. (One in vernacular language having wide circulation in Upper Assam and the other in a leading English daily)
7. Notice Board of all Offices of Amalgamated Establishment of District Commissioner's Office, Golaghat.


District Commissioner
Golaghat

ADC (Rev)

DLR-11014/33/2023-SRV-Directorate of Land Records & Surveys

L/368361/2023

eCF No. 416103



**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF LAND RECORDS & SURVEYS ETC. ASSAM
RUPNAGAR, GUWAHATI-32**

No. DLR-11014/33/2023-SRV/5

14-12-2023

To : The District Commissioner(all)
(except Cachar, Hailakandi & Schedule VI districts)

Sub : Regarding-engagement of GIS Assistants.

Sir/Madam,

With reference to the subject cited above, I am directed to forward herewith the technical requirements (copy enclosed) for the position of GIS Assistants in RCOs for taking needful steps at your end in compliance with Point No. 5 of the decisions taken in the virtual meeting regarding augmentation and orientation of human resources under Mission Basundhara held on 26-Oct-2023 at 4:00pm. (copy enclosed).

You are requested to conduct 'Walk-in-Interview' for the position of GIS Assistant with minimum 15 days' notice. Therefore, the last date for onboarding should be extended to 15-Jan-2024 instead of 15-Dec-2023. It may also be stated here that One GIS Assistant at District HQ is not allowed currently. Separate communication will follow in this regard.

Moreover, it is requested to submit details with the dates of release of Human Resources as per Point No. 2 & 3 of the decisions taken in the said meeting to this office at the earliest.

This is for favour of your information and necessary action.

Enclo- as stated above.

Yours faithfully,

**Signed by
Nabajit Pathak**

Date: 14-12-2023 12:06:46

Abd: Director of Land Records, Assam

I/368206/2023

Eligibility criteria for GIS Assistant (District level offices)

| Sl No | Criteria | Details |
|-------|------------------------|---|
| 1 | Name of the Post | GIS Assistant |
| 2 | Job Responsibilities | <ul style="list-style-type: none"> ■ Digitization of geospatial data of Cadastral and Non-cadastral villages. ■ Perform quality assurance checks on GIS data to ensure accuracy and completeness. ■ Preparation of GIS-related reports, presentations, and data visualizations. ■ Stay up-to-date with GIS industry trends and best practices to enhance the organization's GIS capabilities. ■ Provide GIS-related technical support to team members and end-users. ■ Contribute to the documentation of GIS processes and procedures. ■ Drone photo/HRSI interpretation etc. |
| 3 | Age | Above 21 years and not more than 45 years as on 01-Dec-2023 |
| 4 | Required Qualification | <p><u>Essential Qualification</u></p> <p>Bachelor's degree in Geography / Geology / Mathematics / Geo-informatics / Physics / Computer Science or a related field with Certificate/Diploma in GIS & Remote Sensing or in Geo-informatics.</p> <p>Or,</p> <p>M.Tech./M.Sc. in GIS & Remote sensing/ Geo-informatics; MCA/ M.A/ M.Sc. in Geography/Geology/Mathematics/ Environmental Science with Geo-informatics as one of the subject or Certificate or Diploma in GIS/ Remote Sensing or Geo-informatics.</p> <p><u>Desirable Qualification</u></p> <p>Proficiency in GIS software such as ArcGIS, QGIS, Global Mapper or other industry-standard applications.</p> <p>Familiarity with spatial data formats (e.g., Shape files, GeoJSON, KML) and coordinate systems.</p> <p>Knowledge of geospatial analysis, image processing techniques, data collection through drone survey and tools for development of geospatial data.</p> <p>Effective communication and teamwork skills.</p> <p>Ability to work independently and prioritize tasks effectively.</p> <p>Prior experience in a GIS-related role or internship is preferred but not mandatory.</p> |

368206/2023

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| 5 | Experience | <ul style="list-style-type: none"> ● Preference will be given to candidates with relevant work experience of minimum 02 year. ● Preference will be given to RCCC trained candidates, having requisite educational qualifications, with command over GIS. |
| 6 | Skills | <p>Proficiency in Arc Desktop, Arc Pro, AutoCAD, Global Mapper.</p> <p>Proficiency in MS Word, Excel, PowerPoint, Google Docs/Spreadsheets and</p> <p>Fluency in Assamese, Hindi and English is required.</p> |
| 7 | Remuneration | Rs. 25,000/- per month (fixed) |
| 8 | Documents needed in the Interview | <ol style="list-style-type: none"> 1. Detailed Curriculum Vitae. 2. Photo Identity & Address Proof. 3. Original Educational Certificates (HSLC onwards) for verification. 4. Work Experience Certificates 5. Photocopy of all the certificates, mark sheets, experience certificates etc. to be submitted in the interview. |
| 9 | Place of Interview | Place of Interview will be at the O/o the District Commissioner. |
| 10 | Terms and condition | <ol style="list-style-type: none"> 1. No TA/DA and official accommodation will be provided for appearing in the interview. 2. The offer is purely contractual and co-terminus with the end of the projects/requirement with no provision of regularization. 3. The Director/District Commissioner reserves the right to cancel/postpone the interview without assigning any reason thereof. |

MINUTES OF THE VIRTUAL MEETING

REGARDING AUGMENTATION AND ORIENTATION OF THE HUMAN RESOURCES UNDER MISSION BASUNDHARA WITH DISTRICT COMMISSIONERS & CIRCLE OFFICERS (except Schedule VI Districts).

Date: 26-Oct-2023

Time: 04.00 PM

Principal Secretary, Revenue & Disaster Management Department, Government of Assam chaired the virtual meeting. At the outset, he welcomed all members present.

Director of Land Records & Surveys etc. Assam briefed the gathering regarding proposed phasing of Mission *Basundhara* towards large scale Survey. This would need augmentation of Survey and GIS skills at field level. Given the limited budget under Mission *Basundhara*, it would necessitate rationalization of currently available skill set of Data Entry Operators/RCCC trained personnel/ Retired LMs & SKs and augmentation of GIS skill set by GIS Assistants.

A brief presentation was made by Addl. Director of Land Records, Assam on discussion points and financial implications thereof.

Views from the District Commissioners in the meeting (DCs- Barpeta, Biswanath, Darrang, Dibrugarh, Dhubri, Goalpara, Lakhimpur, Marigaon and Tinsukia) were obtained regarding continuation/discontinuation of DEOs, RCCC trained personnel & Retired LMs & SKs beyond 14-November-2023 and engagement of GIS assistants for resurvey in Mission *Basundhara* 3.0 where 'Map a Service' is envisaged as one of the priority service.

After detailed deliberations and feedback from District Commissioners, following decisions were taken :

1. All the Retired SKs / LMs currently engaged on contractual basis will be discontinued, without fail, from all the Revenue Circles (RCOs) on 30-November-2023 (A/N).
2. Similarly, all RCCC trained personnel, **who do not have** requisite IT Skills will be discontinued, without fail, from all the RCOs on 30-November-2023 (A/N).
3. Currently engaged Data Entry Operators @2 persons/RCO and RCCC trained personnel, **who have** requisite IT Skills will be retained **only till** 31-December, 2023.
4. From 01-Jan-2024, only 2 (two) Persons on Contractual basis under Mission *Basundhara*, one GIS Assistant and One Data Entry Operator, will be allowed per RCO. This requirement is subject to re-assessment as per Mission *Basundhara* objectives.
5. All Districts to complete the process of selection of one GIS Assistant by 15-Dec-2023. The Technical Requirement for this position will be given by JDS.
6. Intimation may accordingly be given to all SKs/LMs and RCCC personnel proposed to be discontinued from 30-Nov-2023 and from 31-Dec-2023.
7. Any continuation/engagement of contractual human resources mentioned above, beyond the prescribed dates, without explicit approval of DLR&S, will not be chargeable on Mission *Basundhara* Budget.

DLR-11015(12)/3/2022-ACC-Directorate of Land Records & Surveys

1/322972/2023

8. One GIS Assistant at District HQ will be approved, subject to budget availability

The meeting ended with thanks from the Chair.

Signed by

Gyanendra Dev Tripathi

Date: 31-10-2023 18:28:53

Principal Secretary to the Government of Assam

Revenue and Disaster Management Department