

অসম চৰকাৰ



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER  
KAMRUP METROPOLITAN DISTRICT, GUWAHATI  
(LAND RECORD BRANCH)

Telephone – 0361-2540149  
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**NOTICE**

In partial modification of this office earlier Notice vide No. RKG/763/2023-RKG-KMM, dated 23/12/2023, interested eligible candidates are hereby invited to attend the "Walk-in-Interview" for filling up of 5 (Five) Nos. GIS Assistant under Revenue Circles of Kamrup Metropolitan 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:

Eligibility criteria for GIS Assistant as follows:

Sl. No.	Criteria	Details
1	Name of the Post	GIS Assistant
2	Number of Vacancy	5 Nos.
3	Duration of Engagement	Up to 31 <sup>st</sup> March' 2024 subject to extension by Govt.
4	Place of Work	Respective Revenue Circle office of the Kamrup Metropolitan District
5	Job Responsibilities	<ul style="list-style-type: none"> <li>Digitization of Geospatial data of Cadastral and Non-cadastral</li> <li>Cadastral Map updation in Bhunaksha</li> <li>Perform quality assurance checks on GIS data to ensure accuracy and completeness</li> <li>Preparation of GIS-related reports, presentations and data visualizations</li> <li>Provide GIS-related technical support to team members and end-users</li> <li>Drone photo/ HRSI interpretation etc.</li> <li>Utility of survey machinery in land mapping viz RTK GNSS Rovers, ETS, DGPS etc</li> </ul>
6	Age	Above 21 years and not more than 45 years as on 01/01/2023
7	Required Qualification	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree in Geography/ Geology/ Mathematics/ Geo-informatics/ Physics/ Computer Science or a related field with Certificate/ Diploma in GIS &amp; Remote Sensing or in Geo-informatics</li> </ul> <p>Or</p>

		<ul style="list-style-type: none"> <li>• M. Tech./ M. Sc. In GIS &amp; Remote sensing/ Geo-informatics;</li> <li>• 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</li> </ul> <p><u>Desirable Qualification:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in GIS software such as ArcGIS, QGIS, Global Mapper or other industry-standard applications</li> <li>• Familiarity with spatial data formats (e.g. Shape files, GeoJSON, KML) and co-ordinate systems</li> <li>• Knowledge of Geospatial analysis, image processing techniques, data collection through drone survey and tools for development of Geospatial data, use of HRSI for land mapping, modern survey techniques using RTK GNSS Rovers, DGPS, ETS etc</li> <li>• Effective communication and teamwork skills</li> <li>• Ability to work independently and prioritize tasks effectively</li> <li>• Prior experience in a GIS-related role or internship is preferred but not mandatory</li> </ul>
8	Experience	<ul style="list-style-type: none"> <li>• Preference will be given to those candidates having relevant work experience of minimum 10 years</li> <li>• Preference will be given to the RCCC trained candidates having command over GIS</li> </ul>
9	Skills	<ul style="list-style-type: none"> <li>• Proficiency in Arc Desktop, Arc Pro, AutoCAD, Global Mapper</li> <li>• Proficiency in MS Word, Excel, PowerPoint, Google Docs/ Spreadsheets and</li> <li>• Fluency in Assamese, Hindi and English is required</li> </ul>
10	Remuneration	Rs 25,000/- per month (fixed)
11	Documents needed in the Interview	<ol style="list-style-type: none"> <li>1. Detailed Curriculum Vitae</li> <li>2. Photo Identity &amp; Address Proof</li> <li>3. Original Educational Certificates (HSLC onwards) for verification</li> <li>4. Work Experience Certificates</li> <li>5. Photocopy of all the certificates, mark sheets, experience certificates etc to be submitted in the interview</li> </ol>
12	Place of Interview	Place of interview will be Office of the District Commissioner, Kamrup Metropolitan

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

(E-signed)  
District Commissioner,  
Kamrup Metro District,  
Guwahati

Copy for favour of information & necessary action to-

1. The Principal Secretary to the Govt. of Assam, Revenue & Disaster Management Department, Dispur, Guwahati-6.
2. The Director, Directorate of Land Records & Surveys etc., Assam, Rupnagar, Guwahati-32.
3. The Director, Information and Public Relations, Assam, Dispur, Guwahati 6.
4. The Deputy Director, O/o the Deputy Director, of Employment, Kamrup Metropolitan District, Guwahati, Assam for display the advertisement in his/her office Notice Board.
- ✓ 5. The DIO, NIC, O/o the District Commissioner, Kamrup Metropolitan District. He is requested to publish the advertisement through website accordingly.
6. The Addl. District Commissioner, I/c Revenue, Kamrup Metro District for information and necessary action.
7. The Circle Officer, Guwahati/ Dispur/ Azara/ Chandrapur/ Sonapur and BDOs, Kamrup Metropolitan District. They are requested to display the advertisement in his/her office Notice Board.
8. The DIPRO, O/o the District Commissioner, Kamrup Metropolitan District. He is requested to take necessary steps to get the advertisement published in three esteemed daily newspapers both in Assamese and English for wide publicity.
- ✓ 9. Notice Board, District Commissioner Office, Kamrup Metropolitan District.
10. Order book.

Signed by  
Sumit Sattawan  
Date: 27-12-2023 12:59:53  
District Commissioner,  
Kamrup Metro District,  
Guwahati