



**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER :: HOJAI**  
**(REVENUE BRANCH)**

**NOTICE**

eCF No.101749/1 : Interested eligible candidates are hereby invited to attend "Walk-in- Interview" for filling up to 3 (three) Nos GIS Assistant under Hojai District for engagement on contractual basis under Directorate of Land Records & Surveys etc. Assam, Rupnagar, Guwahati to be held on 22/01/2024 (Monday) from 10.00 A.M. onwards.

Eligibility criteria for GIS Assistant in the Circle Office:

SN	Criteria	Details
1	Name of the Post	GIS Assistant
2	Number of Vacancy	3 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
5	Job Responsibilities	Digitization of geospatial data of Cadastral and Non-cadastral villages. <ul style="list-style-type: none"> <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 inland mapping viz RTKGNSS 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	Essential Qualification <ul style="list-style-type: none"> <li>▪ Bachelor's degree in Geography/Geology/ Mathematics/Geo-informatics/ Physics/ Computer Science or any related field with</li> </ul>

		<p>Certificate/Diploma in GIS &amp; Remote Sensing or in Geo-informatics.</p> <p>Or</p> <ul style="list-style-type: none"> <li>▪ M.Tech./M.Sc. in GIS &amp; Remote sensing/ Geo-Informatics;</li> </ul>
		<ul style="list-style-type: none"> <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>Desirable Qualification</p> <ul style="list-style-type: none"> <li>▪ Proficiency in GIS software such as Arc GIS, Q GIS, Global Mapper or other industry- standard applications. Familiarity with spatial data formats (e.g., Shape files, Geo JSON, KML) and coordinate systems. 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 RTKGNSS Rovers, DGPS, ETS etc.</li> <li>▪ Effective communication and teamwork skills.</li> <li>▪ Ability to work independently and prioritize tasks effectively. Prior experience in a GIS-related role or internship is preferred but not mandatory.</li> </ul>
8	Experience	<p>Preference will be given to those</p> <ul style="list-style-type: none"> <li>• candidates having relevant work experience of minimum 01 year.</li> <li>▪ Preference will be given to the RCCC trained candidates having command over GIS.</li> </ul>
9	Skills	<p>Proficiency in Arc Desktop, Arc Pro, AutoCAD, Global Mapper</p> <ul style="list-style-type: none"> <li>▪ Proficiency in MS Word, Excel, Power Point, Google Docs/Spreadsheets and Fluency in Assamese, Hindi and English is required.</li> </ul>
10	Remuneration	Rs. 25,000/-per month (fixed)
11	Documents needed in	<ol style="list-style-type: none"> <li>1. Detailed Curriculum Vitae.</li> <li>2. Photo Identity &amp; Address Proof.</li> </ol>

	the Interview	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.
12	Place of Interview	O/o District Commissioner, Hojai.
13	Terms and condition	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.

Sd/-  
District  
Commissioner  
Hojai

Memo eCF No.101749/1

Copy to:

1. The Director of Land Records & Surveys etc. for favour of kind information.
2. The Addl. Director of Land Records & Surveys etc. for favour of kind information.
3. The Circle Officer Hojai /Lanka /Daboka Revenue Circle for information & necessary action. They are requested to hang the advertisement on Notice Board and circulate the advertisement.
4. The DIO i/c, NIC, Hojai for kind information & necessary action. He is requested to upload the advertisement in the district website.
5. The DIPRO, Hojai for information & necessary action. He is requested to publish the advertisement at least 2 (two) leading newspaper both Assamese & English daily and also upload the notice in the district social media pages.
6. Notice Board, for information.

Signed by  
Lachit Kumar Das  
Date: 06-01-2024 17:56:23

District Commissioner  
Hojai

