



**Call for recruitment of staff for GIS GeoHub in the HQ office of Town & Country
Planning-Assam under the Department of Housing and Urban Affairs**

Background:

To ensure maximum governance and minimum government, it is essential to make data accessible for wide range of uses easily and freely. Making urban data available on a public platform, integrated with GIS-based maps would allow different departments under the Department of Housing and Urban Affairs to use the maps for decision-making and live update of data. Thus, it is proposed to set up an Urban GIS Geo-hub with a GIS-based web portal, along with the engagement of a team of experts and support staff for the Geo Hub at the Directorate of Town & Country Planning Assam. The Geo-hub shall also act as the urban data repository and mapping lab with training and hand-holding facility for GIS mapping and surveys exercises for all planning related works.

The in-house team of experts and support staff at the GeoHub shall be responsible for all GIS-related works of the department, monitoring the web portal, management of data and software, as well as undertake GIS-related capacity building activities for the department, amongst others.

1. GIS Expert

Number of Positions	2 (Two)
Location	Guwahati with frequent travelling to other districts of Assam
Expected Duration of Contract	Initially for a period of 11 months with possibility of renewal depending on the performance.
Minimum years of Experience	5 Years

A. Scope of Work for GIS Expert:

- a. GIS mapping, image processing, data representation and analysis, etc.
- b. Creation of data-base
- c. Vetting of data,
- d. Extraction & Analysis of Vector as well as Raster Data for Mapping.
- e. Capacity building activities for frequent training and hand-holding
- f. Field visits

- g. Any other works as directed

B. Required Qualifications:

a. Education:

- a. Post-graduate degree in Geo-Informatics/Geomatics/Planning/Geography from a recognized University / Institution
- b. Certified training in GIS as part of educational qualification

b. GIS Work-Experience and skills:

- i. He/ She should have at least 5 years GIS work experience after post-graduation,
- ii. Preferred experience in GIS-application related Govt. projects/ Schemes/ Missions related to Urban Sector
- iii. Experience in preparation of Master Plans, drainage plan, etc., as part of work experience
- iv. Experience in GIS map preparation for various Urban utilities
- v. Preferred Experience in development of GIS-based portal
- vi. Basic understanding of Town Planning, Government structures, procedures, rules and regulations
- vii. Strong Communication skills with ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts
- viii. Expert Knowledge in computer applications, with proficiency in MS Office Applications

C. Supervision and Reporting

They will report to the Director, Town & Country Planning, Assam or to any other officer assigned by the Director, Town & Country Planning. The final authority on any of the issue(s) that may arise during the employment period of the employee shall be resolved by the Director, Town & Country Planning and the decision taken by Director shall prevail. The performance review will be done as per the policies set by the Town & Country Planning from time to time.

D. Indicative Remuneration and Payment Terms

The employee will be paid a maximum initial monthly remuneration of Rs.75,000/- only, depending on experience and qualifications.

E. Other Conditions

- i. Age: Not more than 40 years of age as on 1st January 2023
- ii. The employee will not be permitted to take up any other assignments during the period.

2. IT Expert

Number of Positions	1 (One)
Location	Guwahati
Expected Duration of Contract	Initially for a period of 11 months with possibility of renewal depending on the performance.
Minimum years of Experience	5 Years

A. Scope of Work:

- a. Planning, monitoring, analyzing and troubleshooting IT frameworks, especially in development and management of GIS-based web-portal.
- b. Managing the expansion and maintenance of web-portal and guaranteeing the safety of its data.
- c. Support development and maintenance of the project's technology platform
- d. Reporting on Work progress and project data analysis,
- e. Gathering and processing of data from various internal and external sources of the department for decision making process.
- f. Any other works as directed

B. Required Qualifications:

a. **Education:** B.Tech/B.E in Computer Science/IT/Electronics & Communication or M.Sc. in Computer Science or MCA

b. Experience:

- i) He/ She should have at least 5 years of post-qualification experience in Govt. projects/ Schemes/ Missions/ or any other related works in IT Sector , especially in development and management of GIS-based web-portal.
- ii) Experience of application development and platform management
- iii) Basic knowledge of IT System Administration
- iv) Preferred experience in Artificial Intelligence works/project

c. Skills:

- i) Development and management of GIS-based web-portal
- ii) High knowledge of open-source software and systems integration best practices
- iii) Extreme attention to detail and knowledge of content and data management techniques
- iv) Able to communicate complex technology concepts with non-technical staff with ease
- v) Having experience in handling large dataset of various nature.
- vi) Handling of backend data for web-based portals.
- vii) IT System Administration

C. Supervision and Reporting

They will report to the Director, Town & Country Planning, Assam or to any other officer assigned by the Director, Town & Country Planning. The final authority on any of the issue(s) that may arise during the employment period of the employee shall be resolved by the Director, Town & Country Planning and the decision taken by Director shall prevail. The performance review will be done as per the policies set by the Town & Country Planning Assam from time to time.

D. Indicative Remuneration and Payment Terms

The employee will be paid an initial monthly remuneration of Rs.75,000/- only.

E. Other Conditions

- i) Age: Not more than 40 years of age as on 1st January 2023
- ii) The employees will not be permitted to take up any other assignments during the period.

3. GIS Assistant

Number of Positions	2 (Two)
Location	Guwahati with frequent travelling to other districts.
Expected Duration of Contract	Initially for a period of 11 months with possibility of renewal on annual basis depending on the performance.
Minimum years of Experience	2 Years

A. Scope of Work:

- a. They will be responsible for digitization in GIS as well as AutoCAD. as directed
- b. Collection and cleaning of data.
- c. Extraction & Analysis of Vector as well as Raster Data for Mapping.
- d. Support in capacity building works.
- e. Any other works as directed.

B. Required Qualifications:

a. Min. Education qualification:

- i. Graduation in Geo-informatics/Geomatics/Geography/Planning/Architecture from a recognized University / Institution.
- ii. Certified training in GIS as part of educational qualification

b. GIS work-experience:

- i. He/ She should have at least 2 years GIS work experience after education,

- ii. Preferred GIS work experience in Govt. projects/ Schemes/ Missions related to Urban Sector
- iii. Experience in preparation of Master Plans, drainage plan, etc., as part of work experience

c. Skills:

- i. Expertise in using GIS and AUTOCAD,
- ii. Basic Knowledge in computer applications, with proficiency in MS Office.
- iii. Field data collection works,

C. Supervision and Reporting

They will report to the Director, Town & Country Planning, Assam or to any other officer assigned by the Director, Town & Country Planning. The final authority on any of the issue(s) that may arise during the employment period of the employee shall be resolved by the Director, Town & Country Planning and the decision taken by Director shall prevail. The performance review will be done as per the policies set by the Town & Country Planning from time to time.

D. Indicative Remuneration and Payment Terms

The employee will be paid an initial monthly remuneration of not more than Rs. 25,000/- only.

E. Other Conditions

- i) Age: Not more than 30 years of age as on 1st January 2023
- ii) The employees will not be permitted to take up any other assignments during the period.

4. Multi-purpose Staff

Number of Positions	2 (Two)
Location	Guwahati
Expected Duration of Contract	Initially for a period of 11 months with possibility of renewal depending on the performance.
Minimum years of Experience	1 year

A. Scope of Work:

- i) Cleaning the office space
- ii) Making printouts and photocopies as and when required.
- iii) Maintain filing and storage in the office,
- iv) Maintain office supply register
- v) Operate computer for data entry or retrieving, if needed.
- vi) Assisting others during field visits for data collection, if needed.
- vii) Any other work assigned by other officials.

B. Required Qualifications:

d. Education:

- i) Minimum Class 12th Pass
- ii) Basic Knowledge of computer

e. Skills:

- i) Excellent interpersonal skills
- ii) Pleasant, friendly disposition.
- iii) Basic Knowledge in computer applications

C. Supervision and Reporting

They will report to the Director, Town & Country Planning, Assam or to any other officer assigned by the Director, Town & Country Planning. The final authority on any of the issue(s) that may arise during the employment period of the employee shall be resolved by the Director, Town & Country Planning and the decision taken by Director shall prevail. The performance review will be done as per the policies set by the Town & Country Planning from time to time.

D. Indicative Remuneration and Payment Terms

The employee will be paid an initial monthly remuneration of not more than Rs. 18,000/- only.

E. Other Conditions

- i) Age: Not more than 35 years of age as on 1st January 2023
- ii) The employees will not be permitted to take up any other assignments during the period.

5. Last date for application: 21 February 2023

6. Application to be sent to:

Director,
Directorate of Town & Country Planning Assam,
Dispur, Guwahati-6

Sd/-

Director
Town & Country Planning Assam
Dispur, Guwahati-6

Directorate of Town & Country Planning Assam

FORM OF APPLICATION

PHOTO

To,
The
Name of the Post
Department/Office

1. Name in Full (Block letter) :
2. Present Address : Vill/Town.....
3. Permanent Address : Vill/Town.....
4. Father's Name & Address :
5. Place of birth including Police Station and District & P.O :
6. Are you a citizen of India and if so how? (Copy of citizenship certificate should be enclosed where necessary) :
7. Educational qualification and also the name and full address :
8. Other Qualifications (if any) :
9. Age on the 1st January 20.... (According to H.S.L.C certificate copy of which should be enclosed) :
10. Work experience :

I am a candidate for the postand the stated above are true to the best of my knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.

My updated CV is attached herewith.

11. To be filled in by Candidate
Date:
Place:

Signature of Candidate

N.B.: Submission of complete CV with supporting documents (for Sl.7, 8, 9 and 10) is mandatory.