

## ADVERTISEMENT

Interested eligible candidates are hereby invited to apply online for filling up **1 (one) GIS Assistant post** under Morigaon District for engagement on a contractual basis under the Director of Land Records & Surveys, etc., Assam, Rupnagar, Guwahati. Candidates must **e-mail** their application with biodata along with scanned copies of all relevant documents as mentioned in Sl. no. 8 below to the mail ID **districtcommissionermorigaon@gmail.com** within 7 days from the publication of the advertisement. The selection process will consist of a written test followed by an interview on the same day. The schedule and venue of the interview will be communicated to all shortlisted candidates in due course of time.

**Eligibility criteria for GIS Assistant are as follows:**

| Sl. No. | Criteria                   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 1       | Name of the post           | GIS Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2       | Job Responsibilities       | <ul style="list-style-type: none"> <li>Digitization of geospatial data of cadastral and non-cadastral villages.</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>Stay up-to-date with GIS industry trends and best practices to enhance the organization's GIS capabilities.</li> <li>Provide GIS-related technical support to team members and end-users.</li> <li>Contribute to the documentation of GIS processes and procedures.</li> <li>Drone photo/HRSI interpretation, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3       | Age                        | Above 21 years and not more than 45 years as on 01-Jan- 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4       | Required Qualification     | <p><b>Essential Qualification</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree in Geography/Geology/Mathematics/ Geoinformatics/Physics/Computer Science or a related field with Certificate/Diploma In GIS &amp; Remote Sensing or in Geo- informatics. Or</li> <li>M-Tech./M.Sc. in GIS &amp; 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.</li> </ul> <p><b>Desirable Qualification</b></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 coordinate systems.</li> <li>Knowledge of geospatial analysis, image processing techniques, data collection through drone survey, and tools for development of geospatial data.</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> |
| 5       | Experience                 | <ul style="list-style-type: none"> <li>Preference will be given to candidates with relevant work experience of a minimum of 02 years.</li> <li>Preference will be given to RCCC-trained candidates having the requisite educational qualifications, command over GIS.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6       | Skills                     | <ul style="list-style-type: none"> <li>Proficiency in Arc Desktop, Arc Pro, Auto CAD, Global Mapper.</li> <li>Proficiency in MS Word, Excel, Power Point, Google Docs/ Spreadsheets and</li> <li>Fluency in Assamese, Hindi and English is required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7       | Remuneration               | Rs. 25,000/- per month (fixed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8       | Documents needed to submit | <ol style="list-style-type: none"> <li>Detailed Curriculum Vitae.</li> <li>Self-attached copy of photo identity &amp; address proof.</li> <li>Self-attached copy of HSLC admit card for verification of DOB.</li> <li>Self-attached copy of educational certificates &amp; mark sheet (HSLC onwards).</li> <li>Self-attached copy of work experience certificates,</li> <li>Self-attached copy of any other relevant certificates.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9       | Terms and condition        | <ol style="list-style-type: none"> <li>No TA/DA and official accommodation will be provided for appearing in the interview.</li> <li>The offer is purely contractual and co-terminus with the end of the projects/requirement with no provision of regularization,</li> <li>The Director/District Commissioner reserves the right to cancel/ postpone the interview without assigning any reason thereof.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**Sd/- District Commissioner  
Morigaon**