Survey and Land Records Department, Kerala

NOTIFICATION

Reference No: ---/---- dated ....
DSLR/3688/2021- DSM
24.12.2021

The Survey and Land Records Department invites applications for the following positions at the State Project Management Unit (SPMU) of Survey Directorate (temporary position for 1 year Contract basis).

SL No	Name of the Post	Academic Qualification	Professional Experience	Pay scale of Contract appointment	Upper Age limit	No of Vacancies
1	GIS Expert	Mandatory Qualification: Master degree in Geography, Geology, Geo Informatics, Remote Sensing	Not less than 7 years in similar field	At the consolidated pay of Rs. 80,000/- per month	45 years as on date of publishing of this notice	1 No
2	IT Manager	Mandatory Qualification: Master degree in Computer Science, Information Science or equivalent	Not less than 10 years in the area of IT and Project Management.	At the consolidated pay of Rs. 80,000/- per month	45 years as on date of publishing of this notice	1 No
3	Project Management Consultant	Mandatory Qualification: Master degree in Management	Not less than 7 years in similar field	At the consolidated pay of Rs. 60,000/- per month	45 years as on date of publishing of this notice	1 No

1. GIS Expert

GIS Expert should plan, organize and integrate different Geo spatial projects, data sets based on the cadastral survey program of the Survey and Land Records department and ensure that they are significant in accordance with the scope and impact of the envisaged programs. Coordinate the work of survey teams, digitizing teams and developers for the smooth execution of different projects.

1.1. Duties and responsibilities

a) Design, implementation and maintenance of Ground Control Points (CORS, DGPS based or other) for ensuring geodetic data standards for the digital survey program

b) Forecast and evaluate all present trends in Geo spatial data collection, its interpretation and anticipate all the issues and develop efficient procedures to reduce errors in survey data capturing

c) Analyze all digital images, drone based survey data, Geo referencing of raster images and generate cadastral output in the accuracy standard prescribed by the department

d) Work effectively with the field survey teams, digitization teams and to ensure quality of data obtained through different survey instruments/methods like RTK, Robotic ETS and drone survey etc

e) Coordinate with IT Manager and other IT solution developers and all other internal and external stakeholders to ensure availability of all GIS applications are as per requirement to achieve the overall objectives and goal of the digital survey mission and perform troubleshooting on systems on regular basis to resolve all issues

f) Supervise different teams in a Statewide manner including Surveyors, Draftsman, programmers, data managers, GIS analysts, digitization teams to attain the desired goal of the program

g) Coordinate the software development activities with NIC, different vendors and other major stakeholders department like Registration and Revenue department

h) Impart training and capacity building to all the department staffs on GIS, digital image processing, mapping, drone surveying, various data capturing and extraction techniques etc

i) Manage the development of GIS software packages, its evaluation regarding the functionality, user acceptance test and installation etc

j) Purchasing of new software, customizing the software and equipment etc to improve the project efficiency

k) Develop schematics and GIS layer structure for effective handling of spatial data and coordinate with various departments to integrate the digital data efficiently

l) Prepare guidelines and SoPs for various training programs and impart training and capacity building to the department staffs and ensure optimal service delivery

m) Shall be responsible for critical examination of all GIS software, hardware, database, server and all project reports, agreements associated with it

n)   Responsible for progress review of all projects approved

o)   Supervise tasks assigned to project workers as instructed by the concerned authority

p)   Supervise project workers and ensure that they stick to project specification and guidelines

q)   Prepare and present High Quality Reports for the department and Government

r)   Responsible for preparing and verifying all GIS related Technical Sanction, tender, FRS, SRS, SAT etc.

s)   Any other work assigned as when the competent authority

t)   Should work in a mission mode manner

1.2.   Desirable

a)   Certificate programs in GIS, Remote Sensing, Photogrammetry, Drone survey etc

b)   Well aware about the concept of and implementation of Spatial Data Infrastructure (SDI) and its utilities

c)   Cadastral mapping concepts and usage of modern land survey instruments like Electronic Total Station (ETS), Differential Global Positioning System (DGPS) etc

d)   Software development experience and programming skills.

e)   Strong critical thinking and decision-making skills

f)   Firm grasp on SDI and operations best practices

g)   Good communication skills (English and Malayalam)

1.3.   Experience

a)   Experience in leading and managing large GIS projects, mobile applications and rolling out such programs across various technologies

b)   Excellent working knowledge of different GIS, Remote Sensing, Photogrammetry suits etc and databases management, data storage systems

c)   Experience in leading large GIS projects, including the design and deployment of Web GIS services

2. IT Manager

IT Manager should plan, organize and integrate cross-functional information technology projects that are significant in scope and impact especially in the digital survey mission of the Survey department. Coordinate the work of other IT professionals and staff to produce desired software solutions for various programs. IT Managers play the lead role in planning, executing, monitoring, controlling, and closing out various IT projects in the department.

2.1.   Duties and responsibilities

a)   Ensures the effectiveness of software solutions developed/going to be developed for the digital survey and Integrated Land Information System (ILIS) for the department.

b) Provide valuable inputs and timely feedback for the development of strategic plans for the Information Technology area especially in the digital survey mission and the Integrated Land Information System (ILIS).

c) Installation, configuration of new equipment (survey equipments and others such devices), software/database etc and should take necessary corrective actions in case of failure

d) Maintenance of servers and periodic updating/upgrading of related software and databases

e) Full operation of network utility procedures in the department and defining network users and security attributes

f) Trouble-shooting and monitoring of network problems, file server traffic, usage and performance, network security access and space usage.

g) Response to user needs and questions regarding network access, assistance to staff in the use of network resources.

h) Installation of developed software packages and related upgrades.

i) Implementation of all backup and restoration procedures including DR server set up

j) Maintenance of backup and logs and all interaction with State Data Center or such server related institutions/entities etc

k) Virus detection, removal and prevention for all systems and updating of antivirus mechanism

l) Assistance in data access, file transfers and conversions.

m) Arrangements for briefings and demonstrations and coordination of external training sessions.

n) Documentation of the lessons learned and best practices in the IT domain and knowledge dissemination in the department

o) Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure

p) Help define IT infrastructure strategy, architecture, and processes

q) Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs

r) Assess vendors and develop test strategies for new hardware and software

s) Troubleshoot hardware and software and database issues related to internal IT

t) Independently lead all activities related to IT in the department

u) Lead and mentor a Multidisciplinary team under the Survey & Land Records department for various project needs

v) As IT Lead, shall be responsible for critical examination of software, hardware, database, server and all project reports, agreements associated with it

w) Responsible for progress review of all projects approved

x)   Supervise tasks assigned to project workers as instructed by the concerned authority

y)   Supervise project workers and ensure that they stick to project specification and guidelines

z)   Prepare and Present High Quality Reports for the department and Government

aa) Responsible for preparing and verifying all IT related Technical Sanction, tender, FRS, SRS, SAT etc.

bb) Any other work assigned as when the competent authority

cc) Should work in a mission mode manner

2.2.   Desirable

a)   Cisco Certified Network Administrator (CCNA) and Microsoft Certified Professional (MCP highly desirable.

b)   Software development experience and programming skills.

c)   Good communication skills (English and Malayalam)

d)   Excellent working knowledge of computer systems, security, network and system administration, databases management, data storage systems and phone systems

e)   Strong critical thinking and decision-making skills

f)   Excellent project management skills and strong ability to prioritize

g)   Firm grasp on IT infrastructure and operations best practices

2.3.   Experience:

a)   Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies

b)   Experience in the area of information technology and network administration with an increasing level of responsibility

c)   Experience in leading large IT projects, including the design and deployment of new IT systems and services

3.   Project Management Consultant

Project Management Consultant should provide support for smooth execution of different projects undertaken by the department. He/She should be responsible for documentation, events and project meeting support in the Department, including:

3.1. Duties and responsibilities

a)   Support the department for preparation of key project meetings, including necessary documentation, logistics, travel, administrative support and any follow up required (including producing meeting minutes and reports).

b)   Support with organizing tele-conferences (VC) and other means of engagement with stakeholders and partners departments.

c)   Support the production of promotional materials with regards to the department activities and especially the digital survey program.

d) Write letters, email, proposals, presentations and submit to appropriate authorities on demand

e) Responsible for all sorts of procurement process (includes RFP preparation, convening of various meetings and related aspects)

f) Create specific strategies for easier and effective execution of projects success

g) Keep records of all information (institutional memory) related to project such as documentation of past events, lessons, best practices etc

h) Make ready all necessary data/documents/forms/progress statements/sheets/ for various review meetings

i) Prepare and Present High Quality Reports for the department and Government on various aspects

j) Organize training/meetings in the department on different sectors for the capacity building

k) Communicate with management teams and survey teams on technical and financial matters and report to the concerned authorities on time for the successful implementation of the digital survey program.

l) Support annual targets setting and reporting on different matters which includes Plan proposal preparation, Project reporting, Documentation for meetings etc.

m) Assist to prepare articles on Digital survey Innovation and updating the information stream such as webinars, workshops etc.

n) Supporting the to publish materials with regards to the achievements of digital survey programs on social media platforms

o) Work with different sub teams and district teams in coordinated fashion and update the day to day project tracker and status for the betterment of different projects in the department.

p) Coordinate with line departments and other stakeholders

q) Any other work assigned as when the competent authority

r) Should work in a mission mode manner

3.2. Desirable:

a) Prior experience with different projects and coordination in project duties

b) Demonstrated track record in the preparation of technical and financial reports is an asset for this position.

c) Experience organizing exchange workshops and/or training activities at the national or international level

d) Prior experience working on innovative projects will be considered an asset.

e) Experience in the usage of computers and office software packages (MS Word, Excel, Powerpoint Google doc, spreadsheet, slides etc)

3.3. Experience:

a) Experience as a consultant, project executive or assistant in large projects and exposure for coordinating workshops, seminars etc

b) Experience in the preparation of high quality report and documentation and publications etc

4. Documents to be submitted and other formalities :

1) Intending candidates may submit their application to the Director of Survey and Land Records, Office of the Directorate of Survey and Land Records, Survey Bhavan, Vazhuthacaud, Trivandrum, PIN:-695014

2) Applications can be submitted up to 15.01. 2022 at 3 PM.

3) Applications received after the aforementioned date and time will not be considered for further process.

4) Date of Written test for the eligible candidates will be informed later.

5) Interview for the eligible candidates those who qualified the written test will be informed later

6) Personal CV indicating all past positions held and their main underlying functions, their duration (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) most recent professional references of previous supervisors.

7) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.

8) Department may ask for any other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, campaigns or other materials.

9) The list of eligible candidate for interview will be uploaded at www.dslr.kerala.gov.in

10) Candidates need to produce requisite documents in original before interview failing which his/her application will get cancelled

11) Selected candidates should execute an agreement with the department for a period of one year as per department norms.

Sd/-
Director
24-12-2021