

Job Notification for Digital Survey Conclave

Department: Survey and Land Records

Position: English Drafting Specialist for Digital Survey Conclave

Job Description:

The Survey and Land Records Department invites applications for the position of English Drafting Specialist to assist in the preparation and coordination of the Digital Survey Conclave. The selected candidate will be responsible for drafting official documents, reports, and communication materials related to the conclave.

Key Responsibilities:

- **Drafting high-quality English content for official documents, presentations, and reports.**
- **Assisting in the preparation of materials for the Digital Survey Conclave.**
- **Coordinating with stakeholders to ensure timely completion of documentation tasks.**
- **Proofreading and editing content to maintain accuracy and consistency.**

Eligibility Criteria:

1. Educational Qualification:

- **Graduate degree in English Literature from a recognized university.**

2. Experience:

- **Minimum 6 months of experience in English drafting or content writing.**
- **Proficiency in drafting official documents is essential.**

3. Skills Required:

- **Excellent command of written English, including grammar and vocabulary.**

- **Strong attention to detail and ability to meet deadlines.**

Payment Details:

- **Daily Wage:** ₹888/- per day (as per minimum wage standards for graduates).

Job Location: To be specified by the Survey and Land Records Department.

Contract Duration: Temporary engagement for the duration of the conclave preparation and event execution.

How to Apply:

Interested candidates should submit their updated CV along with a cover letter highlighting their relevant experience to the official email address or office of the Survey and Land Records Department. The application deadline will be announced shortly.

This opportunity is ideal for individuals with a strong background in English literature and professional drafting experience, looking to contribute to a significant government initiative.

Interested individuals shall apply online or by post before—date-21/04/24

ASSISTANT SECRETARY