



**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT**  
**DIRECTORATE OF SURVEY, SETTLEMENT AND LAND RECORDS**  
**KAMARAJ SALAI, SARAM**  
**PUDUCHERRY-605 013**

**ENGAGEMENT OF TECHNICAL EXPERTS ON CONTRACT BASIS**

**NOTIFICATION**

The Digital India Land Records Modernization Programme (DILRMP) is a Central Sector Scheme implemented by Department of Land Resources, Ministry of Rural Development, Government of India. The Directorate of Survey, Settlement and Land Records, Puducherry is implementing a resurvey work under National geospatial Knowledge-based land Survey of urban HABitations (NAKSHA) project under Digital India Land Records Modernization Programme (DILRMP). In this regard the Directorate of Survey, Settlement and Land Records, Puducherry invites application from citizens of India for the following position on purely contractual basis for a period of one year only.

Sl. No	Designation	No. of Post	Remuneration/ month
1.	Expert (Land Administration)	1	Rs. 1,00,000/-
2.	Geo Spatial Technology Manager	1	Rs. 1,00,000/-
3.	GIS / MIS Programmer	1	Rs. 50,000/-
4.	GIS Technical Expert	1	Rs. 50,000/-
5.	Data Entry operator	1	Rs. 25,000/-

The detailed notification and Terms of Reference is available in the website - <https://puducherry-dt.gov.in>, <https://revenue.py.gov.in>. The Last date and time for submission of application is 24-03-2025 upto 4.00 p.m. The completed application with all necessary enclosures shall be sent to The Director, Survey, Settlement & Land Records, 599, Revenue Complex, Kamaraj Salai, Saram, Puducherry - 605013 by registered post or by e-mail to: [dos@py.gov.in](mailto:dos@py.gov.in)

Any further Corrigendum or Amendment shall be notified in this website only. Candidates shall regularly visit the website to keep themselves updated.

  
4-3-2025  
**DIRECTOR OF SURVEY  
AND LAND RECORDS**

## ESSENTIAL QUALIFICATION FOR THE VARIOUS POSTS

### **(I). NAME OF THE POST : EXPERT (LAND ADMINISTRATION)**

**(i). Educational Qualification :** A bachelor Degree from any recognized university.

**(ii). Work Experience required :** Retired Puducherry Civil Service Officers with a minimum of 8 years of experience in PCS and as Tahsildar or Revenue Officer combined together in land administration- revenue/ registration/ consolidation/ survey.

### **(iii). Job Description/Duties & Key Responsibility :**

1. Overseeing the collection, storage, and maintenance of land records and cadastral data.
2. Ensuring land records are accurate, up-to-date, and digitally managed.
3. Implementing land information systems (LIS) for efficient record-keeping.
4. Facilitating land registration processes, including issuing land titles and deeds.
5. Ensuring compliance with land tenure policies and legal frameworks.
6. Addressing land disputes through proper documentation and legal support.
7. Conducting cadastral and geodetic surveys to define land boundaries.
8. Assisting in urban and rural land use planning based on zoning regulations.
9. Evaluating land suitability for development, agriculture, and conservation.
10. Advising on sustainable land management practices.
11. Implementing digital land administration systems, such as e-land registries and blockchain-based land records.
12. Support in legal aspects and state specific requirements for NAKSHA pilot programme.
13. Facilitate matters related implementation of NAKSHA, coordinating with government agencies, landowners and stakeholders to ensure lawful and transparent processes.
14. Respond to additional duties and responsibilities as assigned by senior officials.

**(II) NAME OF THE POST : GEO SPATIAL TECHNOLOGY (MANAGER)**

**(i). Educational Qualification :** Master degree in Remote Sensing/ GIS/ Geoinformatics/Geo-engineering

**(ii). Work Experience required :** (1). At least 7 years of experience in managing and execution of GIS-related projects & Proficiency in utilizing GIS software (ArcGIS/ QGIS/ MapInfo etc.) and relevant data/ statistical database management.

(2) Working experience in Government projects related to Land Survey will be preferred.

**(iii). Job Description/Duties & Key Responsibility :**

1. Identify and define appropriate applications of the system and associated GIS products to meet programme objectives and stakeholder requirements.
2. Utilize GIS software to create, update, and maintain maps based on collected survey data, ensuring accuracy and consistency in spatial representations.
3. Plan and design analytic procedures and methodologies for performing GIS applications, optimising efficiency and effectiveness in data analysis and interpretation.
4. Conduct field training sessions related to GIS mapping and survey techniques, and track project progress to ensure adherence to timelines and quality standards.
5. Ensure precision and reliability in spatial data collection.

6. Digitise and geo-reference cadastral maps using High-Resolution Satellite Imagery (HRSI) to enhance the accuracy and accessibility of land records.
7. Integrate textual and spatial databases to facilitate comprehensive and interconnected data management and analysis.
8. Create high-quality cartographic products for publication and presentation, adhering to cartographic principles and design standards.
9. Conduct thorough data verification and quality control checks on maps, tables, and reports to ensure consistency, accuracy, and compliance with specifications.
10. Supervise and ensure the proper use, care, and operation of GIS equipment.
11. Manage GIS data effectively, including data storage, retrieval, manipulation, and analysis, utilizing image processing techniques and 3D mapping capabilities.
12. Demonstrate working knowledge of GIS interoperability with various documents, spreadsheets, databases, and image formats to facilitate data exchange and integration.
13. Support the implementation of the National Geospatial Policy and assist in framing standards for land parcel data management and dissemination.
14. Respond to additional duties and responsibilities as assigned by senior officials.

**(III) NAME OF THE POST : PROGRAMMER (GIS/ MIS DEVELOPER)**

- (i). Educational Qualification :** BE/ ME Geo-informatics / Master's in Remote Sensing and GIS /Master's in Computer Applications or relevant fields.

**(ii). Work Experience required:** (1). A minimum of 3 years of experience in the development of GIS-based software tools is preferred.

(2). Shall have proficiency in designing, developing and implementing GIS solutions to meet project requirements and objectives preferable in Government department.

**(iii). Job Description/Duties & Key Responsibility :**

1. Utilize geo-informatics tools and techniques to understand and interpret trends in spatial data relevant to NAKSHA.
2. Collaborate with stakeholders to identify and assess potential issues or challenges in GIS-related areas and develop effective solutions.
3. Provide expertise and guidance on GIS-related matters to ensure compliance with standards and regulations, maintaining high-quality deliverables.
4. Prepare reports and presentations on GIS trends, progress and solutions for stakeholders, ensuring accuracy and clarity in documentation.
5. Create and maintain Management Information Systems (MIS) and Geographic Information Systems (GIS) applications tailored to the needs of land records management.
6. Respond to additional duties and responsibilities as assigned by senior officials

**(IV) NAME OF THE POST : GIS TECHNICAL EXPERT**

**(i). Educational Qualification:** Bachelor's degree in Engineering or Science, preferably in Computer Science or Information Technology.

**(ii). Work Experience required:** (1). Minimum of 3 years' experience in database administration, encompassing database design, implementation, optimisation and maintenance.

(2). Proficiency in GIS-based software tool development, with a track record of designing and deploying solutions to meet project requirements.

**(iii). Job Description/Duties & Key Responsibility :**

1. Designing, developing, and maintaining the MIS for land records, cadastral mapping, and property administration.
2. Ensuring the integration of MIS with GIS, LIS (Land Information System), and remote sensing technologies.
3. Managing system architecture, database design, and software applications related to the NAKSHA project.
4. Create and maintain Management Information Systems (MIS) and Geographic Information Systems (GIS) applications tailored to the needs of land records management.
5. Assist in conducting User Acceptance Testing (UAT) of IT solutions, collaborating with end-users and stakeholders to identify issues, gather feedback and ensure that systems meet functional and usability requirements prior to deployment.
6. Explore, evaluate and integrate open-source technologies and tools into the development process to optimise cost-effectiveness, interoperability and scalability of IT solutions within the programme.

7. Document IT solutions, processes and procedures effectively, and provide training and support to end-users and stakeholders to facilitate smooth adoption and utilisation of developed applications.
8. Respond to additional duties and responsibilities as assigned by senior officials.

**(V) NAME OF THE POST : DATA ENTRY OPERATOR**

**(i). Educational Qualification:** Bachelor's degree in Engineering or Science, preferably in Computer Science or Information Technology. Should possess strong typing skills with high accuracy, excellent attention to detail, basic computer proficiency, familiarity with spreadsheet software, and the ability to manage time effectively;

**(ii). Work Experience required:** Minimum of 2 years experience in database administration, encompassing database handling, implementation, optimisation and maintenance.

**(iii). Job Description/Duties & Key Responsibility :**

1. **Inputting data:** Type data into computer systems or databases
2. **Updating data:** Keep records up-to-date
3. **Verifying data:** Check for errors and verify the format of data
4. **Managing data:** Organize filing systems and perform regular data backups
5. **Transcribing documents:** Convert documents from paper to digital formats
6. **Formatting documents:** Format and produce documents
7. **Communicating:** Communicate with public and supervisors to maintain a smooth workflow
8. **Maintaining confidentiality:** Ensure that information is secure and protected from unauthorized access

**LANGUAGE REQUIREMENTS:**

Excellent verbal and written English and Tamil language skills and ability to communicate effectively.

**MODE OF SELECTION:**

If application is received in regard to the specific post/various post of SPMU from a single candidate with requisite qualifications required for the post, then such candidate shall be deployed on contract basis with the approval of the chairman, State Level Committee constituted for implementation of NAKSHA programme in UT of Puducherry. Whereas if applications were found to be received from multiple candidates for a specific post/various post, then the chairmanship of the State Level Committee(SLC) will constitute a selection committee which shall conduct an interview for selecting eligible candidate from the pool of candidates.

  
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11. Details of Training undergone in the last 5 years: (use separate sheets, if required)					
Name of Program	Institution / Organisation	Duration of the Training		From (dd/mm/yyyy)	To (dd/mm/yyyy)
		1	2		

  

12. Professional Experience (in chronological order) : (use separate sheets, if required)						
Sl. No	Designation	Name of the Organisation	Period of Service		Gross Pay	Reasons for Leaving
			From (dd/mm/yyyy)	To (dd/mm/yyyy)		

Note : (Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

13. No. of years of Post Professional Qualification Experience possessed (in completed years) } : \_\_\_\_\_ Years \_\_\_\_ months (as on 01-01-2025).

14. If selected, how soon can you join?

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice and am aware that this posting is purely on a contract basis for a period of one year.

Place:

Date:

Signature of the Candidate