

BIHAR VIKAS MISSION

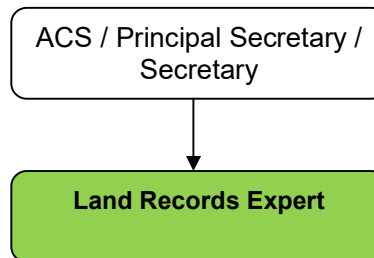
Job Description



1. General Information:

Position Title:	Land Records Expert
Reports to:	ACS / Principal Secretary / Secretary – Revenue and Land Reforms Department
Organization:	Bihar Vikas Mission

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Support the Department in various programs and projects by providing expert technical inputs for all phases of the program design and implementation, with respect to undertaking land survey, collecting relevant data, digitizing and synthesizing data and producing analytical reports from the same
- Provide inputs and facilitate the Department to adopt latest techniques and technology in the field of maintenance and recording of land records and assist in the effective implementation of the programs such as Digital India Land Records Modernization Programme (DILRMP)
- Support the Department in actualizing various components of implementation of the DILRMP or as directed
 - Computerization of all land records including mutations
 - Digitization of maps and integration of textual and spatial data
 - Survey/re-survey and updating of all survey and settlement records
 - Creation of original cadastral records wherever necessary
 - Computerization of registration and its integration with the land records maintenance system
 - Development of core Geospatial Information System (GIS)
- Undertake capacity building and training sessions for the officials in the Department to aid the implementation of modern, comprehensive and transparent land records management system in Bihar
- Support the Department in streamlining the process of management of Land records by carefully analysing the best practices from model states such as Maharashtra and Telangana and consider for implementation in Bihar
- Ensure that Modern Record rooms are maintained (and established if not already present) and provide the technical assistance for their regular utilisation and application
- Provide assistance to the Department in defining the standard operating procedures for data collection for land records at the Tehsil, Sub-division & Districts Data Centres, as well as at the State Level Data Centres (SLDC)

MIS Updation

- Ensure timely and accurately updation of spatial data after special survey.
- Ensure updation of GIS Information in spatial data of special survey.
- Coordinate the preparation of customized and ad hoc MIS reports to ensure that senior officials in Department have the relevant information needed to track performance and support decision making.

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement.

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience**Essential**

- Master's degree or higher in Geography / Geomatics / Land Survey / Survey Engineering
- Minimum 10 years of post-qualification experience in Land Survey activities

OR

- Superannuated personnel (including VRS) from State or Central Government or any other organization under the aegis of State / Central Government with minimum 3 yrs of experience in Land Survey activities (last held position should not be lower than Joint Director or Joint Secretary or equivalent level)

OR

- At least 10 years of experience in Indian Administrative Service / 15 years of experience in State Administrative Service with minimum 3 yrs of experience in Land Survey activities (last held position should not be lower than Joint Secretary or equivalent level)

- Less than 65 years of age as on 1st August'2021

Preferred

- Experience in the area of Land Records Management / Maintenance including streamlining land records collection and management process and / or driving digitization / automation of land records and related processes
- Experience of leading / managing / advising on land records management and maintenance in State or Central Government or any other organization under the aegis of State / Central Government / bilateral / multilateral organizations (e.g. Survey of India, World Bank, DFID, UNDP, ADB etc.)
- Experience in using GIS databases / GIS software / working as a Spatial Analyst
- Certificates / Courses (*duration not less than 15 days*) in relevant areas will add weight to the candidature
- Honors / Awards / Recognized publication in relevant area will be an added advantage

5. Knowledge and Other Skills

- Excellent understanding land and revenue records management and maintenance systems in India and especially in Bihar
- Fluency in written and spoken English and Hindi
- Experience of working with modern survey equipment such as Global Positioning Systems, Electronic Total Stations and CAD software