

BIHAR VIKAS MISSION

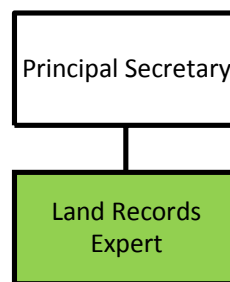
Job Description



1. General Information:

Position Title:	Land Records Expert
Reports to:	Principal Secretary – Revenue and Land Reforms Department
Department:	Bihar Vikas Mission
Job Code:	

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, digitising 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)
- Lead the Department in actualising various components of implementation of the DILRMP
 - 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

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Job Description



State Level Data Centres (SLDC)

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 and when required

4. Qualifications and Experience

Minimum

- Master's Degree or higher (full time) in Geography / Geometrics
 - Minimum 10 years of post-qualification experience
- OR**
- Retired personnel from Government / Defence Services / Paramilitary with minimum 10 years experience (last held position should not be lower than Joint Secretary or equivalent level)
- OR**
- At least 10 years of post-qualification experience in Indian Administrative Service / 15 years of post-qualification experience in State Administrative Service (last held position should not be lower than Joint Secretary or equivalent level)

Preferred

- Less than 65 years of age as on 1st January 2020
- 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 / central government / bilateral / multilateral organizations (e.g. Survey of India, World bank, DFID, UNDP, ADB)
- Experience in using GIS databases / GIS softwares
- Certificates / Diploma / Courses in relevant areas will add weight to the candidature
- Honors / Awards 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 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