

REQUIRED

TERMS OF REFERENCE

Mahatma Gandhi State Institute of Public Administration (MGSIPA), Punjab is a premier Institute of Government of Punjab and it undertakes research, consultancy, training and allied activities to improve management efficiency in various areas of Public Administration. Applications are invited for the following position in Centre of Excellency in Digital India Land Record Modernization Programme (DILRMP). The details of the posts are as follows:

1.	Name of Position	Research Scholar (reserved for SC category)
2.	Number of Positions	01 (one) - To support Land Record Expert/ IT & GIS Expert
3.	Age Limit	38 years
4.	Educational Qualification	Master Degree in Arts, Science, Commerce, Engineering.
5.	Technical Qualification	Familiar with Land Administration/IT/GIS.
6.	Experience	3-5 years
7.	Job description	<ol style="list-style-type: none">1. Expert in land revenue records, survey, or a related field.2. Experience in handling land records, mutations, and revenue cases.3. Familiarity with Punjab Land Records rules and regulations.
8.	Preferable skills	<ol style="list-style-type: none">1. Field Survey on Cadastral Maps/ Roads, ETS GPS Survey and DGPS Survey/ CORS Network and Rover based Survey.2. Geo referencing / Geo server / Post GIS / Open Layers / Leaflet / Oracle Spatial.3. Linux Administration/DBA.4. Maintain large Database, Arc GIS Server, Load balancing in a Data Center.
9.	Nature and period of assignment	<ul style="list-style-type: none">• Contractual, One year
10.	Pay & Perks	Rs. 70,000/- per month.

11.	Leave	12 days of leave in a calendar year on pro-rata basis.
12.	Selection Procedure	<ul style="list-style-type: none"> Search and Selection Committee shall short-list most suitable candidate (s) amongst the applicants.
13.	Application fee	<ul style="list-style-type: none"> No application fee is required.
14.	Schedule for Walk-in Interview	DATE: 13 th February, 2025 (Thursday) REGISTRATION TIME: 10.00 am to 11.30 am only VENUE: Conference Hall No. 3, First Floor, Convention Centre, MGSIPA Complex, Institutional Area, Sector – 26 (adjoining Sacred Heart School), Chandigarh.
15.	Contact person for any clarification	Sh. K.P.S. Mahi , GM(Admin)/Project Incharge, MGSIPA, Mobile No.: 9417540040

NOTE:

- (i) MGSIPA reserves the right to fill or not to fill aforementioned post or to cancel the recruitment process at any stage without giving any reason for the same.
- (ii) It will be at the discretion of the Search and Selection Committee to call all applicants or shortlisted applicants for Interview and Practical Test.
- (iii) The date and time for Interview and Practical Test if any will be intimated by the Office only through e-mail on the available email id of the applicant.
- (iv) The benefit of relaxation for candidates already having served with Central Govt., PSUs., Military (Army/Navy/Air force) and CPO's will be as per Government of Punjab norms.

Director, MGSIPA

Annexure - A

Prescribed Application Form

To

The Administrative Officer,
MGSIPA,
Sector-26 Chandigarh – 160026

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Subject: Application for the post of Research Scholar (SC category) (One to support Land Record Expert) in Digital India Land Record Modernization Programme (DILRMP) Sponsored by Department of Land Resources, Ministry of Rural Development, Government of India.

Kindly refer to your advertisement in the(name of the newspaper), dated.....

2. I hereby submit my candidature for the post of Research Scholar (SC category) (One to support Land Record Expert) on Contractual basis in MGSIPA. My particulars are as per the following:-

(a)	Name of the Applicant	: (First Name) (Middle Name) (Last Name)
(b)	Father's Name	: (First Name) (Middle Name) (Last Name)
(c)	Date of Birth :.....				
(d)	Nationality	:		
(e)	Marital Status	:		
(f)	Permanent Address	:		

		
(g)	Correspondence Address	:
(h)	Contact No.	:	Mobile No..... email ID:.....

Examination Degree	Board/University	Year of Passing	Division/Grade	% of Marks	Main Subject/ Specification
Xth					
XIIth					

(i)	Particulars of employment (Attach Separate Sheet, if required)				
Post Held	Employer	Date of Joining	Date of Leaving	Remuneration	Major Responsibilities

(j)	Any Other Information/ experience:	: (Attach Separate Sheet, if required)
(k)	List of Training Programme Attended, if any	:
(l)	Notice period required to be relieved from the present employer:		

I have read detailed advertisement notice from MGSIPA's website (mgsipa.punjab.gov.in) and wish to present my candidature for the contractual assignment of Research Scholar (One to support Land Record Expert).

I have attached the self-attested photocopies (For Regd. Post only)/ scanned copies (through email only) of documents in support of information provided by me, with this application.

Date:

Signature of the Applicant

DECLARATION

I, Son/Daughter _____ of _____ hereby certify that entries in this form and additional particulars furnished are truly and correctly stated. I understand that whatever any of the facts stated above are found to be incorrect, my appointment is liable to be quashed.

Date:

Signature of the Applicant

List of documents attached: