

### Terms of Reference (ToR) of MIS/GIS Specialist

#### **Qualification:**

1. The candidate must have Post Graduate degree in Geology/ Geography / Environmental Science/ Marine Science. Diploma/Certificate course in Remote Sensing & GIS/ Geo-Informatics from a recognized University/Institution is essential.

**or**

2. B.E/ B.Tech (Computer Science/ IT) / MCA. Degree/Diploma/Certificate course in geoinformatics/ Remote Sensing/GIS from recognized University/Institutions is essential.

#### **Experience:**

- Minimum 5 (Five) years of post-qualification experience for applicants under Category-1 and Minimum 7 (Seven) years of post-qualification experience for applicants under Category-2 above in Remote Sensing & GIS, MIS and database management or related fields directly with GIS and MIS particularly in Development Design and implementation of GIS based software in the core sector of Land and Water Resources Management.

#### **Skills:**

- Knowledge on use of GIS/MIS related hardware and software and its application in Watershed related activities and resource management.
- Candidate should have good technical knowledge in computer programming for writing interfaces with GIS tools-Arc Info/Open GIS tools, digital image analysis and GIS techniques using different software.
- Capable of GIS Application Development, Data Base Development, Internet GIS solutions, Watershed Modeling, etc. leading to Decisions Support System (DSS).
- Operational skill and knowledge about GIS/ Remote sensing Software like, ARC GIS / ERDAS/ AM & FM / TIN/ Auto Desk Map 3D, Auto CAD and other open source GIS software and state of the art hardware, software, digitizers, scanners and plotters etc, on the latest windows environment.
- Exceptional planning and co-ordination skills and evidence of strategic thinking and proven ability to organize, plan and prioritize work

#### **Job Description:**

He/ She shall be responsible for

1. To create, maintain and manage geospatial data including conversion, translation, and incorporation of various formats of both spatial and tabular data into standardized GIS feature data sets, development of professional cartographic products using the current GIS tools, applying complex GIS spatial and network analysis methods, and using and developing RDBMS geo databases.
2. Independently manage the database and overall management of GIS and MIS centre, LAN of SPU maintenance of servers, etc.
3. Coordination with field level officials for obtaining necessary data for smooth functioning of MIS and GIS.

4. Integration of GIS database to MIS and web interface for displaying / sharing MIS/GIS based information and reports
5. To work the areas of data compilation, applying logical queries to identify errors, quality assessment of data reported and concise report preparation, etc.
6. Facilitate field based online application for data base generation in mobile app and integration with the MIS/GIS tools.
7. To build, coding, development of database modules and also backup & restore.
8. Liaise with related government departments/organizations, subordinate offices if required in connection with execution of GIS/MIS works and provide technical support for smooth implementation of any project.
9. To provide necessary support (data sharing) in preparation of reports and presentations
10. Render technical advice/ assistance in respect of or execution of the project or any other technical matter as and when required.
11. Any other works/ duties that may be assigned from time to time

**Engagement Period:**

- The engagement period will be for **1 (one) year** and may be extended up to a maximum of 5 (Five) years on need basis. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

**Remuneration:**

**Consolidated Rs. 48,000/- fixed per month and variable/incentive component will be up to Rs. 12,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.**

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