ORGANISATION	National Institute of Urban Affairs (NIUA)
POSITION	Human Resources Expert
PROJECT NAME	Digital India Land Records Modernization Programme
DUTY STATION	Department of Land Resources, Ministry of Rural Development, Nirman Bhawan, New Delhi
NATURE OF ENGAGEMENT	Contractual, full-time

About the National Institute of Urban Affairs (NIUA)

Established in 1976, the National Institute of Urban Affairs (NIUA) is a premier institute of Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for urban sector in India. NIUA's broad objective is to bridge the gap between research and practice on issues related to urbanisation. For more than 45 years now, NIUA has been the vanguard for contributing to and building the urban narrative for a fast-evolving urban India. The Institute has been actively working on bringing forth key areas of concern for urban India in order to build the discourse at various scales. It has utilised its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously strive to develop sustainable, inclusive and productive urban ecosystems in the country.

About the Digital India Land Records Modernization Programme

DILRMP is spearheaded by the Department of Land Resources (DoLR), Ministry of Rural Development and came into effect in April 2016. The programme aims to develop an Integrated Land Information Management System, and to establish apt systems and mechanisms to ensure real-time updation of land records on a continuous basis, so that the computerised information on land mirrors the ground/ physical reality at every point of time. To leverage technology for enhancing transparency, efficiency and accessibility in land administration, and to lay the foundation for inclusive growth and development, DoLR is establishing a National Project Management Unit (NPMU). The NPMU will ensure effective implementation, monitoring, and scalability of DILRMP, leveraging its successes and addressing challenges by March 2026.

Human Resources Expert
Job Description
Key Responsibility Areas

- Provide end-to-end HR support for NAKSHA / DILRMP NPMUs, including vacancy drafting, sourcing, screening, interviewing and selection file preparation.
- Coordinate onboarding and induction, ensuring contracts, background checks, IT access and orientation are completed.
- Support annual goal-setting, mid-term reviews and performance appraisal documentation for NPMU leadership.
- Facilitate employee engagement activities and grievance handling.

- Liaise with finance teams to verify HR cost allocations and with state PMUs on secondments or staff deployments.
- Develop and maintain a repository of standard HR templates and SOPs, updating them in line with evolving government norms.
- Perform additional HR duties assigned by senior officers to support smooth programme operations.

Work Experience Required
- Minimum five years' professional HR experience (including at least three in recruitment and HR operations within government or development projects).

Educational Qualifications Required
- Bachelor's degree in Human Resource Management, Business Administration, Public Administration, Social Sciences or related discipline.
- Postgraduate HR qualification or HRIS/HR analytics certification desirable.