

ORGANISATION	National Institute of Urban Affairs (NIUA)
POSITION	Technical Documentation Expert
PROJECT NAME	National geospatial Knowledge-based land Survey of urban Habitations (NAKSHA)
DUTY STATION	Department of Land Resources, Ministry of Rural Development, Nirman Bhawan, New Delhi
DURATION	12 months
NATURE OF ENGAGEMENT	Contractual, full-time
AGE LIMIT	Not exceeding 45 years as on prescribed last date of receipt of online applications

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 National geospatial Knowledge-based land Survey of urban Habitations

NAKSHA is spearheaded by the Department of Land Resources (DoLR), Ministry of Rural Development. The core objective of this programme is to create land records in urban areas, ensuring accuracy, transparency, and up-to-date information. This will be piloted in more than 150 cities across the country, with a focus on empowering urban citizens, improving ease of living, and facilitating better urban planning.

Key Responsibility Areas

- Create and maintain comprehensive technical reports, manuals, and documentation to support the NAKSHA project's objectives.
- Gather, analyse, and document technical information from cross-functional teams for clear and accessible communication.
- Ensure accuracy and consistency in documentation, adhering to project standards and terminology.
- Update and manage document revisions to reflect ongoing project developments and ensure all stakeholders have access to current information.

Work Experience Required

- Minimum 5 years of experience in writing technical reports and documentation collaterals for the government, or industry.

- Previous work experience related to technical writing and documentation in the science domain preferred

Educational Qualifications Required

Essential:

- Bachelor Degree in Journalism / Language Studies/ Science Communications.

Remuneration

At par with the standards established by DoLR, commensurate with experience and skills. Proof of past remuneration (last received salary/ monthly contract payment) would be required.

Application Process

- Applications to be only submitted online through NIUA's portal.
- Only candidates whose applications are complete in all regard and adhere to the prescribed format will be considered.
- Only shortlisted candidates will be notified.

Last Date to Apply: Applications will remain open till the position is closed.