

हरियाणा सिविल सचिवालय
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निालन संख्या

No.A-35014/26/2019-Ad.V
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs

Chief Secretary's Office

Dy. No.: 118811

Date: 10/9/19

10

North Block, New Delhi.
Dated: the 23rd August, 2019

1. The Secretary General, Lok Sabha Secretariat/ Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/Vice-President's Secretariat/ Planning Commission/ Election Commission of India/ Union Public Service Commission/Central Vigilance Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments/Union Territories/Resident Commissioners in New Delhi.

Subject:- Filling up of seven (07) posts each of Director and Under Secretary for I4C Scheme in the Cyber and Information Security Division of Ministry of Home Affairs on Deputation basis-reg.

Sir,

I am directed to say that it is proposed to fill up, in consultation with UPSC, seven (07) posts each of Director and Under Secretary for Indian Cyber Crime Coordination Centre (I4C) Scheme in the Cyber and Information Security Division of Ministry of Home Affairs on Deputation basis. The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para-5 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and applications, in duplicate, in the enclosed pro-forma (Annexure-II) **along with vigilance & cadre clearance and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 15, North Block, New Delhi-110001**, within **60 days** from the date of publication of this circular in the Employment News. Applications received after the last date or without the copies of ACRs or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,

(N.R. Sekar Raju)

Under Secretary to the Government of India
Tel. No. 2309 3666

Services-II Branch

Diary No. 118811

Date 12/09/19

No.A-35014/26/2019-Ad.V

New Delhi, dated 23rd August, 2019

Copy to:-

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/Department and in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed pro-forma within a period of **60 days** from the date of publication of the circular in Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
4. SO (IT), Ministry of Home Affairs for uploading on the Ministry's Website and on e-office.


23/8/19
(N.R. Sekar Raju)

Under Secretary to the Government of India
Tel. No. 2309 3666

ANNEXURE-I

Post Code: 01

1. Name of the Post : Director
2. Number of Post : 07 (Seven)
3. Pay Scale : Level-13 in the Pay Matrix (₹1,23,100-2,15,900/-).
(pre-revised Pay Band-4, ₹37,400-67,000/- with the Grade Pay of ₹8700/-).
4. Mode of Recruitment: By Deputation (ISTC).
5. Duties & Responsibilities of the Post:
 - (i) **Director – Threat Analytics Unit (TAU):** Monitoring and implementation of policies concerning the National Threat Analytics Unit under the I4C Scheme which aims to create multi-stakeholder environment for bringing together law enforcement specialists and industry experts for developing actionable intelligence.
 - (ii) **Director – National Cybercrime Reporting Portal:** Operation, maintenance, coordination with stakeholders for taking action regarding cybercrime reporting portal, keep track of disposal of complaints, analyse trends, provide analytic feed to TAU, supervise work of team of professionals and handle other administrative work related to the portal.
 - (iii) **Director – National Cybercrime Forensic Laboratory (NCFL) Ecosystem:** Day to day functioning and administration of cyber forensic eco system, supervise team of professionals, assign resources to States/UTs, develop SOPs, maintain national evidence repository, regular administrative work of the unit etc. to support law enforcement agencies across the country in investigation process.
 - (iv) **Director – Cybercrime Ecosystem Management:** Administration and functioning of the unit responsible for creating awareness on cybercrime, inappropriate content flagging, SOPs, coordination amongst academia, industry and government to contain the impact of cybercrimes and to promote development of an entire ecosystem for effective neutralisation of cybercrime threats.
 - (v) **Director – National Cybercrime Training Centre:** Development and launching of training modules as required in the current scenario, monitoring and implementation of policies concerning the NCTC with special focus on standardisation of course curriculum focussed on cybercrimes, impact containment and investigations, imparting on these areas through classrooms as well as e-learning platform, training through use of simulated cyber environments. Establishment of Cyber Range.
 - (vi) **Director – Platform for Joint Cybercrime Investigation Team:** Monitoring and implementation of policies concerning the platform for Joint Cybercrime Investigation Team with a focus to drive intelligence-led, coordinated action against key cybercrime threats and targets by facilitating the joint identification, prioritisation, preparation and initiation of multi-jurisdictional investigations and operations by its partners.
 - (vii) **Director – National Cyber Research and Innovation Centre:** Monitoring and implementation of policies concerning the National Cyber Research and Innovation Centre by leveraging the strength and expertise of all stakeholders i.e. academia, private sector or inter-governmental organisations etc. and create strategic partnerships with all such entities in the area of research and innovations focussed on cybercrimes.

6. Eligibility : Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research Institution:

(c) (i) holding analogous posts on regular basis in parent cadre or department;

OR

(ii) officer with 5 years service rendered after appointment thereto in Level-12 of Pay Matrix or equivalent on a regular basis in the parent cadre/department;

AND

(d) Possessing the following educational qualification and experience:

(ii) Master's Degree in Computer Applications or M.Sc. (Computer Science /Information Technology) from a recognized University/Institute;

OR

B.E./B. Tech. (Computer Engineering/Computer Science/Computer Technology/Computer Science & Engineering/Information Technology) from a Recognized University/Institute.

(iii) Ten years post qualification experience in the field of Programming /Information System, out of which three years experience should be in the field of Cyber/Telecom/ICT/Internal Security/e-governance from a recognised institution.

Post Code: 02

1. Name of the Post : Under Secretary
2. Number of Post : 07 (Seven)
3. Pay Scale : Level-11 in the Pay Matrix (₹67,700-2,08,700/-). (pre-revised Pay Band-3, ₹15,600-39,100/- with the Grade Pay of ₹6600/-).

4. Mode of Recruitment: By Deputation (ISTC).

5. Duties & Responsibilities of the Post:

- (i) **Under Secretary – Threat Analytics Unit:** Handling the administrative matters of Threat Analytics Unit and assist the Director, Threat Analytics Unit.
- (ii) **Under Secretary – National Cybercrime Reporting Portal:** Handling the administrative matters of National Cybercrime reporting portal and assist the Director, National Cybercrime reporting.
- (iii) **Under Secretary – National Cybercrime Forensic Laboratory (NCFL) Ecosystem:** Handling the administrative matters of National Cybercrime Forensic Laboratory (NCFL) Ecosystem and assist the Director, National Cybercrime Forensic Laboratory (NCFL) Ecosystem.
- (iv) **Under Secretary – Cybercrime Ecosystem Management Unit:** Responsible for handling the administrative matters of Cybercrime Ecosystem Management and assist the Director, Cybercrime Ecosystem Management.
- (v) **Under Secretary – National Cybercrime Training Centre:** Handling the administrative matters of National Cybercrime Training Centre and assist Director, National Cybercrime Training Centre.
- (vi) **Under Secretary – Platform for Joint Cybercrime Investigation Team:** Handling the administrative matters of Platform for Joint Cybercrime Investigation Team and assist the Director, Platform for Joint Cybercrime Investigation Team.

(5)

(vii) **Under Secretary – National Cyber Research and Innovation Centre:**
Handling the administrative matters of National Cyber Research and Innovation Centre and assist the Director, National Cyber Research and Innovation Centre and assist senior officers in work.

6. Eligibility : Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research Institution:

- (c) (i) holding analogous posts on regular basis in parent cadre or department;
OR
- (ii) officer with 5 years service rendered after appointment thereto in Level-10 of Pay Matrix or equivalent on a regular basis in the parent cadre/department;

AND

(d) Possessing the following educational qualification and experience:

- (ii) Master's Degree in Computer Applications or M.Sc. (Computer Science /Information Technology) from a recognized University/Institute;
OR
B.E./B. Tech. (Computer Engineering/Computer Science/Computer Technology/Computer Science & Engineering/Information Technology) from a Recognized University/Institute.
- (iii) Five years post qualification experience in the field of Programming/Information System, out of which three years experience should be in the field of Cyber/Telecom/ICT/Internal Security/e-governance from a recognized institution.

BIO-DATA/ CURRICULUM VITAE PROFORMA

POST APPLIED FOR:

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualification/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please State clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly
authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation / contract.	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column.)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			

14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract) # (The option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date: _____

(Signature of the candidate)
Address _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____.
- ii) His/her integrity is certified.
- iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)