

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 21st May, 2021.

OFFICE MEMORANDUM

Subject: Filling up of 01 post of Director, 02 posts of Deputy Secretary, 14 posts of Deputy Director and 13 posts of Assistant Director on Deputation Basis (Including Short-term contract) in National Intelligence Grid, Ministry of Home Affairs- regarding.

The undersigned is directed to circulate the letter F. No. 29011/5/2020-Estt.(Pt.I) dated 11.05.2021 (alongwith enclosures) received from Ministry of Home Affairs who proposed to invite applications from eligible candidates for various posts in National Intelligence Grid, Ministry of Home Affairs on deputation basis.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who have advertised the circular.

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

--Sd/--
(Amit Ghosal)
Under Secretary to the Govt. of India
Tel.No.24629412

To

All Ministries/ Departments (through DOPT's website)

F.No.29011/5/2020-Estt(Pt.I)
Government of India
Ministry of Home Affairs
National Intelligence Grid

1, Andheria Mor,
Vasant Kunj Road
New Delhi-110074
Dated, the // May, 2021

To,

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/Election Commission of India/Union Public Service Commission/Central Vigilance Commission
3. The Registrar (Administration), Supreme Court of India
4. The Chief Secretaries/Administrators of all State Governments/Union Territories
5. The Secretary/ ED, HRM, Reserve Bank of India
6. The Chairman/MD/CEO, Public Sector undertaking Banks
7. The Chairman, University Grants Commission
8. The Vice-Chancellor/Registrar, Central/State Universities
9. The Chairman, All Public Sector Undertakings
10. The Heads, All Autonomous/Statutory Organizations/ Recognised Research Institutions
11. All DGs of Central Armed Police Forces
12. The Director, All Indian Institute of Technology/All National Institute of Technology
13. All Security and Law Enforcement Agencies
15. Resident Commissioners of all State Governments/Union Territories in New Delhi.

Subject: - Filling up of 01 post of Director, 02 posts of Deputy Secretary, 14 posts of Deputy Director and 13 posts of Assistant Director on Deputation Basis (Including Short-term contract) in National Intelligence Grid, Ministry of Home Affairs-Regarding

Sir,

I am directed to say that, it is proposed to fill up 01 post of Director, 02 posts of Deputy Secretary, 14 posts of Deputy Director and 13 posts of Assistant Director on Deputation Basis (Including Short-term contract) in National Intelligence Grid, Ministry of Home Affairs in consultation with UPSC. The particulars of the above-mentioned posts, pay scales, eligibility conditions etc. are given at 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 application as indicated in para 5 need not apply. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall

ordinarily not exceed five, four, four and three years for Director, Deputy Secretary, Deputy Director and Assistant Director Posts respectively.

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 officers under your administrative control and applications, in duplicate, in the enclosed proforma (Annexure-II) along with cadre clearance and attested copies of complete and up-to-date APARs 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 **Deputy Director (Estt.), NATGRID, Ministry of Home Affairs, 1, Andheria Mor, Vasant Kunj Road, New Delhi-110074**, within a period of **60 days** from the date of publication of this vacancy circular in the Employment News. Applications received after the last date or without the copies of APARs or other-wise 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,



(G. Swan Za Lian)

Deputy Director (Estt.)

Tel. No.26757150

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/PSUs/Research Institutions. Applications of the eligible candidates may be forwarded to NATGRID in the prescribed proforma within a period of **60 days** from the date of publication of the vacancy circular in the Employment News.
2. All sections/Desks in the Ministry of Home Affairs
3. All sections in NATGRID
4. SO (IT), Ministry of Home Affairs - with request to upload the circular on their web portal for wider circulation.
5. Department of Personnel & Training-with request to upload the circular on their web portal for wider circulation.



(G. Swan Za Lian)

Deputy Director (Estt.)

Tel. No.26757150

Posts, Pay Scales, Duties & Responsibilities, Eligibility conditions etc.

Post Code:1

1. Name of the Post : Director (Risk Management)
2. No. of Post : 01(one)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -13. (Rs.1,23,100-2,15,900/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)
6. **Duties and Responsibilities of the Post:**

Risk

1. To evaluate & provide inputs during design of the Organization Strategy from a risk perspective
2. Oversee the identification, management, reduction & elimination of potential risks to NATGRID
3. Oversee the planning and implementation of organization-wide processes and procedures for the management/ mitigation of operational risk

Privacy

1. Showcase the emphasis on maintaining privacy of citizens by NATGRID to the external community
2. Ensure presence at the Committee of Privacy Bill & in discussions pertaining to Privacy across forums

Internal Security

1. Ensure IT Security ranging from but not limited to configurations, architectures, monitoring of electronic communication etc. is on par with specified best practices.
2. Ensure physical security policies, procedures, controls are in place and on par with best practices
3. Ensure a framework is in place to log and detect incidents of suspicious activities within NATGRID's ecosystem

Information Security Policy Design & Audit

1. Oversee the design of NATGRID's Information Security policy, standards and procedures
2. Vet the Enterprise Architecture blueprint designed by the Technology team to ensure its robustness
3. Ensure that NATGRID complies with the Information Security Standards adopted by the organization

Compliance

1. Ensure that all functions in NATGRID adhere to their defined Service Level Agreements (SLAs)
2. Audit compliance of Policies, Processes, Guidelines and Controls by all functions at NATGRID (except audit from a Information Security and Finance perspective) and highlight risks related to the above

People Development

1. Take an active role in recruitment of incumbents into the team
2. Conduct formal Performance Appraisal and provide developmental feedback for own team
3. Identify training needs of subordinates and provide functional training inputs

- through internal and external sources
4. Develop subordinates through guidance and by providing multitasking opportunities
 5. Suggest improvement /implement appropriate personnel policies and procedures
 6. Foster an environment of learning, excellence and innovation within all aspects of team work

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' regular service in level-12 (Rs. 78,800-2,09,200) in the pay matrix; or equivalent in the parent cadre or department; and
(b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor of technology or engineering in electronics or communication or electrical or computer science or information technology from a recognised university or institute;
(ii) fifteen years' experience in managing information technology infrastructure in central government or state government or union territories or autonomous or statutory organisations or public sector undertakings or recognised research institutes.

Desirable:

Three years' experience of managing information security including audit of information technology infrastructure.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed five years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:2

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|----|---------------------|---|
| 1. | Name of the Post | : Deputy Secretary (Banking) |
| 2. | No. of Post | : 01(one) |
| 3. | Classification | : General Central Service, Group 'A', Gazetted, Non-Ministerial |
| 4. | Pay Scale | : Level -12 (Rs.78,800-2,09,200/-) |
| 5. | Mode of Recruitment | : By Deputation (including Short-term contract) |

6. Duties and Responsibilities of the Post:

Algorithm Design & Modeling

1. Liaise with the Office of Strategic Management (OSM) to provide inputs on the themes for the Algorithm & Modeling Units and possible hypothesis related to area of specialization which need to be tested, in order to establish them as Algorithms for use within the Specialized Units (SUs)
2. Examine the list of algorithms developed by the Algorithm & Modelling Units and use the same for effectively resolving the queries of the User Agencies (UAs)

Query Resolution (when assigned to support Operational Technical Units – TUs)

1. Keep abreast with developments in the assigned area of expertise and ensure proactive creation of a repository of relevant information collected from all available sources; Use the inputs for day-to-day query resolution
2. Apply domain expertise & industry insights for finding coherent patterns within incoherent data sets to assist the TU's in developing meaningful & usable assessments for solving User queries
3. Ensure fast and accurate query response to assist in meeting the defined query resolution Service Level Agreement (SLAs) with the UAs; Escalate the issue in case of potential concerns
4. Oversee the preparation of reports to present analysis of queries and events, reflecting critical thinking and a comprehensive grasp of the nuances of the specific industry

Query Resolution (when assigned to support Event based TUs)

1. Provide support on a priority basis, to the Event Based Tus, as and when required, in order to assist the UA's in effective Query Resolution

Support to PMU Team

1. Provide inputs (technical and functional) for the design & testing of IT systems/ modules related to the area of specialization in order to create a quality system

People Development

1. Take an active role in recruitment of incumbents into the team
2. Conduct formal Performance Appraisal and provide developmental feedback for own team
3. Identify training needs of subordinates and provide functional training inputs through internal and external sources
4. Develop subordinates through guidance and by providing multitasking opportunities
5. Suggest improvement /implement appropriate personnel policies and procedures
6. Foster an environment of learning, excellence and innovation within all aspects of team work.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a) (i) holding analogous posts or equivalent in the parent cadre or department; or
(ii) with five years regular service in level-11 (Rs.67,700-2,08,700) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognised university or institute;
- (ii) ten years' experience in retail or commercial banking in Reserve Bank of India or public sector undertaking banks.

Desirable: Certified Associate of India Institute for Bankers (CAIIB)

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

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Post Code:3

1. Name of the Post : Deputy Secretary (Immigration)
2. No. of Post : 01(one)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -12 (Rs.78,800-2,09,200/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. **Duties and Responsibilities of the Post:**

Algorithm Design & Modeling

1. Liaise with the Office of Strategic Management (OSM) to provide inputs on the themes for the Algorithm & Modeling Units and possible hypothesis related to area of specialization which need to be tested, in order to establish them as Algorithms for use within the Specialized Units (SUs)
2. Examine the list of algorithms developed by the Algorithm & Modelling Units and use the same for effectively resolving the queries of the User Agencies (UAs)

Query Resolution (when assigned to support Operational Technical Units – TUs)

1. Keep abreast with developments in the assigned area of expertise and ensure proactive creation of a repository of relevant information collected from all available sources; Use the inputs for day-to-day query resolution
2. Apply domain expertise & industry insights for finding coherent patterns within incoherent data sets to assist the Theme Unit's (TU)'s in developing meaningful & usable assessments for solving User queries
3. Ensure fast and accurate query response to assist in meeting the defined query resolution Service Level Agreement (SLAs) with the User Agencies (UAs); Escalate the issue in case of potential concerns
4. Oversee the preparation of reports to present analysis of queries and events, reflecting critical thinking and a comprehensive grasp of the nuances of the specific industry

Query Resolution (when assigned to support Event based TUs)

1. Provide support on a priority basis, to the Event Based Tus, as and when required, in order to assist the UA's in effective Query Resolution

Support to Project Monitoring Unit (PMU) Team

1. Provide inputs (technical and functional) for the design & testing of IT systems/ modules related to the area of specialization in order to create a quality system

People Development

1. Take an active role in recruitment of incumbents into the team
2. Conduct formal Performance Appraisal and provide developmental feedback for own team
3. Identify training needs of subordinates and provide functional training inputs through internal and external sources
4. Develop subordinates through guidance and by providing multitasking opportunities
5. Suggest improvement /implement appropriate personnel policies and procedures
6. Foster an environment of learning, excellence and innovation within all aspects of team work

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' regular service in level -11 (Rs. 67,700-2,08,700) in the pay

- matrix or equivalent in the parent cadre or department; and,
(b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognised university or institute;
- (ii) ten years' experience in immigration and visa in Central Government or State Government or Union territories or autonomous or statutory organisation or public sector undertakings or universities or recognised research institutes.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:4

1. Name of the Post : Deputy Director (Legal)
2. No. of Post : 01(one)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -11 (Rs.67,700-2,08,700/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:

Strategy & Policy

1. Design and implement Legal policies, guidelines, controls and checkpoints
2. Keep abreast of changes in relevant laws, rules, regulations, etc. and advise the Top Management on their implications
3. Oversee the identification of possible Legal risks that NATGRID might be exposed to in the current operating environment and design risk mitigation plans for the same

Litigations

1. Establish relationships with external Lawyers, Advisors, Government Agencies, Regulating bodies etc. to facilitate timely resolution of legal matters/disputes
2. Coordinate with lawyers from the Ministry of Law for representing NATGRID in hearings and brief them about the case details, and oversee filing of petitions, affidavits etc. in courts.

Documentation & Legal Support

1. Ensure the drafting of legal documents such as Contracts, Power of Attorneys, Agreements, etc. for NATGRID.
2. Serve as the custodian of all original agreements, contracts, major court orders and all regulatory filings/ reports
3. Provide legal opinion to all Functions in the organization on various issues, as and when required.
4. Oversee conduct of periodic audits for the Legal Function in coordination with the concerned Function.

Support to the Program Management Unit (PMU)

1. Provide legal inputs in designing of RFPs for selection of Vendors/ Consultants for designing of various IT systems.

People Development

1. Take an active role in recruitment of incumbents into the team.
2. Conduct formal Performance Appraisal and provide developmental feedback for own team.
3. Identify training needs of subordinates and provide functional training inputs through internal and external sources.
4. Develop subordinates through guidance and by providing multitasking opportunities.
5. Suggest improvement /implement appropriate personnel policies and procedures.
6. Foster an environment of learning, excellence and innovation within all aspects of team work.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) With five years' regular service in level-10 in the pay matrix, (Rs. 56,100 – 1,77,500) or equivalent in the parent cadre or department; and,
(b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree in law (L.L.B.) from a recognised university or institute; and,
(ii) experience of seven years' in handling contracts and legal matters in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:5

- | | |
|------------------------|---|
| 1. Name of the Post | : Deputy Director (BMS Facility-DC) |
| 2. No. of Post | : 01(one) |
| 3. Classification | : General Central Service, Group 'A', Gazetted, Non-Ministerial |
| 4. Pay Scale | : Level -11(Rs.67,700-2,08,700/-) |
| 5. Mode of Recruitment | : By Deputation (including Short-term contract) |

6. Duties and Responsibilities of the Post:

Operations & Maintenance

1. Oversee the operations of all physical security and facility management aspects of the Data Centre (DC)/ Data Recovery Centre (DR) Facility including availability of facilities and support systems such as Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance & housekeeping services to ensure smooth operations at the DC/DR facility.
2. Ensure the installation of Safety & Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data

3. Ensure equipment maintenance in the DC/DR such as managing & installing custom upgrades, replacing cables, components & accessories to enhance operational efficiency
4. Ensure 24X7 availability of all DC and DR hardware / software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders
5. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Centre which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories
6. Oversee the physical maintenance of the DC/DR facility for safety and security of intelligence data

Vendor Management

1. Provide inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies
2. Ensure removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities

People Development

1. Take an active role in recruitment of incumbents into the team
2. Conduct formal Performance Appraisal and provide developmental feedback for own team
3. Identify training needs of subordinates and provide functional training inputs through internal and external sources
4. Develop subordinates through guidance and by providing multitasking opportunities
5. Suggest improvement /implement appropriate personnel policies and procedures
6. Foster an environment of learning, excellence and innovation within all aspects of team work.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' regular service in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience

Essential:

- (i) Bachelor of engineering or technology in electrical or mechanical or electronics or communication discipline from a recognized university or institute; and,
- (ii) experience of seven years' in running of Building Management System (BMS) or Intelligent Building Management System (IBMS) facility management in Central Government or State Government or Union territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institutes.

Desirable:

One year Experience in running of Building Management System (BMS) for data center or Data Infrastructure Management System (DCIM).

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Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:6

1. Name of the Post : Deputy Director (BMS Facility-DR)
2. No. of Post :01(one)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -11(Rs. 67,700-2,08,700)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:

Operations & Maintenance

1. Oversee the operations of all physical security and facility management aspects of the Data Centre (DC)/ Data Recovery Centre (DR) Facility including availability of facilities and support systems such as Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance & housekeeping services to ensure smooth operations at the DC/DR facility.
2. Ensure the installation of Safety & Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data
3. Ensure equipment maintenance in the DC/DR such as managing & installing custom upgrades, replacing cables, components & accessories to enhance operational efficiency
4. Ensure 24X7 availability of all DC and DR hardware / software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders
5. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Centre which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories
6. Oversee the physical maintenance of the DC/DR facility for safety and security of intelligence data

Vendor Management

1. Provide inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies
2. Ensure removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities

People Development

1. Take an active role in recruitment of incumbents into the team
2. Conduct formal Performance Appraisal and provide developmental feedback for own team
3. Identify training needs of subordinates and provide functional training inputs through internal and external sources
4. Develop subordinates through guidance and by providing multitasking opportunities
5. Suggest improvement /implement appropriate personnel policies and procedures
6. Foster an environment of learning, excellence and innovation within all aspects of team work.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' regular service in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,
(b) possessing the following educational qualification and experience

Essential:

- (i) Bachelor of engineering or technology in electrical or mechanical or electronics or communication discipline from a recognized university or institute; and,
(ii) experience of seven years' in running of Building Management System (BMS) or Intelligent Building Management System (IBMS) facility management in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognized research institutes.

Desirable:

One year Experience in running of Building Management System (BMS) for data centre or Data Infrastructure Management System (DCIM).

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:7

1. Name of the Post : Deputy Director (RM-FIU)
2. No. of Post :01(one)
Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -11 (Rs. 67,700-2,08,700)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:**Building & Managing Relationships**

When dealing with the New Unconnected PO's

1. Oversee that steps are taken to allay the concerns and issues of the assigned cluster of PO's in terms of sharing of information in order to secure their timely cooperation.
2. Liaison with Senior Officials at the assigned cluster of PO's for conduct of strategic discussions with key officials at NATGRID, regarding overall consent for information sharing

When dealing with the Newly Connected PO's

- a) Ensure support to the System Integrator (SI) Team developing the connectors in initiating contact with the appropriate incumbent in each of the assigned cluster of PO's; Serve as a point of escalation from the Relationship Managers in case of any issues between the cluster SIs and POs

When dealing with Steady State Connected cluster of PO's

1. Oversee conduct of fortnightly follow-ups for taking feedback from the assigned steady-state cluster of POs; Ensure effective resolution of the identified issues

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2. Ensure tracking of Technology Upgrades/ Roadmaps of the assigned cluster of POs; Oversee communication of the same to the Technology team for proactive action by NATGRID.

Change Management Support

1. Provide inputs in terms of the requirement for Change Management Initiatives at the assigned cluster of Pos; Provide inputs on the appropriate timeframe for conduct of Change Management Initiatives, design & content of such Workshops/ Trainings etc.

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' regular service in the level-10 (Rs. 56,100 – 1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognised university or institute; and,
- (ii) experience of seven years' in financial fraud management in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Desirable:

Dealt with the Prevention of Money Laundering Act (PMLA).

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:8

1. Name of the Post : Deputy Director (UA-Representative)
2. No. of Post : 02(Two)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -11(Rs.67,700-2,08,700/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:

First Point of Contact with User Agencies

1. Build relationships with the assigned User Agency to proactively understand their needs & expectations from NATGRID; Communicate the collected inputs to the Office of Strategic Management for assistance in creation of NATGRID's Strategy
2. Act as the first point of contact for the assigned User Agency within NATGRID, for both internal and external stakeholders
3. Showcase the capabilities of the NAT-STAR Application to the assigned User Agency.

Collection of Feedback from User Agencies

1. Regularly collect feedback from the assigned User Agency on NATGRID's Service Delivery, use of the NAT-STAR Application etc.; Collate findings related to Technology Use for the Technology Team and related to Application Capabilities & usage for the Office of Strategic Management.
2. Resolve Service Delivery issues raised by the assigned User Agency by forwarding the same to the competent authority; Follow up to ensure resolution within defined SLAs
3. Evaluate possibilities for increasing usage of the NAT-STAR Application by the assigned User Agency and maximizing the satisfaction derived by services provided by NATGRID

Change Management Support

1. Proactively gauge the requirement/ need for Change Management Initiatives at the assigned UA; Provide inputs on the appropriate timeframe for conduct of Change Management Initiatives, design & content of such Workshops/ Trainings etc.

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' regular service in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,

(b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognised university or institute;
- (ii) experience of seven years' in security or law enforcement in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:9

1. Name of the Post : Deputy Director (Internal Security)
2. No. of Post : 01(One)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -11(Rs.67,700-2,08,700/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:

Monitoring & Investigations

1. Understand NATGRID's Network Architecture and Application Servers in order to better understand the risk of system exposure

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2. Ensure regular examination of electronic media to monitor the activities of the employees of NATGRID in order to make sure that no sensitive data is being leaked
3. Oversee the examination of Configuration files, System files, and Registry information from Operating systems, User created documents, Network routing and Content information to safeguard against potential internal misuse/ threat
4. Ensure recovery and evaluation of files in investigations to identify and prove instances of information leakages

Computer Forensics

1. Ensure development of processes and procedures for Computer Investigations that comply with Organizational, Legal, and Regulatory requirements
2. Oversee the conduct of Forensic Examination of Electronic Evidence, including Computer-related equipment, Network devices, and Information systems in case of display of deceptive behaviour by employees
3. Oversee evaluation of new Forensic Technologies & Methods and their applicability in NATGRID
4. Oversee the recovery of data from digital media (computers, laptops, PDAs and the images, spreadsheets, other types of files stored on these devices) to safeguard against potential internal threat

People Development

1. Take an active role in recruitment of incumbents into the team
2. Conduct formal Performance Appraisal and provide developmental feedback for own team
3. Identify training needs of subordinates and provide functional training inputs through internal and external sources
4. Develop subordinates through guidance and by providing multitasking opportunities
5. Suggest improvement /implement appropriate personnel policies and procedures
6. Foster an environment of learning, excellence and innovation within all aspects of team work.

Eligibility:

Officers of Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institutions:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' regular service in level-10 (Rs. 56,100-1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,

(b) possessing the following educational qualification and experience:

Essential:

(i) Bachelor of engineering or technology in electronics or communication or electrical or computer science or information technology from a recognised university or institute;

(ii) seven years' experience in information technology security management in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Desirable: Certified Information Security Auditor (CISA) or Certified Information Security Manager (CISM).

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for

appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code: 10

1. Name of the Post : Deputy Director (Compliance)
2. No. of Post : 01(One)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Pay Scale : Level -11(Rs.67,700-2,08,700/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)
6. **Duties and Responsibilities of the Post:**

Service Level Management

1. Analyze Service Delivery records against Service Level Agreements (SLAs) on a regular basis to ensure adherence and create Action Plan for improvement of service levels across functions.
2. Ensure effective monitoring of Service Delivery and implementation of the Action Plan by concerned functions.
3. Negotiate with relevant User Agencies/ Providing Organizations in case of disruptions or major amendments to service delivery terms.

Internal Audit (excluding Information Security & Financial Audit)

1. Develop organizational procedures for the internal assessment of an activity, process, or service, against recognized criteria such as Best Practices or other documented requirements
2. Agree on the terms of reference for audits with various internal functions
3. Ensure the collection, collation and examination of records for evidence of compliance with outlined policies, procedures and guidelines
4. Analyze findings of the Internal Audit undertaken and oversee preparation of recommendations for the Top Management on ways of improving the effectiveness and efficiency of processes and control mechanisms at NATGRID
5. Oversee development and implementation of Standard Operating Procedures, preparation of Checklists & MIS for Compliance to ensure process orientation, standardization and operational efficiency

People Development

1. Take an active role in recruitment of incumbents into the team
2. Conduct formal Performance Appraisal and provide developmental feedback for own team
3. Identify training needs of subordinates and provide functional training inputs through internal and external sources
4. Develop subordinates through guidance and by providing multitasking opportunities
5. Suggest improvement /implement appropriate personnel policies and procedures
6. Foster an environment of learning, excellence and innovation within all aspects of team work.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' regular service in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience:

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Essential:

- (i) Bachelor degree from a recognised university or institute;
- (ii) Seven years' experience in contract management in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code: 11

- 1. Name of the Post : Deputy Director (Key Management)
- 2. No. of Post : 01(One)
- 3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
- 4. Pay Scale : Level -11(Rs.67,700-2,08,700/-)
- 5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:**Encryption Key Management**

- 1. Oversee the maintenance a log of all the Information Systems at the User Agencies detailing the dates for change of encryption keys
- 2. Ensure encryption keys are changed in a timely manner and the key is only used and issued from a secure system; Ensure that the key generation process has high security
- 3. Ensure the maintenance of a backup of all the encryption keys of the information systems at the User Agencies; Ensure changes to encryption keys are also backed up including restorability of the keys that are used for archived data
- 4. Ensure that the backups are recoverable and create an effective disaster recovery plan that details the recovery of the keys from backup; Ensure that historical data that has been encrypted can be recovered and decrypted
- 5. Ensure that the logical access control to encryption keys are secure and available to authorized users only
- 6. Ensure that the keys are stored in a physically secure environment and that only authorized users can gain access to the keys
- 7. Ensure that the keys are not stored logically where someone could make a duplicate or destroy the key
- 8. Ensure a way of disposing the keys, locking out older, possibly compromised keys and creating new keys that will decrypt the data.

People Development

- 1. Take an active role in recruitment of incumbents into the team
- 2. Conduct formal Performance Appraisal and provide developmental feedback for own team.
- 3. Identify training needs of subordinates and provide functional training inputs through internal and external sources
- 4. Develop subordinates through guidance and by providing multitasking opportunities.
- 5. Suggest improvement/implement appropriate personnel policies and procedures.
- 6. Foster an environment of learning, excellence and innovation within all aspects of team work.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' regular service in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,

(b) possessing the following educational qualification and experience.

Essential:

- (i) Bachelor degree from a recognised university or institute;
(ii) seven years' experience in handling crypto systems in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:12

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|------------------------|---|
| 1. Name of the Post | : Deputy Director (Theme Unit) |
| 2. No. of Post | : 05(Five) |
| 3. Classification | : General Central Service, Group 'A', Gazetted, Non-Ministerial |
| 4. Pay Scale | : Level -11(Rs.67,700-2,08,700/-) |
| 5. Mode of Recruitment | : By Deputation (including Short-term contract) |

6. Duties and Responsibilities of the Post:**Algorithm Design & Modeling**

1. Stay abreast with the developments related to Counter Terrorism & assist in giving inputs on new themes that could be introduced to strengthen the working of the Technical Units (TU's)
2. Support in providing inputs on themes for the Algorithm & Modelling Units & possible hypothesis which need to be tested in order to establish them as Algorithms for use within the TU's
3. Use the List of Algorithms developed by the Algorithm & Modelling Units for effectively resolving the queries of the User Agencies (UA's).

Query Resolution (as a part of Operational TUs)

1. Assist in ensuring query resolution within the defined SLAs; Escalate issues in case of concerns.
2. Keep abreast with developments in the assigned area of expertise by proactively building a database of relevant information collected from all available sources; Use the inputs for day-to-day query resolution
3. Support in collating inputs provided by the Functional Experts assigned to the query and incorporate the same to resolve assigned queries; Use established algorithms, subject matter expertise & past experience in providing contextual information to the UA's

Event Based TUs

1. Provide support on a priority basis, to the Event Based TUs, as and when required, in order to assist the UA's in effective Query Resolution.

Support to PMU Team

1. Assist in providing inputs to the PMU in terms of the information requirements of the User Agencies
2. Support in providing inputs (technical and functional) for designing & testing IT systems in conformance with the technical requirements; Support in the creation of a system capable of supporting UA needs through advanced investigation analytics capabilities for countering terrorists

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with five years' regular service in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognised university or institute;
- (ii) seven years' experience in working with information technology systems related to security or law enforcement agencies in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institute. (List of security and law enforcement agencies shall be provided at the time of advertisement or scrutiny).

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:13

1. Name of the Post : Assistant Director (Key Management)
2. No. of Post : 01(One)
3. Classification : General Central Service, Group 'B', Gazetted, Non-Ministerial
4. Pay Scale : Level -8 (Rs.47,600-1,51,100/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)
6. **Duties and Responsibilities of the Post:**

Encryption Key Management

1. Maintain a log of all the Information Systems at the User Agencies detailing the dates for change of encryption keys
2. Assist in ensuring encryption keys are changed in a timely manner and the key is only used and issued from a secure system; Ensure that the key generation process has high security

3. Maintain a backup of all the encryption keys of the information systems at the User Agencies; Ensure changes to encryption keys are also backed up including restorability of the keys that are used for archived data
4. Ensure that the backups are recoverable and create an effective disaster recovery plan that details the recovery of the keys from backup; Ensure that historical data that has been encrypted can be recovered and decrypted
5. Assist in ensuring that the logical access control to encryption keys are secure and available to authorized users only
6. Support in ensuring that the keys are stored in a physically secure environment and that only authorized users can gain access to the keys
7. Assist in ensuring that the keys are not stored logically where someone could make a duplicate or destroy the key
8. Support in ensuring a way of disposing the keys, locking out older, possibly compromised keys and creating new keys that will decrypt the data

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with two years' regular service in level-7(Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognised university or institute;
- (ii) two years' experience in handling crypto systems in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

Post Code:14

1. Name of the Post : Assistant Director (BMS Facility-DC)
2. No. of Post : 05(Five)
3. Classification : General Central Service, Group 'B',
Gazetted, Non-Ministerial
4. Pay Scale : Level -8 (Rs.47,600-1,51,100/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:

Operations & Maintenance

1. Support in implementation of operations of all physical security and facility management aspects of the Data Centre (DC)/Data Recovery Centre (DR) Facility

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including availability of facilities and support systems such as Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance & housekeeping services to ensure smooth operations at the DC/DR facility

2. Assist in ensuring the installation of Safety & Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data
3. Support in equipment maintenance in the DC/DR such as managing & installing custom upgrades, replacing cables, components & accessories to enhance operational efficiency
4. Assist in ensuring 24X7 availability of all DC and DR hardware/software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders
5. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Center which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories
6. Assist in ensuring the physical maintenance of the DC/DR facility for safety and security of intelligence data

Vendor Management

1. Assist in the providing inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies
2. Support in ensuring removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with two years' regular service in level-7(Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and,
(b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognized university or institute;
(ii) two years' experience in running of Building Management System (BMS) or Intelligent Building Management System (IBMS) facility management in a Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognized research institutes

Desirable: one-year experience in running of Building Management System (BMS) for data centre or Data Centre Infrastructure Management System (DCIM)

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed three years. The maximum age-limit for

appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

Post Code:15

1. Name of the Post : Assistant Director (BMS Facility-DR)
2. No. of Post : 05(Five)
3. Classification : General Central Service, Group 'B',
Gazetted, Non-Ministerial
4. Pay Scale : Level -8 (Rs.47,600-1,51,100/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)

6. Duties and Responsibilities of the Post:

Operations & Maintenance

1. Support in implementation of operations of all physical security and facility management aspects of the Data Centre (DC)/Data Recovery Centre (DR) Facility including availability of facilities and support systems such as Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance & housekeeping services to ensure smooth operations at the DC/DR facility
2. Assist in ensuring the installation of Safety & Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data
3. Support in equipment maintenance in the DC/DR such as managing & installing custom upgrades, replacing cables, components & accessories to enhance operational efficiency
4. Assist in ensuring 24X7 availability of all DC and DR hardware/software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders
5. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Center which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories
6. Assist in ensuring the physical maintenance of the DC/DR facility for safety and security of intelligence data

Vendor Management

1. Assist in the providing inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies
2. Support in ensuring removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with two years' regular service in level-7(Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience:

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Essential:

- (i) Bachelor degree from a recognised university or institute;
- (ii) two years' experience in running of Building Management System (BMS) or Intelligent Building Management System (IBMS) facility management in a Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognized research institutes.

Desirable: one-year experience in running of Building Management System (BMS) for data centre or Data Centre Infrastructure Management System (DCIM)

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

Post Code:16

1. Name of the Post : Assistant Director (Internal Security)
2. No. of Post : 01(One)
3. Classification : General Central Service, Group 'B',
Gazetted, Non-Ministerial
4. Pay Scale : Level -8 (Rs.47,600-1,51,100/-)
5. Mode of Recruitment : By Deputation (including Short-term contract)
6. **Duties and Responsibilities of the Post:**

Monitoring & Investigations

1. Study NATGRID's Information Technology architecture in order to better understand the risk of system exposure
2. Examine inflow / outflow of electronic data to ensure that no sensitive data is being leaked
3. Support in monitoring sensitive information on NATGRID's IT systems to safeguard against potential misuse/ threat

Computer Forensics

1. Assist in developing processes and procedures for Computer Investigations to monitor the behaviour of employees of NATGRID
2. Conduct Forensic Examination of Electronic Evidence, including Computer-related equipment, Network devices, and Information systems in case of display of deceptive behaviour by employees
3. Support in evaluating new Investigation & Forensic Technologies & Methods and their applicability in NATGRID
4. Advise the next higher authority on the availability and reliability of digital evidence during investigations
5. Prepare a detailed and technical report based on the data retrieved from all the digital devices during investigations

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.

Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
 (ii) with two years' regular service in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and,
 (b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognised university or institute;
 (ii) two years' experience in information technology security in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Desirable: Certified Information Security Auditor (CISA) or Certified Information Security Manager (CISM).

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Post Code:17

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| 1. | Name of the Post | : Assistant Director (Compliance) |
| 2. | No. of Post | : 01(One) |
| 3. | Classification | : General Central Service, Group 'B',
Gazetted, Non-Ministerial |
| 4. | Pay Scale | : Level -8 (Rs.47,600-1,51,100/-) |
| 5. | Mode of Recruitment | : By Deputation (including Short-term contract) |

6. Duties and Responsibilities of the Post:

Service Level Management

1. Gather and report SLA adherence information to ensure compliance with SLAs across all functions at NATGRID
2. Monitor service delivery and assist in designing action plans for improvement of service levels across functions
3. Assist in ensuring that identified actions to improve service levels are implemented by concerned functions

Internal Audit (excluding Information Security & Financial Audit)

1. Support in development of organizational procedures for the internal assessment of an activity, process or service, against recognized criteria such as Best Practices or other documented requirements
2. Collect, collate and examine records for evidence of compliance with outlined policies, procedures and guidelines
3. Analyse findings of the Internal Audit undertaken and prepare recommendations on ways of improving the effectiveness and efficiency of processes and control mechanisms at NATGRID
4. Assist in implementing Standard Operating Procedures, preparing & maintaining Checklists and MIS for Compliance to ensure process orientation, standardization and operational efficiency

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion

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Eligibility:

Officers of the Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institution:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with two years' regular service in level-7(Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and,
- (b) possessing the following educational qualification and experience:

Essential:

- (i) Bachelor degree from a recognized university or institute;
- (ii) two years' experience in contract management in Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or universities or recognised research institutes.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of application.

Bio-Data /Curriculum Vitae Proforma

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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	Qualification/experience possessed by the officer
Essential	Essential
A) Qualification	Qualification
B) Experience	Experience
Desirable	Desirable
Qualification	Qualification
Experience	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 subject 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 Level/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experiences required for the post applied for

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

Office/Institution	Pay Level/Pay Scale drawn under ACP/MACP Scheme	From	To

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8. Nature of present employment i.e. Adhoc 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 organization
<p>9.1 Note: In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with 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/organization but still maintaining a lien in his parent cadre/organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 			
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			
Pay Level/Pay Scale		Total Emoluments	

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization 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 Emolument
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 over 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: Research publications and reports and special projects Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/societies and; Patents registered in own name or achieved for the organization Any research/innovation measure involving official recognition 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 for non-Government Organizations 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 "SC" 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.

(Signature of the Candidate)

Date

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 possess 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 APARs for the last 5 years duly attested by an officer of the rank of Under Secretary or the Government 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)