

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

**1, Andhria Mor,**  
**Vasant Kunj,**  
**New Delhi-110074**  
**Dated: 28<sup>th</sup> June,2022**

To,

The Under Secretary (IT)  
Ministry of Home Affairs  
North Block,  
Room No. 82-B,  
New Delhi-110001

Subject: Advertisement for filling up of 01 post of Deputy Secretary (Banking), 01 post of Deputy Secretary (Transport), 01 post of Deputy Secretary (Immigration), 01 post of Deputy Secretary (MCA), 01 post of Deputy Director (Legal), 01 post Deputy Director (Planning), 01 post Deputy Director (Key Management), 01 post of Assistant Director (Key Management) and 01 post of Assistant Director (Compliance) on Deputation Basis (Including Short-term contract) in National Intelligence Grid, Ministry of Home Affairs- regarding

Sir,

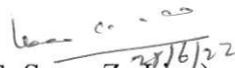
The undersigned is to state that, it is proposed to fill up of 01 post of Deputy Secretary (Banking), 01 post of Deputy Secretary (Transport), 01 post of Deputy Secretary (Immigration), 01 post of Deputy Secretary (MCA), 01 post of Deputy Director (Legal), 01 post Deputy Director (Planning), 01 post Deputy Director (Key Management), 01 post of Assistant Director (Key Management) and 01 post of Assistant Director (Compliance) on Deputation Basis (Including Short-term contract) in National Intelligence Grid, Ministry of Home Affairs.

2. The details regarding pay scale, Terms & Conditions, eligibility criteria, duties & responsibilities of the posts application proforma etc are enclosed. The vacant posts are being advertised in the Employment News, The Hindustan Times & Amar Ujala as sample enclosed.

3. In view of the above, it is requested to kindly placed detailed advertisement on the website of the Ministry of Home Affairs i.e. <https://mha.gov.in/notification/vacancies>.

4. This may be treated on priority basis.

Yours Faithfully,

  
(G. Swan Za Lian)  
Deputy Director (Estt.)  
Tel. No. 26757150

**F.No.29011/5/2020-Estt (Pt.I)**  
**Government of India**  
**Ministry of Home Affairs**  
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**1, Andhria Mor,**  
**Vasant Kunj,**  
**New Delhi-110074**  
**Dated: 28<sup>th</sup> June,2022**

**VACANCY CIRCULAR**

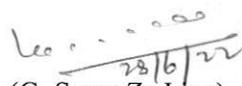
**Subject: Advertisement for filling up of 01 post of Deputy Secretary (Banking), 01 post of Deputy Secretary (Transport), 01 post of Deputy Secretary (Immigration), 01 post of Deputy Secretary (MCA), 01 post of Deputy Director (Legal), 01 post Deputy Director (Planning), 01 post Deputy Director (Key Management), 01 post of Assistant Director (Key Management) and 01 post of Assistant Director (Compliance) on Deputation Basis (Including Short-term contract) in National Intelligence Grid, Ministry of Home Affairs.**

**National Intelligence Grid (NATGRID)**, an attached office of Ministry of Home Affairs, Govt. of India invites applications from eligible officers under Central or State Government or Union Territories or autonomous or statutory organizations or public sector undertakings or universities or recognized research institutions for filling up the following posts in consultation with UPSC:

Sl.No.	Name of Post	No. of vacancy	Classification	Level in the Pay matrix	Method of recruitment
1.	Deputy Secretary (Banking)	01	General Central Service, Group 'A', Gazetted, Non-Ministerial	Level-12 (Rs. 78,800 to Rs. 2,09,200)	Deputation (including short-term contract)
2.	Deputy Secretary (Transport)	01	As above	As above	As above
3.	Deputy Secretary (Immigration)	01	As above	As above	As above
4.	Deputy Secretary (MCA)	01	As above	As above	As above
5.	Deputy Director (Legal)	01	General Central Service, Group 'A', Gazetted, Non-Ministerial	Level-11 (Rs. 67,700 to Rs. 2,08,700)	Deputation (including short-term contract)
6.	Deputy Director (Planning)	01	As above	As above	As above
7.	Deputy Director (Key Management)	01	As above	As above	As above
8.	Assistant Director (Key Management)	01	General Central Service, Group 'B', Gazetted, Non-Ministerial	Level-8 (Rs. 47,600 to Rs. 1,51,100)	Deputation (including short-term contract)
9.	Assistant Director (Compliance)	01	As above	As above	As above

2. The particulars of the above-mentioned posts, pay scales, eligibility conditions etc. are given at Annexure-I.

3. 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.
4. 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.
5. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendation as are accompanied by the requisite personal data as in Annexure-II will be considered.
6. Applicants complete in all respect, in duplicate, in the enclosed proforma (Annexure-II) along with 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 Deputy Director(Estt.), NATGRID, Ministry of Home Affairs, 1,Andheria Mor, Vasant Kunj, New Delhi-110074, within a period of 60 days from the date of publication of this vacancy circular in the Employment News/ National News Papers. Applications in hard copies will only be entertained. Applications received after the last date or without the copies of ACRs or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified by the sponsoring authority 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 also be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

  
(G. Swan Za Lfan)  
Deputy Director (Estt.)  
Tel. No.26757150

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

**Post Code:1**

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 Government or State Government or Union Territories or autonomous or statutory organization 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.

**Post Code:2**

1. Name of the Post : Deputy Secretary (Transport)
2. No. of Post : 01(one)
3. Classification : General central service, Group 'A', Gazetted,  
1. 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 Agency (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 Government 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:**

- (j) Bachelor degree from a recognised university or institute;
- (ii) ten years' experience in the field of vehicle registration or driving licence or dealing with the Motor Vehicle Act in Central Government or State Government or Union Territory or Autonomous or Statutory Organizations or public sector undertakings or Universities or recognized research institute.

**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: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 under Central Government 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 Secretary (MCA)  |
| 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 & Modeling 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 Agreements (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)**

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**

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
- Foster an environment of learning, excellence and innovation within all aspects of team work.

### **Eligibility:**

Officers under Central Government 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) experience of ten years' in corporate affairs and dealing with Companies Act in Central Government or State Government or Union territories or autonomous or statutory organisation or public sector undertakings or universities or recognised research institutions.

**Note:** Period of deputation (including short- terms contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment and 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 (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

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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 under 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:6**

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|------------------------|---|
| 1. Name of the Post    | : Deputy Director (Planning)                                    |
| 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:**

##### **Planning Support**

1. Support in planning and defining the roadmap for future horizons of NATGRID by consolidating the needs surfacing from different stakeholders (Relationship Managers, Technical Units etc.); Provide it as an input for strategy planning discussions
2. Assist in building Strategy inputs documents to be shared with the Key Leadership Team (KLT) for inputs on future strategy adoption
3. Assist in creation of NATGRID's strategy in terms of the capabilities it should offer to the User Agencies (UAs), the databases it should add to its portfolio etc.; Coordinate with various Function Heads for creation of the organizational strategy plan
4. Support in analyzing requirements from the UAs (as received from the Relationship Management Team) on an on-going basis and identifying requirements which can be serviced by NATGRID

#### **Research & Analysis**

1. Study global benchmark organizations, assist in liaising with international think tanks in the Intelligence domain to identify learnings for NATGRID in terms of possible roles in the future, technological capabilities, trends etc.; Represent NATGRID in Industry conferences / seminars on Strategy
2. Keep abreast of various developments in the Intelligence & Technological domain, in Government policies & regulations and analyze their impact on NATGRID; Present collated findings to the KLT during creation of the organizational strategy
3. Assist in undertaking scenario planning, risk management studies and strategic reviews to monitor & analyze the impact of evolving security trends and geopolitical developments on NATGRID's offerings to the User Agencies
4. Assist in providing advice for themes/ capabilities of the Technical Units & the Algorithm & Modeling Units by producing strategic analysis

#### **MIS and Documentation**

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 under Central Government 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 Electronics or Communication or Electrical or Computer Science or Information Technology from a recognised university or institute;
- (ii) seven years' experience in Information Technology, Infrastructure Planning in an establish Information Technology set up 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

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

**Post Code:7**

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|------------------------|---|
| 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 under 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:8**

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 under 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

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

**Post Code:9**

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

**Eligibility:**

Officers under 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.

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**BIO-DATA/CURRICULUM VITAE PROFORMA 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
1.1 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.	
1.2 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 Band and Grade Pay/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/Pay Matrix Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level/Pay Scale/Pay Matrix Level 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. Adhoc Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held deputation/contract basis, please state	

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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 pp poo the post held in substantive capacity in the parent organization
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.			
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			
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)			
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/Pay Matrix		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 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 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 .....  
.....

*Handwritten signature*

**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 ACRs 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)

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