

No.22003/03/2018-CIS-II
Government of India
Ministry of Home Affairs
CIS Division

North Block, New Delhi
Dated the 16-11-2018

Circular

Subject: Engagement of Consultants in MHA – regarding.

Ministry of Home Affairs, invites applications from retired officers from Central Government Ministries / Departments / CPSUs / CAPFs / Central Autonomous bodies having experience as defined in the attached document.

1. The details including number of personnel required, brief job-description, eligibility criteria, terms of reference, form of application etc. for engagement of consultants are available on MHA's website (www.mha.gov.in) and DoPT's website (www.dopt.gov.in).
2. MHA reserves the right to accept or reject in part or in fully any or all the responses without assigning any reasons whatsoever.
3. Applications will be received up to 30 days from the date of issue of circular / uploading in the MHA's website (excluding the date of uploading). Shortlisted officers may be called for interview and offered appointment as consultant. Applications received incomplete or after the due date will not be considered.
4. Such retired officers having good health and willing to work as consultants in the MHA may submit their applications to the undersigned at the address "17-A, North Block, Ministry of Home Affairs, Ground Floor, New Delhi-110001 within due date along with copy of retirement notification order, copy of PPO & LPC, certificate in support of educational qualification and experience and certificate of fitness from Government Hospital / Dispensaries / A.M.A. / Certified Doctors from CGHS empanelled Hospitals.


(S.K. Bhalla)

Director (CIS-II)

Email: dircis2-mha@nic.in

Copy to:-

1. All Ministries / Departments of Government of India. They are requested to give this notice wide publicity amongst all their eligible retiring / retired officials.
2. Copy also forwarded to the NIC cells of MHA and DoPT for up-loading on the websites of MHA and DoPT.

Ministry of Home Affairs

MHA

1. JOB DESCRIPTION :

- 1.1 The job description for the following posts is given in Annexure I. The vacancies indicated are interchangeable and selected officers may be required to work in any of the units.

S. No	Area of work for the consultant	Number of Personnel required	Job Profile
1.	National Cybercrime Threat Analytics Unit (TAU)	5	Annexure-I
2.	National Cybercrime Reporting Portal	2	
3.	Platform for Joint Cybercrime Investigation Team	3	
4.	National Cybercrime Forensic Laboratory (NCFL) ecosystem	2	
5.	National Cybercrime Training Centre (NCTC)	2	
6.	Cybercrime Ecosystem Management Unit	4	
7.	National Cyber Research and Innovation Center (NCR&IC)	2	

2. PERIOD OF ENGAGEMENT:

- 2.1 The initial engagement as Consultant would be for a period of 6 (six) months, which may be extended beyond six months depending upon the requirement of MHA and performance review of the consultants.
- 2.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with MHA.
- 2.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by MHA without assigning any reason.

3. GENERAL REQUIREMENTS FOR CONSULTANTS :

The candidate should have retired from Central Government Ministries / Departments / CAPFs / CPSUs / Central Autonomous bodies having experience of functioning in Government bodies preferably in the concerned fields for the role of Consultant. Candidates with cyber/information security/cyber-crime investigation/Forensic back ground will be preferred for the role of Consultants.

- a) Any retired officer of Central Government Ministries / Departments / CPSUs / CAPFs / Central Autonomous bodies drawing salary at a minimum scale of L-10 at the time of superannuation with three-year regular service rendered in that grade and;

- b) Msc/BSc in physics/Math or M.Tech/B.Tech/BE/ or equivalent degree in Electronics/ communication/IT/computers or BCA/MCA with minimum 3 year experience of working in the field of cyber/telecom/ICT domain
- c) Age: Below 64 years on the date of application

4. FEE PAYABLE TO CONSULTANTS :

The fee payable to the Consultants will be as per the Governments norms (Last Pay drawn- Pension and DA as applicable).

5. PROCEDURE FOR SELECTION OF CONSULTANTS :

Following procedure will be followed by the Committee for selecting candidates for engagement as Consultant:

- a) Scrutiny of applications.
- b) Past experience
- c) Face to face interview.

6. WORKING FACILITIES TO BE PROVIDED :

Only the basic working facilities / infrastructure will be provided to the Consultants. No Transport or Telephone / Internet facility at residence etc. shall be provided.

7. OTHER ENTITLEMENTS OF CONSULTANTS :

a) LEAVE :

Consultants shall be eligible for 8 days in a year on pro-rata basis. No other leave shall be allowed.

b) TA/DA :

No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms.

c) ACCOMMODATION :

No accommodation or HRA will be provided by MHA.

(i) POWERS :

The Consultants shall not exercise any statutory, legal or financial power.

8. CONFIDENTIALITY OF DATA AND DOCUMENTS :

The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of MHA.

9. WORKING HOURS :

The Consultants shall have to work as per the working hours of MHA. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work. No extra remuneration or fee would be payable if work requires late sitting.

10. TAX DEDUCTION AT SOURCE :

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which MHA will issue TDS certificates.

11. RIGHTS OF MHA :

MHA reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

12. TERMINATION OF ENGAGEMENT :

MHA may terminate the contract if:

- The Consultant is unable to accomplish the assigned works.
- Quality of the accomplished work is not to the satisfaction of MHA.
- The Consultant fails in timely achievement of the milestones as decided by MHA.
- The Consultant is found lacking in honesty and integrity.
- Posting of a government official who could do the Consultant's job.
- The contract can be terminated by giving fifteen days' notice in writing from either side.
- The termination will be without prejudice to either party's rights accrued before termination.

Eligibility:

- I. The eligibility criteria is as below:
 - a. Any retired officer of any Central Government Ministry/ Department/ CPSU / CAPF / Central Autonomous body drawing salary at a minimum scale of L-10 at the time of superannuation with three-year regular service rendered in that grade and;
 - b. Msc/BSc in Physics/Math or M.Tech/B.Tech/BE/ or equivalent degree in Electronics/ communication/IT/computers or BCA/MCA with minimum 3 years experience of working in the field of cyber/telecom/ICT domain or experience of minimum of 5 years in the field of law enforcement
 - c. Age: Below 64 years on the date of application
- II. Scope of Work / Job responsibilities
 1. **National Cybercrime Threat Analytics Unit (TAU)**
 - To evaluate and provide inputs during architectural design of the threat analytics unit.
 - Vet the architecture blueprint designed by the technology team to ensure its robustness.
 - Ensure IT Security ranging from but not limited to configurations, architectures, data feed channels etc. is on par with specified best practices.
 - Ensure security policies, procedures, controls are in place and on par with best practices.
 - The candidate is desired to have expertise in Big data/data analytics/malware analysis /Knowledge about Dark Net /Crypto Lab.
 - Candidate should have working knowledge of excel, power-point, database, servers, web technologies, report preparation etc.
 2. **National Cybercrime Reporting Portal**
 - To provide inputs on the functionality and functioning of the cybercrime reporting portal.
 - To provide inputs during software development phase to ensure that all the best industry practices in terms of security be design are followed and met.
 - The candidate is desired to have in-depth understand of software development and maintenance lifecycle.
 - Candidate should have working knowledge of excel, power-point, database, servers, web technologies, report preparation etc.
 3. **Platform for Joint Cybercrime Investigation Team**
 - To provide inputs on intelligence driven, coordinated action against key cybercrime threats and targets
 - To provide input during the joint identification, prioritization, preparation and initiation of multi-jurisdictional investigations.

- The candidate is desired to have good understanding of cyber-investigation and various legal aspects involved in it. Understanding about forensics investigation will be an added advantage.
 - Candidate should have working knowledge of excel, power-point, database, servers, web technologies, report preparation etc.
- 4. National Cybercrime Forensic Laboratory (NCFL) ecosystem**
- To provide inputs during the architectural design of NCFL labs and ecosystem.
 - To provide inputs on various tools, hardware's, software's to be deployed in the NCFL ecosystem.
 - To provide inputs on the best practices during the forensic investigations of cyber-crimes.
 - Candidate should have good understanding of memory forensics, malware forensics, disc forensics, network forensics, mobile and cloud forensics.
 - The candidate is desired to have good understand of forensics-investigation and various legal aspects involved in it.
 - Candidate should have working knowledge of excel, power-point, database, servers, web technologies, report preparation etc.
- 5. National Cybercrime Training Centre (NCTC)**
- To provide inputs on the creation and delivery of training materials and trainings for cybercrimes investigation and cyber attacks.
 - The candidate is desired to have good understand of cyber crime investigation, forensics-investigation and various legal aspects involved in it.
 - Candidate should have working knowledge of excel, power-point, database, servers, web technologies, report preparation etc.
- 6. Cybercrime Ecosystem Management Unit**
- To provide inputs in coordinating with many components which are outside the Government institutions to promote development of an entire ecosystem, which is conducive for effective neutralization of threats from cyber criminals.
 - The candidate is desired to have good understand of cyber-crime investigation, forensics-investigation and various legal aspects involved in it.
 - Candidate should have working knowledge of excel, power-point, database, servers, web technologies, report preparation etc.
- 7. National Cyber Research and Innovation Center (NCR&IC)**
- Provide inputs on creating strategic partnerships with entities in the area of research and innovation focused on combating cybercrimes, cybercrime impact containment and investigations
 - The candidate is desired to have good understand of cyber-crime investigation, forensics-investigation and various legal aspects involved in it.
 - Candidate should have working knowledge of excel, power-point, database, servers, web technologies, report preparation etc.

APPLICATION FORMAT FOR CONSULTANT

Photograph

(Self –
attested with
signature

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Designation and office address
(Last post held at the time of retirement)

7. PPO & LPC NO.
8. Last pay drawn at the time of retirement
Pay level (as per pay matrix 7th CPC)-
Grade Pay (Pre-revised)-
Pay Band (Pre-revised)-
9. Educational Qualification
10. Brief particulars of experience in Govt. Service
(Attach a separate sheet if necessary)

11. Details of present employment
(Wherever applicable)

12. Additional relevant information if any in support of your suitability for the said
engagement
(Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name: _____

Place:

Date: