

No. A-35014/10/2021-Ad.V
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs

North Block, New Delhi,
Dated: the 13th September, 2021

To,

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

Subject: Filling up of one (01) post of Chief Executive Officer (SAG Level) to head the Indian Cyber Crime Coordination Center (I4C) under Cyber & Information Security Division (CIS), Ministry of Home Affairs-reg.

Sir,

I am directed to say that it is proposed to fill up one post of Chief Executive Officer (SAG Level) to head the Indian Cyber Crime Coordination Center (I4C) under CIS Division, Ministry of Home Affairs on deputation basis on 'Non-Central Staffing' Scheme pattern through "Search-cum-Selection" Committee. The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.
3. The maximum age limit for appointment on deputation (including short-term contract) shall be 58 years. Accordingly, the persons who will be crossing the age of 58 years, on the last date of receiving of applications as indicated in para-4 need not apply.
4. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and, applications, in duplicate, in the enclosed pro-forma (Annexure-II) **along with vigilance & cadre clearance, attested copies of certificates of educational qualification and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad.V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001**, within a period of **28 days** from the date of issue of this vacancy circular. **Applications received after the last date or without the copies of certificates of educational qualification and ACRs or otherwise found incomplete will not be considered.** While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.
5. Incomplete applications and applications forwarded without set of essential documents as mentioned in para 4 above, shall be rejected. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,


(Vishvajeet Kumar Gupta)

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

No. A-35014/10/2021-Ad.V

New Delhi, dated 13th September, 2021

Copy to:-

1. All Ministries / Departments of the Central Government including CAPFs with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed pro-forma within a period of **28 days** from the date of issue of this vacancy circular.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
4. SO (IT), Ministry of Home Affairs for uploading on the Ministry's Website (under Vacancies) and on e-office portal.



(Vishvajeet Kumar Gupta)

Under Secretary to the Government of India

Tel. No. 2309 3666

1. Name of the Post : Chief Executive Officer
2. No. of post : 01 (One)
3. Pay Scale : Level-14 in the Pay Matrix (₹1,44,200 – 2,18,200/-).
4. Mode of Recruitment : By Deputation basis on 'Non-Central Staffing' Scheme pattern through "Search-cum-Selection" Committee.

5. Duties and Responsibilities of the post:

- (i) Provide strategic direction to I4C by identifying priorities and laying down the roadmap for achieving the objectives set for I4C;
- (ii) Lead and guide other functional heads;
- (iii) Ensure robust implementation strategy that delivers intended results;
- (iv) Constantly evaluate the capabilities that I4C should offer to enhance its ability to service the requirements of the Law Enforcement Agencies and other stakeholders in managing cyber crime;
- (v) Oversee consolidation of the functional needs emerging from Law Enforcement Agencies and different stakeholders (Other Ministries/ Departments/ Industry etc.) and use the inputs in shaping the strategic direction for I4C and creating the roadmap for future;
- (vi) Study global best practices;
- (vii) Liaise with National and International think tanks in the cyber crime management to identify new ideas and activities for implementation in India;
- (viii) Take an active role in team building and monitoring activities of functional needs of I4C; and
- (ix) Conceive various specific activities that include multi-stakeholders consultation, guiding to Ministries/States/Organisations about various activities, raising public awareness, etc. to enhance the eco-system in the country to deal with cyber crime.

6. Eligibility:

Officers from the All India Services (AIS)/ organized Group 'A' Services/ other Central Government officers serving in Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:

- (a)(i) Holding analogous posts on regular basis in parent cadre or department; OR
 - (ii) Officer with 02 years' service rendered after appointment thereto in Level-13A in the Pay Matrix or equivalent on a regular basis in the parent cadre/ department;
OR
 - (iii) Officer with 03 years' service rendered after appointment thereto in Level-13 in the Pay Matrix or equivalent on a regular basis in the parent cadre/ department;
AND
- (b) Possessing the following educational qualification and experience:

Essential: Bachelor Degree from a recognized University/ Institute; AND

Minimum 05 years' experience in the field of Cyber/ Telecom/ ICT/ Internal Security/ Law domain.

Desirable:

Master's Degree in Computer Applications OR M.Sc. (Computer Science/ Information Technology) OR B.E. / B. Tech. (Electronics & Communication Engineering/ Computer Science & Engineering/ Information Technology) from a recognized University/ Institute.

Note 1: 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 organization or department of the Central Government shall ordinarily not exceed five years.

Note 2: The maximum age-limit for appointment by deputation (including Short Term Contract) shall be "Not exceeding fifty eight years" as on the closing date of receipt of applications.

BIO-DATA/ CURRICULUM VITAE PROFORMA

NAME OF THE POST APPLIED FOR: CHIEF EXECUTIVE OFFICER

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualification/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing ^{Lending} 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.</p>	

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

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

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

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

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

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

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

Date: _____

(Signature of the candidate)
Address _____

Certification by the Employer/Cadre Controlling Authority

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

2. **Also certified that;**

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

Countersigned

(Employer/ Cadre Controlling Authority with Seal)