

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: 22nd August, 2023

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 (BMS Facility-DC/DR), 04 post of Assistant Director (BMS Facility-DC) & 05 Posts of Assistant Director (BMS Facility-DR) 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 (BMS Facility-DC/DR), 04 post of Assistant Director (BMS Facility-DC) & 05 Posts of Assistant Director (BMS Facility- DR) 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.
3. In view of the above, it is requested to kindly upload the detailed advertisement of the vacancy circular (copy enclosed) on the website of the Ministry of Home Affairs i.e. <https://mha.gov.in/notification/vacancies>.
4. An early action is solicited please.

Yours Faithfully,


(G. Swan Za Lian)

Deputy Director (Estt.)
Tel. No. 26757150

Encl: As above

Government of India
Ministry of Home Affairs
National Intelligence Grid

1, Andhria Mor,
Vasant Kunj,
New Delhi-110070
Dated: 22nd August, 2023

VACANCY CIRCULAR

National Intelligence Grid (NATGRID), an attached office of Ministry of Home Affairs, Government of India, invite applications from eligible officers under Central or State Government or Union Territories or Autonomous or Statutory Organisations or Public Sector undertaking or Universities or Recognize Research Institution for filling up the following posts on Deputation Basis (Including Short-term contract) in National Intelligence Grid, Ministry of Home Affairs in consultation with UPSC. The particulars of the posts, pay scales, eligibility conditions etc. are as given below:

Sl No.	Name of Post/ No of post/ Place of posting/ Pay Scale etc.	Eligibility / Experience etc.	Duties and Responsibilities
1.	(a) Name of Post: Deputy Director (BMS Facility-DC) (b) No. of Post : 01(one) (c) Place of posting: Delhi/Bengaluru (d) Classification: General Central Service, Group 'A', Gazetted, Non-Ministerial (e) Pay Scale: Level-11(Rs.67,700-2,08,700/-) (f) Mode of Recruitment: By Deputation (including Short-term contract)	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	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


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		<p>(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.</p> <p><u>Desirable:</u> One-year Experience in running of Building Management System (BMS) for data center or Data Infrastructure Management System (DCIM).</p> <p><u>Note:</u> 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.</p>	<p>provide uninterrupted service to all the relevant stakeholders</p> <ol style="list-style-type: none"> 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 <p><u>Vendor Management</u></p> <ol style="list-style-type: none"> 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 <p><u>People Development</u></p> <ol style="list-style-type: none"> 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.
2.	<p>Name of the Post: Assistant Director (BMS Facility-DC) No. of Post: 04(Four) Place of posting: Delhi</p>	<p><u>Eligibility:</u> Officers of the Central or State Government or Union Territories or autonomous or statutory</p>	<p><u>Operations & Maintenance</u></p> <ol style="list-style-type: none"> 1. Support in implementation of operations of all physical security and facility management aspects

	<p>Classification: General Central Service, Group 'B', Gazetted, Non-Ministerial Pay Scale: Level -8 (Rs.47,600-1,51,100/-) Mode of Recruitment: By Deputation (including Short-term contract)</p>	<p>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:</p>	<p>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</p>
<p>3.</p>	<p>Name of the Post: Assistant Director (BMS Facility-DR) No. of Post: 05(Five) Place of posting: Bengaluru Classification: General Central Service, Group 'B', Gazetted, Non-Ministerial Pay Scale: Level -8 (Rs.47,600-1,51,100/-) Mode of Recruitment: By Deputation (including Short-term contract)</p>	<p>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</p> <p>Desirable: one-year experience in running of Building Management System (BMS) for data centre or Data Centre Infrastructure Management System (DCIM)</p> <p>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.</p>	<ol style="list-style-type: none"> 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 <p>Vendor Management</p> <ol style="list-style-type: none"> 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 <p>MIS and Documentation</p>

			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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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 four, and three years for 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. Applications in duplicate, in the prescribed proforma given below (Annexure-I) 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 i.e. **from 02.09.2023**, which is **02.11.2023**. 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.


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

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	
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 Level/ Pay Scale/ Pay Matrix Level 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 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 pp poo the post held in substantive capacity in the parent organization
<p>a. 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>b. 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.			
<p>11. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>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		
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 relief/other (with break-up details)	Pay/interim allowances etc., 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.

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 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)