

संख्या / No. A-12012/1/JAD(Cy)-Dep./2021-Admn.II.

भारत सरकार / Government Of India

गृह मंत्रालय / Ministry of Home Affairs

समन्वय निदेशालय / Directorate of Coordination

पुलिस बेतार / Police Wireless

ब्लॉक नं.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex

लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3

दिनांक/Dated:11.06. 2021

To

1. Secretary General, Lok Sabha Sectt/Rajya Sabha Sectt, New Delhi
2. The Secretary
President's Secretariat / Vice President's Secretariat /
Election Commission of India/ Union Public Service Commission /
Central Vigilance Commission.
3. Registrar(Admn), Supreme Court of India
4. The Chief Secretaries, all State Governments
5. The Chief Secretaries/ Administrators, all Union Territories.

Subject :- Circulation of advertisement for filling up the 07 (Seven) posts of Joint Assistant Director (Cipher) on deputation basis in LEVEL 8 in the PAY MATRIX Rs. 47600-151100/- in this Directorate - regarding.

Sir,

I am directed to say that this Directorate propose to fill 07 (Seven) posts of Joint Assistant Director (Cipher) on deputation basis. 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 Deptt of Personnel & Training's C.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.
3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation will not exceed three years.
4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (**Annexure-II**) alongwith complete and up-to-date APAR dossiers of the officers, who can be spared in the event of their selection, may be sent to this Directorate, within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later. Application received after the last date or without APAR dossiers 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 be certified.

Encl: As above

Yours faithfully


(Hemant Kumar)

Dy. Director (Admn)
Tele No. 24361589

Copy to :

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/Department as well as in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed proforma within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later,
2. The Controller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
4. The Assistant Media Executive (AD-II), Bureau of Outreach & Communication (BOC), Ministry of Information and Broadcasting, Sookna Bhawan, Lodhi Road, New Delhi, with reference to this Directorate's letter of even number dated 11.06.2021 for the publication of the advertisement of this vacancy in the Employment News. It is requested that the date of publication may please be intimated to this Directorate.
5. All Central / State / UT Police Organisations.
6. The Secretary, UPSC for information. The complete proposal to UPSC in the required proforma will be sent immediately after the closing date for receipt of application.


11/06/21

(Hemant Kumar)
Dy. Director (Admn)
Tele No: 24361589

**Government of India
Ministry of Home Affairs
Directorate of Coordination
Police Wireless**

1. Name of the post : **Joint Assistant Director (Cipher)**
2. Number of Post : **Seven**
3. Pay Scale : LEVEL 8 in the PAY MATRIX Rs. 47600-151100/-
4. Classification : General Central Service, Gr. 'B', Gazetted, Non-Ministerial.
5. Mode of Recruitment : **On Deputation basis for 3 years**
6. Last date of receiving : Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
7. Age limit : 56 years as on the closing date of the receiving of the application.
8. To whom application : Deputy Director (Admn.), DCPW(MHA), Block No.9, CGO Complex,
are to be sent. Lodhi Road, New Delhi-110003.

9. Eligibility:

Officials of the Central Police Organisation or Central Armed Police Forces or Defence Organisations or State Police Organisations or UTs Police Organisations :-

(a)(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with 2 years service rendered after appointment to the post on a regular basis in the Level 7 in the pay matrix Rs. 44900-142400 or equivalent in the parent cadre or department; And

(b) Possessing the following qualifications and experience :

(i) Bachelor of technology or Bachelor of engineering or Bachelor of Science (Engineering in Computer Science from a recognised university or Institute;

Or Bachelor degree with Mathematics as a subject from a recognised university and having English as a subject at 12th Standard

(ii) should have passed police up-gradation cipher course grade-I conducted by DCPW or equivalent and refresher course of two weeks duration conducted by DCPW or State Police Organisation or UT Police Organisation or equivalent and


(iii) Two years working experience in cryptosystems.

(Period of deputation- **Ordinarily not exceeding 3 years.**)

Signature

Duties of Joint Assistant Director (Cipher):-

1. Joint Assistant Director (Cipher) posted at Hqrs. to deal all cases pertaining to procurement, receipt/issue/ledger maintenance, accounting of cryptographic documents/ equipments / devices and their accessories including cipher machines /FAX/SECFAX/Computers etc. all jobs related care, custody, accounting and handling of cryptographic documents produced by Joint Cipher Bureau, MoD.
2. JAD (Cipher) posted at Control Crypto center to ensure that crypto staff employed at the control center are thoroughly familiar with current cryptographic procedures/ instructions and he will be responsible for smooth functioning of control crypto center etc.
3. JAD (Cipher) posted at Training Center will be responsible for day to day supervision of the Cipher Training activities to ensure smooth conduct of training at the Training center etc.
4. Any other duties assigned in addition to above mentioned tasks.


11/06/2021

(Hemant Kumar)
Dy. Director (Admn)

(The application is to be submitted in the following pro-forma)

ANNEXURE-II

BIO-DATA/CURRICULUM VITAE PROFORMA

1.Name and Address (in Bock 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. 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)	
Qualifications/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
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects 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.	

Byran.

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 details) 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	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 organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre clearance, vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation</p>			

(Signature)

<p>work experience over 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:</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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 organization (v) Any research/innovative measure involving official recognition (vi) Any other information <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.#</p> <p>(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 'S'/'C'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

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)

Address _____

Date _____

(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 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 (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)

Demant