

**Details of the post of Assistant Director (Computer) in the
SVP NPA, Hyderabad – 500 052.**

1	Name of the post	Assistant Director (Computer)
2	Classification of the post	General Central Service, Group 'A' Gazetted, Non Ministerial
3	Scale of Pay	Level-11 in Pay Matrix (Rs. 67,700-2,08,700)
4	DA, HRA & CCA	As admissible under the Central Govt orders from time to time.
5	Deputation/ Training allowance	Admissible as per the Government Orders from time to time.
6	Method of Recruitment	By deputation (including short-term contract).
7	Eligibility criteria	Deputation (including short-term contract): Officers of the Central Government or State Governments or Union territory Administrations or autonomous or statutory organisation or public sector undertakings or University or recognised research institution,- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in Level-10 in the Pay Matrix [Rs.56100-177500] or equivalent in the parent cadre or department; and (b) Possessing the following educational qualifications and experience: - (i) Essential: A. Masters Degree in Computer Application or Master of Science (Computer Science or Information Technology) or Bachelor of Engineering or Bachelor of Technical (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognised University or institution; and B. Five years' experience in teaching or training in Information Technology, Infrastructure Management, Linux and Windows Server Administration, Networking, Database Administration, Unified Threat Management and Information Technology or Data Security (Servers and Software) (ii) Desirable: Certificates in Certified Information System Auditor or Certified Information Security Management or Certified Information System Security Professionals or Certified Authorisation Professional or Computing Technology Industry Association Advanced Security Practitioner from a recognised University or institute.

		Note 1: Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 four years. Note 2: The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.
8	Nature of duties	a) To design, organize and conduct all IT and Cyber crime, Cyber forensics related training programs for the Basic Course, In-service Courses. b) To conduct technology survey, identify and prepare technical specifications for right kind of equipments, tools required by IT section and for conducting IT related course. c) Supervision of maintenance of all the stores related to all the equipment of computer section. d) Identifying suitable technologies and applications that can be implemented in the Academy for enhanced training and learning experience; Planning & implementing projects/ activities in this regard in a time bound manner. e) Design, develop and implement the cyber security and information security policies for creating safe and secure cyber space in the Academy. f) Maintenance of IT infrastructure. g) Supervision of all the activities of the programmer, DEOs and perform proper management of human resources. h) He/She would be the designated Chief Information Security Officer (CISO) for the Academy. i) Any other works assigned by the competent authority.

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	
3. 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)	
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
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.	

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 Scheme	From	To

8. Nature of present employment i.e. Adhoc 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.
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			
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 in the PB	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 thing 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 ; (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. (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 of 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 "STC" 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 :

Contact Address _____

Mobile No. _____

e-mail ID: _____

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;

- There is no vigilance or disciplinary case pending/ contemplated against Shri /Smt _____
- His/ Her integrity is certified.
- His/ Her Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
- 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)

Note : Attested copies of Annual Confidential Reports for the preceding five years (from 2019-20 to 2023-24) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.