

**UT Administration of Dadra and Nagar Haveli and Daman and Diu,  
Office of the Superintendent of Police (HQ),  
Police Headquarters, Opp. Coast Guard Air Station,  
Nani Daman – 396 210.**

No.PHQ/GNL-III/CCPW-Cyber Lab-Outsource Manpower/2018/39

Dated: 01/02/2022

**ADVERTISEMENT**

**HIRING OF JUNIOR CYBER FORENSIC CONSULTANT DADRA & NAGAR HAVELI AND DAMAN & DIU**

**1. BACKGROUND:**

Cyber Crime Prevention against Women & Children (CCPWC) Scheme is being implemented by the Ministry of Home Affairs, Government of India. This scheme includes setting up of online cyber crime reporting portal, setting of cyber forensic training lab and capacity building of Police Officers, prosecutors & judicial Officers etc.

**2. SCOPE OF SERVICE:-**

The consultant shall act as the Cyber Forensic official and Security Consultant to the Department, who shall integrate, plan, successfully implement and deliver all Cyber Forensic/Security related activities for the Police Department.

**3. SCOPE OF WORKS:-**

- i. Establishment of State Cyber Crime Forensic Laboratory cum Training Centre.
- ii. Conduct Training, Seminar and Workshop on Cyber Forensic and Cyber Security.
- iii. Research and Development Activities.
- iv. Cyber Crime awareness among citizens.
- v. Prepare strategy and plan for prevention of Cyber Crimes.

**4. REQUIREMENT:-**

For setting up and operationalization of the Cyber Forensic Training Lab, the Police Department of Dadra & Nagar Haveli and Daman & Diu invites resume/applications from experienced professional in the domain. The applications are invited for a single post of junior Cyber Forensic Consultant for a period of 1 year as per financial rules for hiring of consultant.

**5. NAME OF DESIGNATION**

Junior Cyber Forensic Consultant

**6. NUMBER OF POST:-**

01 (One)

**7. LOCATION:-**

UT of Dadra and Nagar Haveli and Daman and Diu

**8. REMUNERATION:-**

INR One Lakh per month (Consolidated remuneration subject to maximum of Rs. One Lakh per month)

## **9. JOB DESCRIPTION:-**

### **A. Project Plan & implementation**

Prepare & review overall project implementation schedule to set up Cyber Forensic Training lab for Dadra & Nagar Haveli and Daman & Diu Police Department.

This includes but not limited to:-

- i. Planning & evaluation for procurement of forensic tools. (E-tender preparation and /or procurement through GeM)
- ii. Layout & network designing to setup the lab.
- iii. Handling installation of tools/software.
- iv. IT Security management.
- v. Drafting Standard Operating Procedures & guidelines.
- vi. Quality Certification of the lab.

### **B. Operations Management**

- i. Operationlization and Maintenance of lab.
- ii. Report Generation
- iii. Progress presentation.

### **C. Monitoring**

- i. RFP for up-gradation facilities of the lab and subsequently bid process management, award of contract, SLA preparation & monitoring/enforcement.
- ii. Risk assessment with recommendations to mitigate the risks.

### **D. Capacity building.**

- i. Preparation of training calendar.
- ii. Scheduling and communicating training plan.
- iii. Conducting training sessions (Theory and practical)
- iv. Evaluating & monitoring the performance of trainees.
- v. Providing refresher trainings periodically.
- vi. Developing new courses & curricular keeping up with latest development in Cyber Forensic.

## **10. OTHER SKILLS REQUIRED:-**

Should demonstrate effective communication at all level of department including senior leadership. Should possess problem-solving skills via logical and systematic thinking and showcase decision-making abilities.

## **11. REPORTING AUTHORITY:-**

Junior Cyber Forensic Consultant should be reporting to Superintendent of Police (HQ), Dadra and Nagar Haveli and Daman and Diu for all operational purposes.

**12. MINIMUM REQUIRED CRITERIA AND EDUCATION QUALIFICATION:-**

**i. Age:-** Not exceeding 40 years.

**ii. Minimum Education Qualification:-**

Regular degree in (i) B.E. / B.Tech in Information Technology / Computer Science Engineering or (ii) M.Sc. or MCA in Computer Science or Forensic Science or Information Security or Cyber Law.

**iii. Work Experience:** Minimum 03 years.

**13. CANDIDATE WILL FURTHER BE EVALUATED ON BELOW MENTIONED QUALIFICATION / WORK EXPERIENCE CRITERIA AND WILL BE GIVEN WEIGHTAGE / MARKS ACCORDINGLY.**

**A. Preferred education Qualification:-**

M.E./M.Tech in IT/ECE/CSE or equivalent ICT domain.

**B. Preferred Certifications /Diploma/Courses in:-**

Networking and /Or DBMS and/or Cyber Forensic and/or Certified Cyber Crime Investigator (CCCI) and/or, Computer Hacking Forensic Investigator, (CHFI) and/or Certified Forensic Computer Examiner (CFCE) and/or Certified Information System Security Professional (CISSP) and/or Certified Information System Auditor (CISA) and/or Certified in Risk and Information Systems Control (CRISC)

**C. Worked on leadership position for at least 5 years while handling team of at least 3 or more in ICT Sector.**

**D. Relevant experience in the following area(s)/aspect(s).**

i. Implementing all aspects of setting up and operationlization of Cyber Forensic Training lab or similar lab.

ii. Should have experience in planning, designing, procurement, implementation & monitoring of similar lab.

iii. Networking (esp. In WiFi, LAN etc)

a) Certification/course/diploma in this area would be given added weightage.

iv. Usage of Cyber Forensic Tools.

a) Certification/course/diploma in this area would be given added weightage.

v. Must have handled operational management and delivered capacity building workshops/training sessions.

vi. E-tender preparation and procurement through GeM.

**E. Desirable experience of working in the following areas:-**

i. Preparation of detailed project Report (DPR), Request for proposal (FRP) of ICT project(s)

ii. Bid process management of ICT project(s)

iii. Drafting of Contract & Service level Agreements (SLA) and monitoring of System Integrator (SI)

iv. Experience/knowledge of Software Development Life Cycle (SDLF)

a) Certification/course/diploma in this area would be given added weightage.

v. Handling database, application servers etc.

a) Certification/course/diploma in this area would be given added weightage.

vi. Experience in data mining and/or data analytics via ICT tools.

a). Certification/course/diploma in this area would be given added wightage.

**F. Preferred experience of working in the following areas:-**

i. Ethical hacking

ii. Forensic domain.

**14. TERMS & CONDITION:-**

i. The engagement to the post of Junior Cyber Forensic Consultant will be purely on contract basis. It neither leads to nor does it confer any rights for regular appointment or pensionary benefits in the UT Administration.

ii. The appointment will be initially for one year only. Further extension will be considered by the appropriate authority on the basis of satisfactory performance of the service.

iii. The employee will have to give a notice of one month to the controlling officer before deciding to quit from the post or deposit one month's salary in lieu of the same after which the appointment will stand terminated.

iv. The department reserves the right to terminate the contract to the post before the expiry of the stipulated period without assigning any reason of the giving a month's advance notice or paying one month salary.

v. The Committee constituted by the UT Administration Dadra & Nagar Haveli and Daman & Diu will hold the interview for the above advertised post and select the suitable candidates as per merit.

vi. Application in the prescribed format (neatly computerized typed) are invited from interested professionals who match or exceed the requisite qualification standard notified by the UT Administration for the post.

vii. Emoluments to the post are fixed (consolidated). No other allowance/claim by whatsoever name including DA is permissible. All statutory deduction including Income Tax (TDS) will be made as per the prevailing laws of the Govt. No other perks such as accommodation, vehicle etc. shall be payable.

viii. The office working hours shall be as per the Standing Order issued by the Administration.

**15. EVALUATION CRITERIA AND SELECTION PROCESS.**

All the applications will be scrutinized and suitable candidates will be shortlisted. The applicants will be evaluated based on appropriate marking system. The categories for marking and their respective marks are as under:-

Sr.No.	Parameter	Maximum Marks
1.	Point No. 13 A & B	10 Marks
2.	Point No. 13 C	10 Marks
3.	Point No. 13 D	10 Marks

4.	Point No. 13 E	10 Marks
5.	Point No. 13 F	10 Marks
	<b>Total</b>	<b>50 Marks</b>

**16. INSTRUCTION FOR FILLING UP THE FORMS:-**

i. The candidates should provide all the information prescribed in the instructions. The Authority will evaluate only those applications that are received in the required format and complete in all respects.

ii Candidates should carefully fill all the particulars with supporting documents to fulfil the criteria as prescribed in the instructions in **Point No.12 and Point No.13 A to 13 F** and convert it in single pdf format.

iii. Passport size photograph should have light background, face and eyes should be clearly visible, and no head-wear except for religious headgear is allowed.

iv. Candidates should submit his/her application form in pdf format only and mail to [digp-daman-dd@nic.in](mailto:digp-daman-dd@nic.in) on or before 25<sup>th</sup> February, 2022 by 1800 hours. No any application shall be entertained after due date and time.



(Darade Sharad Bhaskar) IPS  
Superintendent of Police (HQ),  
Dadra and Nagar Haveli and Daman and Diu,  
Daman

Copy to:

1. SO to DIGP, DNH & DD, Daman.
2. Dy. SP (HQ), Daman.

**Application for the post of Junior Cyber Forensic Consultant, Dadra and Nagar Haveli and Daman and Diu on contract basis.**

**(Please read detailed instructions for Hiring of Junior Cyber Forensic Consultant Dadra & Nagar Haveli and Daman & Diu)**

Past here recent passport size colour photo
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First Name-Second Name-Surname  
E-mail:-xxxx@xxxxx.xxx  
Mobile No.234567890  
DOB:-XX-January-2019  
Age\_\_\_\_\_ Years and \_\_\_\_\_ Months  
(Age of candidate as on last date of submission should not be greater than 40.0 years)

**Point No.12**

<b>Educational Qualification (Chronological Order Reveal First)</b>					
Month Year	Year-Month	College & University	Name of Graduate / Graduate Course	Post	Location

- (Full time/Part time/Regular/Correspondence/Executive Course)
- Secure CGPA/Percentage etc.
- Specialization/Accomplishment etc.

<b>Total Work Experience (XX) Years (Chronological Order-Recent First)</b>				
Month Year	Year-Month	Company Name and Location	Project and Designation	Responsibilities

**Point No.13 A**

<b>Preferred Educational Qualification (Chronological Order Reveal First)</b>					
Month Year	Year-Month	College & University	Name of Graduate / Graduate Course	Post	Location

**Point No.13 B**

<b>Preferred Certifications/Diploma/Courses (Chronological Order Reveal First)</b>					
Month Year	Year-Month	College & University	Name of Graduate / Graduate Course	Post	Location

**Point No.13 C**

<b>Worked on leadership position for (XX) years while handling team of (XX) in ICT Sector (Chronological Order-Recent First)</b>				
Month Year	Year-Month	Company Name and Location	Project and Designation	Responsibilities

**Point No.13 D**

<b>Relevant Experience (Chronological Order-Recent First)</b>			
Month Year-Month Year	Company Name and Location	Project and Designation	Responsibilities

**Point No.13 E**

<b>Desirable Experience (Chronological Order-Recent First)</b>			
Month Year-Month Year	Company Name and Location	Project and Designation	Responsibilities

**Point No.13 F**

<b>Preferred Experience (Chronological Order-Recent First)</b>			
Month Year-Month Year	Company Name and Location	Project and Designation	Responsibilities

**Personal Information**

<b>Father's name</b>	
<b>Mother's name</b>	
<b>Language known</b>	<b>Speaking:</b> <b>Reading:</b> <b>Writing:</b>
<b>Permanent Address:</b>	
<b>Correspondence Address:</b>	
<b>Contact details</b>	<b>(1) Landline:</b> <b>(2) Mobile:</b> <b>(3) email id:</b>

**Declaration**

1. I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief.
2. I have not suppressed/concealed/distorted any material fact or factual information.
3. I further undertake that I have never been prosecuted or convicted by criminal court or involved in any other case registered by the police.
4. I understand that my candidature is liable to be rejected in the event of any misstatement/discrepancy in the particulars being detected and after my appointment in such an event: my service is liable to be terminated without any notice or reason thereof.
5. I undertake not to make any claim or compensation if at any stage of my selection, my ineligibility for candidature is detected and my candidature is cancelled as a result thereof.
6. I have submitted scanned copy (in pdf format) of all supporting documents as prescribed in the instructions in **Point No.12 and Point No.13 A to 13 F** etc.