

HIRING OF CYBER FORENSIC CONSULTANT **CHANDIGARH POLICE**

Setting up and Operationalization of the Cyber Forensic Training Lab

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. CHANDIGARH POLICE REQUIREMENT:

For setting up and operationalization of the Cyber Forensic Training Lab, Chandigarh Police invites resume from experienced professional in the domain.

The resumes are invited for a single post of Junior Cyber Forensic Consultant at consolidated remuneration subject to maximum of Rs. 1 Lakh (Rupees One Lakh) per month upto 31 March 2020 as per financial rules for hiring of consultant.

3. NAME OF DESIGNATION:

Junior Cyber Forensic Consultant

4. NUMBER OF POST:

Single (One)

5. LOCATION:

Chandigarh U.T.

6. RENUMERATION:

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

7. JOB DESCRIPTION:

A. Project Plan & implementation

Prepare & review overall project implementation schedule to set up Cyber Forensic Training lab for Chandigarh Police. 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

- B. Operations Management
 - i. Operationalization 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
 - iv. Evaluating & monitoring the performance of trainees
 - v. Providing refresher trainings periodically

8. OTHER SKILLS REQUIRED:

Should demonstrate effective communication at all levels of Department including senior leadership.

Should possess problem-solving skills via logical and systematic thinking and showcase decision-making abilities

9. REPORTING AUTHORITY:

Junior Cyber Forensic Consultant shall be reporting to SP (Operations), Chandigarh Police.

10. EDUCATION QUALIFICATION:

Minimum education qualification:

Regular bachelor degree

Preferred education qualification:

Masters in Forensic/ ICT

Preferred Certifications/Diploma/Courses in:

Networking and/or DBMS and/or Forensic and /or any relevant field

11. WORK EXPERIENCE:

- A. Atleast 02 years of total experience.
- B. Preference on leadership position.
- C. Relevant experience in the following area(s)/aspect(s) shall be given weightage/preference.
 - i. Implementing all aspects of setting up and operationalization 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.

D. Desirable experience of working in the following areas:

- i. Preparation of Detailed Project Report (DPR), Request For Proposal (RFP) 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 (SDLC)
 - 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 weightage
- vii. Familiarity with Govt. e-Market (GeM) portal.

E. Preferred experience of working in the following areas:

- i. Ethical hacking
- ii. Forensic domain

- A. The candidature shall be disqualified if - resume/ CV is not received before the stipulated date & time
- B. The candidature shall be disqualified if - resume/ CV is submitted in hand written
- C. The candidature shall be disqualified if - resume/CV is not emailed in PDF format.
- D. Incomplete resume/CV received will be rejected and no intimation shall be sent separately to such applicants.

12. DISQUALIFICATION CRITERIA (MANDATORY):

- A. The candidature shall be disqualified if - resume/ CV is not received before the stipulated date & time
- B. The candidature shall be disqualified if - resume/CV is hand written
- C. The candidature shall be disqualified if - resume/CV is not emailed in PDF format and named in this format only – **CV_firstname_DOB_ddmmyy**]
- D. The candidature shall be disqualified if - the pdf is not emailed with subject line as – **CV_firstname_DOB_ddmmyy**]
- E. Incomplete resume/CV received will be rejected and no intimation shall be sent separately to such applicants.

F. APPLICATION FEE (Non-Refundable):

Applicant have to submit Bank Draft amounting to Rs. 1000/- (Rupees one thousand only) in favour of “Director General of Police, UT, Chandigarh” payable at Chandigarh by registered post to Computer Section, Chandigarh Police Headquarters, Sector-9D, Chandigarh on or before last date of submission of applications. Applicants are advised to write his/her name, father’s name and date of birth on the backside of DD.

13. DESIRABLE REQUIRMENTS:

It is desired that:

- A. Resume/CV is emailed along with all relevant supporting self attested scan copies (indicative but not exclusive – testimonials of qualifications, work experience certificate etc.)
As ONE comprehensive document in pdf format.
- B. The scan copy should be readable. The scan documents should be in English/Hindi language only. In case of other language, translation should be provided.
- C. Resume/CV should have latest scanned passport size photograph.

14. LAST DATE OF SUBMISSION:

The Resume/CV should be e-mailed at police-chd@nic.in **before 8th November 2018**. Resume/CV received after due date & time will not be entertained. Amendments w.r.t recruitment, if any, will be notified only on the website. No TA/DA will be paid for attending the interview or any stage with regard to the selection process/procedure.

15. RESUME/CV FORMAT:

- A. The pdf should be named in this format only – **CV_firstname_DOB_ddmmyy**]
- B. The CV/resume format is annexed below: (Annexure A)

16. SELECTION CRITERIA:

- A. Language: Reading, Writing and speaking skills of English and Hindi are mandatory.