

A-12031/1/2023-PERSONNEL SECTION-BCAS (E-233606)

Government of India
Ministry of Civil Aviation
Bureau of Civil Aviation Security

'A' Wing I-III Floor, Janpath Bhawan,
Janpath, New Delhi – 110001.
Dated: 31st October, 2023

VACANCY CIRCULAR

Subject: Inviting applications from individuals, who are citizen of India, for the post of Cyber Security Consultant for an initial period of one year in the Bureau of Civil Aviation Security, Ministry of Civil Aviation on a Contractual basis – reg.

Bureau of Civil Aviation Security (BCAS), an attached office of Ministry of Civil Aviation, Government of India, invites applications from individuals, who are citizen of India, for the post of CYBER SECURITY CONSULTANT for an initial period of one year in the Bureau of Civil Aviation Security, Ministry of Civil Aviation on a Contractual basis, *within 30 days of issue of this circular in the employment newspaper:*

Sl. No.	Name of the Post	Number of Vacancy
i.	Cyber Security Consultant	01

I. Primary job duties/responsibilities include the following:

- (i) Reviewing and revising Aircraft(Security) Rules 2022 from the perspectives of cyber security;
- (ii) Create roadmap for the office of Director General of Bureau of Civil Aviation Security (BCAS) on all issues and aspects pertaining to cyber security in the context of civil aviation and drafting appropriate legal documentation pertaining to aviation cyber security including issues concerning SSI and SSC;
- (iii) Suggest specific actions on the basis of ICAO documents including Chapter 18;
- (iv) To draft appropriate cyber security leadership, papers, and other cyber security and legal inputs for ICAO for enabling India through DG BCAS to establish and maintain India's thought leadership on cyber security issues with ICAO including attending meetings and interacting with ICAO stakeholders;
- (v) To advice and help on specific steps to be taken and to help provide relevant legal documentations necessitated on aviation cyber security and the NCASP, NCASQPC and NCASTP;
- (vi) To advice and help in drafting and evolving the frameworks being headed by DG BCAS;
- (vii) To help draft specific cyber security issues rules and regulations as also security practices, procedures and protocols concerning cyber security in civil aviation ecosystem;
- (viii) To provide cyber hacking scenarios and its counter measures in Aviation Sector.

- (ix) To help, develop, publish and also enforce cyber security standards for civil aviation stakeholders including cyber security legal audit;
- (x) To help DG BCAS in terms of appropriate compliances in the context of the Information Technology Act, 2000 and rules and regulations made there under;
- (xi) To draft incident response reporting mechanism, processes, rules and regulations for DG BCAS in the event of cyber security breach as also draft appropriate templates, rules and regulations;
- (xii) To advice and help draft appropriate legal documentations and policies for DG BCAS in the context of emerging technologies including Artificial Intelligence, Machine Learning, data mining as also data centres related issues;
- (xiii) To provide day-to-day advice on practical issues impacting cyber security to be dealt with or handled with by DG BCAS in terms of applicable laws prevailing laws in India;
- (xiv) To advice DG BCAS on appropriate strategies to be drafted and implemented for strengthening the roles and responsibilities of DG BCAS concerning cyber security in civil aviation cyber security
- (xv) To advice on cyber capacity building initiatives to be undertaken by DG BCAS and also to help in planning and implementing all such cyber capacity building initiatives concerning cyber security initiatives of DG BCAS.

2. The terms and conditions of Consultants to be engaged are as under –

Sl. No.	Name of the Post	Cyber Security Consultant
i.	Total Vacancy	01
ii.	Eligibility Criteria	<p>Essential:</p> <ul style="list-style-type: none"> i. LLB degree with a minimum of 15 years practical experience with 10-year specialisation in cyber law/ cyber security. <p>Desirable:</p> <ul style="list-style-type: none"> i. Having authored publications on cyberlaw and cyber security to his/her credit ii. International experience of having trained officers of International Bodies on Cyber Security iii. Having testified before any Government Committee. iv. Having organised and spoken at National/International conferences on the subject of Cyber Security, Cybercrime and Cyber law. v. Work experience in fields related to the Information Technology Act, 2000 and its amendments. Understanding of Government policies/guidelines regarding cybercrimes and cyber/IT laws in India.

2.1 Age Criteria: The applicant should be below the age of 65 years and above the age of 45 years as on the closing date of this advertisement. Applicant should be in good health for discharging his/her official duties effectively.

2.2 Period of Engagement:

2.2.1 The engagement of the Consultants shall be purely on a contractual basis **initially for a period of one year** which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The Consultants will not confer any right for regular appointment in BCAS.

2.2.2 The engagement of the Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with BCAS.

2.3 Job location would be BCAS HQ, Janpath Bhawan, New Delhi.

2.4 Remuneration & Allowances:

2.4.1 The Consultant shall be paid a fixed consolidated lump sum monthly remuneration of Rs.2,00,000 (Rupees Two lakhs only)

2.4.2 No Transport allowance, DA, HRA, PF, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion, etc., or any other benefits will be admissible.

2.4.3 The amount of remuneration so fixed shall remain unchanged for the term of the contract.

2.4.4 The Income Tax or other tax(es) will be deducted at source as per Government instructions.

2.5 Working Hours and Leave:

2.5.1 The Consultant shall be required to observe the normal office timing from 9: 30 AM to 6:00 PM (Monday to Friday). He/she may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. However, no extra compensation will be paid if a person attends office beyond normal office timings.

2.5.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

2.5.3 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year may not be allowed.

2.5.4 "No work no pay" will be applicable during the period of engagement.

2.6 Termination of Agreement: The BCAS may terminate the contract, if: -

2.6.1 The Consultant is unable to address the assigned work.

2.6.2 The quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the BCAS.

2.6.3 The Consultant is found lacking in honesty and integrity.

2.6.4 The Competent Authority in the BCAS may also terminate the contract at any time without giving any notice and also without assigning any reason.

2.7 General Terms & Conditions:

2.7.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the BCAS shall remain within the office.

2.7.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of the assignment and even after termination of the contract without the express written consent of the BCAS.

2.7.3 The Consultant would be required to sign a non-disclosure undertaking before being assigning of any work.

2.7.4 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office nor will he indulge in any activity outside the terms of the contractual assignment.

2.7.5 The Consultant shall not claim any benefit/compensation/absorption/ regularization of service with this Department.

2.7.6 The consultant shall not be entitled to any TA/DA for joining the appointment.

3. The person who fulfills the eligibility criteria as mentioned above and is willing to work as a Consultant against the above post on the terms and conditions mentioned above must submit his/her application in the prescribed format enclosed as Annexure-I, *along with the self attested copies of documents*, to the undersigned **on or before 30 days of issue of this circular**.

4. **Procedure for Selection:** Candidates meeting the conditions above will be shortlisted based upon criteria formulated by the BCAS and as per the extant provisions of General Financial Rules (GFRs).

4.1. The decision of the Evaluation Committee for selection purposes will be final and binding on all candidates. Applications received with incomplete information or received beyond the closing date will not be considered and will be summarily rejected without any further communication.

5. All Central Govt. Ministries/Departments may give wide publicity to this Circular among their staff/attached/subordinate Offices, etc.


(Umesh Kumar Bhatia)

Director (Admn.)

Tele No: 011 - 23717174

Email Id: ukbhatia@gov.in

To:

1. All Ministries/Departments of Government of India (Through DOPT website).
2. NIC to upload this Circular on the website of BCAS.
3. The Under Secretary (CS-I, Coord.), Department of Personnel & Training (DOPT), 2nd Floor, A Wing, Lok Nayak Bhawan, Khan Market, New Delhi - 110003 with the request to upload this Circular on the website of DOPT for wide publicity.
4. Website of Ministry of Civil Aviation.
5. All I/Cs of Regional Offices of BCAS with request to give wide publicity to this Circular.
6. Notice Board.
7. Office Order Folder.

Annexure-I

Application format for the post of Cyber Security Consultant on contract basis in the BCAS:

1.	Name of the post applying for	Cyber Security Consultant	Photo		
2.	Name				
3.	Father/Mother/Husband's Name				
4.	Date of Birth				
5.	Permanent Address				
6.	Address for Correspondence				
7.	Contact Tel No./Mobile No.				
8.	Email ID				
9.	Educational Qualification(s) <i>(self attested copies of certificates)</i>				
10.	Bank A/c Details (with copy of passbook/cancelled cheque)				
11.	Details of Experience (Add separate sheet if required)				
12.	Designation/Position and Name of Organization	From	To	Nature of Work in detail:	Remarks
13.	Any other experience/details/comments				

DECLARATION

I do hereby declare that the particulars above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of BCAS in this regard. All terms and conditions of engagement as mentioned in the circular are acceptable to me.

Signature

Place :

Date :

Full name of the applicant

NON-DISCLOSURE UNDERTAKING

To

The Deputy Director (Pers.),
Bureau of Civil Aviation Security,
'A' Wing I-III Floor, Janpath Bhawan,
Janpath, New Delhi – 110001.

Sir/Madam,

I hereby undertake –

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential;
- Not to sell, trade, publish, or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format;
- To hold such confidential information in trust and confidence both during and after the term of my engagement;
- Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with BCAS which would otherwise conflict with my obligations towards BCAS;
- To abide by data security policy and related guidelines issued by BCAS;
- Not to resort to any corrupt practices in any aspect and at any stage during the tenure of engagement; and
- To maintain the highest standards of ethics & integrity during the period of engagement as a Consultant in BCAS.

2. In the event of termination of my engagement for any reason whatsoever, I shall promptly surrender and deliver to the BCAS any records/material/equipment/documents or data which is of confidential nature.

3. I shall keep BCAS informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature

Name:.....

Address & Contact No.....

Dated:.....