

**Ministry of Home Affairs  
Cyber and Information Security Division  
Room No. 17-A, North Block  
New Delhi-110003**

**Subject: Call applications for the post of One Senior Manager Information Security and Two Deputy Managers Information Security in Ministry of Home Affairs.**

Information security is paramount for any organization and well implemented IS policy with regular security audits help achieve this objective. Information security involves topics such as an organization's governance, risk management and management controls over efficiency/effectiveness of operations (including safeguarding of assets), the reliability of management reporting and compliance with laws and regulations. Ministry of Home Affairs offers an opportunity to deserving information security professionals to be part of MHA to implement National Information Security Policy & Guidelines and improve its compliance by providing insight and recommendations based on analyses and assessments of data and business processes.

Ministry of Home Affairs invites application from citizens of India for the following posts to be located at New Delhi, on contractual basis initially for a period of 3 years.

- 1. Senior Manager Information Security (one post)**
- 2. Deputy Manager Information Security (two posts)**

Compensation to the selected candidates will be commensurate with the industry norms.

Details of required qualifications, Job Objectives, Roles and Responsibilities and Job Experience for the posts are given in **Annexure**.

Candidates interested for the aforesaid posts may submit their CV along with one photograph to the undersigned by 20<sup>th</sup> February, 2018 at the email: [cisd-mha@nic.in](mailto:cisd-mha@nic.in) or by post at the given address:

Director (Cyber & Information Security -II)  
Room NO. 17-A, North Block  
Ministry of Home Affairs  
New Delhi

**Be a part of the Cyber & Information Security, Ministry of Home Affairs**

**Position: Senior Manager Information Security (One post)**

**Location: New Delhi**

<b>Job Profile</b>	<b>Qualification &amp; Experience</b>
<p><b>Job Objectives:</b></p> <p>Implement NISPG, conduct regular information security audit and improve IS policy in Ministry of Home Affairs</p>	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"><li>I. Graduate degree in Computer Science/Information Technology.</li><li>II. Any Architect or equivalent certifications like TOGAF etc.</li><li>III. Advanced certifications information security CISSP, CISA, CISM, GIAC etc.</li></ol>
<p><b>Roles &amp; Responsibilities:</b></p> <p>Report to CISO on the effectiveness of the Information Security Program, including policy, violations, security risks, progress of allsecurityrelated remedial actions and metrics.</p> <ol style="list-style-type: none"><li>a) To assist in conducting all preparatory work for NISPG implementation, ISMS Certification including Internal ISMS Audits.</li><li>b) Developing and maintaining the Information Security Policies, Procedures and Standards for use throughout MHA;</li><li>c) Ensure that all critical operations are carried out in accordance with the security requirements;</li><li>d) Perform regular internal audits and provide regular reports at the division and organization level;</li><li>e) Manage the response to any information security incidents;</li><li>f) Analyse the security incidents and document corrective and preventive actions.</li><li>g) Follow-up on audit findings at appropriate intervals and maintain a follow-up database for this purpose.</li><li>h) Coordinate for external security audit and suggest appropriate measures for strengthening information security in MHA.</li></ol>	<p><b>Experience:</b></p> <ol style="list-style-type: none"><li>I. Should have minimum of 15 years' experience in Information Security with at least 7 years in security audit.</li><li>II. Proven experience as an Information Security solutions Architect in more than one project life cycle.</li><li>III. Experience/strong understanding of Information Security - policies and procedures, logical and physical security, anti-virus</li><li>IV. Should be ISO 27001 certified auditor.</li><li>V. Minimum of 5 years of experience in managing information security management systems.</li><li>VI. Experience in Implementing information security solutions</li><li>VII. Minimum of 1 full lifecycle implementation of ISMS/GRC programs in a complex, multi-location environment.</li><li>VIII. Knowledge about IT GRC tool like Archer, Modulo etc is highly preferred.</li><li>IX. Ability to understand client security requirementsand conceptualize/designsecurity</li></ol>

<p>i) Plan security systems by evaluating network and security technologies, developing requirements for local area networks (LANs). Wide area network (WANs), cloud infrastructure, virtual private networks (VPNs), routers, firewalls, and related security and network devices, designs public key infrastructures (PKIs), including use of certification authorities (CAs) and digital signatures as well as hardware and software, adhering to industry standards.</p> <p>j) Participates in IT security assessments, risk analysis and reporting.</p> <p>k) Responds to requests for information on MHA policies, practices guidelines and standards.</p>	<p>controls to ensure the cost of protection is commensurate with the value at risk.</p>
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**Position: Deputy Manager Information Security (Two posts)**  
**Location: New Delhi**

<b>Job Profile</b>	<b>Qualification &amp; Experience</b>
<p><b>Job Objectives:</b></p> <p>Assist implementation of NISPG, conduct regular information security audit and improve IS policy in Ministry of Home Affairs</p>	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>I. Graduate degree in Computer Science/Information Technology.</li> <li>II. Any Architect or equivalent certifications like TOGAF etc.</li> <li>III. Advanced certifications information security CISSP, CISA, CISM, GIAC etc.</li> </ol>
<p><b>Roles &amp; Responsibilities:</b></p> <p>To assist Senior Manager (Information Security) in discharge of assigned duties.</p>	<p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>I. Should have minimum of 6 years' experience in Information Security with at least 2 years in security audit.</li> <li>II. Proven experience as an Information Security solutions Architect in more than one project life cycle.</li> <li>III. Experience/strong understanding of Information Security - policies and procedures, logical and physical security, anti-virus</li> <li>IV. Should be ISO 27001 certified auditor.</li> <li>V. Minimum of 3 years of experience in managing information security management systems.</li> <li>VI. Experience in Implementing information security solutions</li> <li>VII. Minimum of 1 full lifecycle implementation of ISMS/GRC programs preferred.</li> <li>VIII. Knowledge about IT GRC tool like Archer, Modulo etc is highly preferred.</li> <li>IX. Ability to understand client security requirements and conceptualize/design security controls to ensure the cost of protection is commensurate with the value at risk</li> </ol>