

**UT Administration of Daman & Diu,  
Office of the Superintendent of Police (HQ),  
Daman**

No. /SP(HQ)/DMN/ESTT/2019/ 119

Date:-30/01/2019

**HIRING OF CYBER FORENSIC CONSULTANT 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 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, Daman & Diu Police invites resume/applications from experience professional in the domain. The applications are invited for a single post of junior Cyber Forensic Consultant upto Rs. One Lakh per month depending on qualification and experience for a period of 1 year or upto 31<sup>st</sup> March 2020 as per financial rules for hiring of consultant.

**5. NAME OF DESIGNATION**

Junior Cyber Forensic Consultant

**6. NUMBER OF POST:-**

Single (One)

**7. LOCATION:-**

Daman & Diu U.T.

**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 Daman & Diu 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.
- 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, Daman District for all operational purposes.