

RECRUITMENT RULES FOR THE POST OF “INSPECTOR CIPHER” IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION

SCHEDULE – I

1.	Name of Post	Inspector Cipher
2.	No. of Posts	01 (One) – 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group B (Non-Gazetted) (Non-Ministerial)
4.	Pay Band and Grade Pay/ Pay Scale	PB – 2 Rs. 9300-34800/-, Grade Pay Rs 4600/-
5.	Whether selection post or non-selection post	Selection
6.	Whether benefit to added years of service admissible under rule 30 in CCS (Pension) Rules, 1972?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educations required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotes?	Not applicable
10	Period of probation, if any	2 years
11	Method of recruitment whether is direct recruitment or by promotion / deputation absorption and percentage of posts to be filled by various method	By promotion
12	In case of recruitment by promotion/ absorption/ deputation/ grades from which promotion/ deputation/ absorption to be made.	Promotion: From amongst Cipher Operators in A&N Police Radio Organization in the PB-2, Rs. 9300-34800 with Grade pay of Rs.4200/- and have qualified Grade. 1. Cipher Operator course from CPRTI, DCPW with years regular service in the Grade of Cipher Operator.
13	If a DPC exists, what is its composition	Group ‘B’ DPC (for Promotion) consisting of:- i) DIGP -Chairman ii) IGP/DIGP -Member iii) Police Radio Officer -Member iv) An officer from other department having technical knowledge -Member
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule -I

DUTIES AND RESPONSIBILITIES

INSPECTOR (CIPHER)

1. Inspector (Cipher) will act as Incharge Cryptographic Cell under the Police Radio Officer. He will be Responsible for correct distribution, accounting, destruction and safe custody of the cryptographic

Material.

2. He is responsible to Police Radio Officer for the accurate secure and efficient working of the crypto Centers in Andaman and Nicobar Islands. To this end his responsibilities are defined in succeeding Paragraphs.

3. He is responsible to make arrangements for collection of Cipher documents every three months from IGP (Technical service), Chennai.

4. TECHNICAL SUPERVISION

- i) Provide for and supervise the technical training of cipher personnel.
- ii) Organize and impart training to new suitable entrants to cipher as and when ordered by Police Radio Officer.
- iii) Ensure that all cryptographers are thoroughly familiar with the cipher operation instruction for Each system and with such other local instruction as may be issued by competent authorities from time to time.
- iv) Periodically visit all cryptocentres under command and put up his suggestion remarks to Police Radio Officer for consideration to, improve the cipher technical physical security.
- v) Keep the Police Radio Officer informed of all developments in cryptography
- vi) Ensure submission of all reports, returns, vouchers destruction certificates relating to ciphers.
- vii) Check and scrutinize all cipher traffics daily for correct routing, selection of cipher, special instructions if any, editing, solving of mutilation and corruptions, time o receipt and clearance etc.
- viii) Inform Police Radio Officer of messages delayed/ likely to be delayed
- ix) Bring to the notice of Police Radio Officer cases of high incidence of transmission errors or or undue delay in clearance of messages.
- x) Bring to the notice of Police Radio Officer cases of breach of Cipher security and its remedial measures.
- xi) Will ensure that normal cipher couiers are sent to supply collect the cryptomaterial according to the schedule as laid down from time to time,
- xii) Check the duty cipher officers diary daily.
- xiii) Month returns such as Monthly cipher traffic return etc. should be submitted to the DCPW without fail.

5. CIPHER SECURITY

- i) Keep a current ledger of registered cipher documents/ equipments and will ensure the safe custody and security of documents/ equipment held on charge.
- ii) Carry out physical check of all cipher material daily and certify to this effect in the ledge:
- iii) Be personally responsible for the destruction of obsolete cipher documents according to the current instructions in force from time to time.
- iv) Ensure that the old traffic is regularly destroyed and a record is maintained in that effect in a register after a specified time as laid down from time to time.
- v) Ensure that when cryptomaterial is being handed over from on shift to another strict continuity of responsibility is maintained.
- vi) Ensure that all operators are well versed in duties allocated in the EMERGENCES DESTRUCTION SCHEME
- vii) Ensure that all suspected or actual cases of compromise are reported promptly to Police Radio Officer and thereafter to proper authorities.
- viii) Ensure access to crypto centre is confined to the following only.

- a) Director general of Police (Holder)
- b) Police Radio Officer (custodian)
- c) Cipher personnel
- d) Any other person nominated by serial No. 1 & 2 above for specified period and purpose

ix) Constable messenger sweeper, PWD workers may be allowed to enter but they will be working under the supervision of cryptographer.

x) Ensure that access to cipher traffic is confined to cipher personnel only however, Police Radio officer may see the traffic for scrutiny purposes not be seen by any other than the encryptor/ decryptor and inspector Cipher only.

xi) Ensure that cryptocentre is attended by cipher personnel throughout 2nd hours and that cipher documents are never left unattended. However, when cipher operator is not having any traffic in cipher office, he may be employed in signed centre for working at that time the cipher office will be looked.

xii) Ensure that the duplicate keys of documents box/ safe/ container/ cupboard are deposited with the Police Radio officer in a sealed envelop.

xiii) Bring to the notice of the originator/ addressees of all messages passed in a cipher suspected of being compromised.

xiv) Ensure that all the rules for technical and physical security are fully observed.

6. with a view to improving the technical standard and efficiency of cipher operators and taking remedial / disciplinary action against defaulters, as deemed necessary by higher authorities, Inspector (Cipher) will maintain a "Irregularity Register" in which following details will noted.

- i) Mistakes committed by operators and particulars of person involved.
- ii) Remedial action taken/ warning order issued to avoid reoccurrence.
- iii) Persistent errors if any to be brought to the notice of Police Radio Officer.
- iv) Signature of the defaulters, after Police Radio Officer/ Inspector Cipher's remarks.