SYLLABUS

(1) Legal Officer in Grade 'B'
Paper-I: General Knowledge of Law (Objective and Descriptive Type):
The candidate should make themselves familiar with the fundamental concepts, issues and current developments in the field of (i) Constitutional Law (ii) Administrative Law (iii) Financial sector laws (iv) Procedural laws (v) Principles of Statutory Interpretation and Legal Drafting, etc. The above syllabus is only indicative and not exhaustive.

Paper-II (English): Essay, Precis writing, Comprehension and Business/Office Correspondence.

(2) Assistant Manager (Protocol & Security) In Grade 'A'

Security - Basic Practices and Principles

(a) Definitions, Concepts, Inter-relations (Inclusive of but not exhaustive)
    i. Security & Safety
    ii. Physical Security, Information Security, IT Security, Broad Overlapping Areas
    iii. Incident, Emergency, Crisis, Disaster
    iv. Asset (& Liability), Risk, Threat, Vulnerability
    v. Asset Protection, Loss Prevention
    vi. Gaps & Countermeasure
    vii. Loss/Risk Event, Criticality (Impact) and Probability (Frequency), Occurrence Possibility, Loss Potential
    viii. Other security related terms and concepts

(b) Basic Security Management Principles & Approach
    i. Defensive
    ii. Covert & Unobtrusive
    iii. Overt and Loud
    iv. Reactive
    v. Pro-active
    vi. Best Practices

(c) Reputed Industrial & Physical Security Institutions, Bodies, Organisations & Associations
    i. India
    ii. International

Security Management: Components & Concepts
    a) Assessment and Planning
    b) Security Survey & Audit
    c) Resource Planning and Management
    d) Man Management - Manpower Planning, Deployment, Utilisation
    e) Perimeter Protection / fortification
    f) Asset hardening / protection
    g) Access Control
    h) Surveillance & Monitoring- Methods and approaches
    i) Alarms and Response Mechanism - SOPs, Drills, Rehearsals & tests
    j) Layered Defence, Multi-Level Protection
    k) 5/6-D (Approach) Principle
    l) Illumination and Security Lighting
    m) Security Hardware (Gadgets and Tangible Aids)
    n) Security Software (SOPs, Procedures, Practices etc.)
    o) Training
    p) Integration - man & machine, gadget & gadget
    q) Maintenance and upkeep of systems and gadgets
    r) Risk Management

s) Budgeting, ROI, Allocation of Resources, Output
t) MIS - Reports, Returns, Records for information, analyses, planning, change etc.
u) Supervision, Command & Control - Checks, controls and tools

3. Risk Assessment: Components & Concepts
(a) Asset Profiling
(b) Threat Analysis
(c) Vulnerability Assessment
(d) Possible I Potential Loss Event Profiling
(e) Criticality and Probability - for profiled potential/possible Loss Events
(f) Risk Matrix and priority I classification
(g) Gap Determination
(h) Gap Closure - Countermeasure
    i.Determination of Options
    ii.Selection on the basis of requirements/resources
    iii.Procurement & Deployment
    iv.Commissioning & Maintenance
    v.Principle of Leverage
(i) Risk Management- Basic Principle & stepwise (Identify, Analyze, Evaluate, Treat, Monitor/ Review) Risk Management Process. Types of risk treatment methods. Combinations of methods. Examples.
    i.Avoidance
    ii.Mitigation
    iii.Reduction
    iv.Spreading
    v.Transfer / Sharing
    vi.Acceptance

4. Security Hardware
Security Gadgets and their utility as control measures, their types and ratings, inter gadget integration of microprocessor based gadgets, false alarm ratio, analogy of very high accuracy gadgets versus high/medium accuracy gadgets, available options based on mathematical probability etc.
(a) X-Ray Baggage Scanning Systems
(b) Door Frame Metal Detectors
(c) Hand Held Metal Detectors
(d) Under Vehicle Scanning Systems
(e) Under Carriage Inspection Mirrors
(f) Security Emergency (Burglar) Alarms (Analogue and Digital)
(g) Fire Safety gadgets, equipment and systems
    i.Fire Extinguishers - All types and uses
    ii.Water Storage Reservoirs (Underground/Overhead)
    iii.Fire Pump Systems & Hydrant Systems
    iv.Internal/External Hydrants (Hose Reel and Hose Pipe)
    v.Fire Sprinkler System
    vi.Wet Riser System
    vii.Fire and Smoke Detection and Alarm System
    viii.Miscellaneous Fire Fighting Equipment
(h) Public Address System
(i) Mobile Sentry Posts
(j) Watch Towers
(k) Communication Systems (EPABX Exchange, Booster Station, Base Stations, Radio, Intercoms, Landlines, Cellular, PA, Hotlines)
(l) Hotlines and Auto Diallers
(m) Walkie-Talkie Radio sets
(n) Long Range Dragon Lights
(o) Explosive Vapour Detectors
(p) Motorised Gate - sliding, swivel, revolving, turnstiles
(q) Motorised Electronic Boom Barriers
(r) Motorised Electronic Bollards

(s)   Motorised Tyre Busters
(t)   Portable Security Cabins
(u)   Bullet Proof Glasses, Shatter Proof Glasses, other glazing options
(v)   Bullet Proof Gear- Jackets and Helmets
(w)   Sniffer Dogs with Handlers
(x)   Outsourced Security Guard Force
(y)   Own/Proprietary Guard Force
(z)   State/police/Armed Guard Force
(aa) Basic Knowledge of Small Arms and Automatic Weapons -Range, utility, coverage and   deployment

5. Security Software
(a) Policy Documents, Manuals & Handbooks, SOPs
(b) Incident, Emergency, Crisis, Disaster Management I Response - Guidelines and Practices
(c) Known and Practised Drills & Rehearsals, OJT
(d) Ingenious methods / techniques of security operations in case of failure of specific gadgets or unavailability of resources or absence of any specified guideline
(e) Absorbed training put to operation / practised by trained manpower
(f) Security Conscious Work Culture adopted by Sensitized Workforce
(g) Workforce knowledge to manage/respond to security situations

6. Training
Management, supervision, monitoring, gadget / system operation, Basic First Responder, SOPs, Detailed Guidelines up to key role players and concerned individuals, Established Practices, Security oriented sensitization, incident / crisis / emergency / disaster response & management
(a)   Own Security Staff & Own General staff
(b)   Outsourced Security Staff & Outsourced miscellaneous staff
(c)   Incident / Emergency / Crisis Response Teams
(d)   Disaster Management / Response Teams
(e)   Own Training Institutions
(f)   External Training Institutions
(g)   Arranged Workshops (External and/or Internal Faculty)
(h)   OJT
(i)   Surprise Drills / Tests - Feedback & Follow-up

7. Fire Safety - Prevention, Firefighting, Response & Management
(a) Fire - Basic Concepts
(b) Fire Triangle
(c)Types and classification
(d) Methods to break the fire triangle
(e)Types of Fire Extinguishers and their opera ting procedures
(f) Response Plan to fire situations, SOPs, Guidelines
(g) Basic DOs and DONTs
(h) Guidelines Prevention for Preventive Measures
(i) Guidelines for Fire Fighting / Response Preparations to be in place
(j) Statutory, IS and NBC Standards & Guidelines

8. CCTV - Basic General & Operational Knowledge
(a) Analogue and digital systems
(b) IP based systems
(c) Types of cameras
(d) Types of storage mechanisms
(e) Monitoring & surveillance,
(f) Recording and retrieval of footage
(g) Back-up and mirroring of data
(h) Onsite I off-site storage
(i) Placement of cameras
(j) Optimal coverage
(k) Records to be maintained

(l) Legal Aspects
(m) Video Analytics and its utility
(n) Futuristic trends
(o) Related IT / IS guidelines on the subject

9. Manpower
(a) Selection and recruitment
(b) Background screening / antecedent verification for own staff as well as outsourced staff
(c) Fidelity Agreements / Bonds / Undertakings / Guarantees with or from outsourced manpower/service suppliers
(d) Planning and deployment
(e) Deployment, rotation, leave and leave reserves
(f) OJT
(g) Specific Training
(h) Records to be maintained
(i) Handing/taking over
(j) Command and control aspects
(k) Legal Aspects
(l) Man Management - General Administration / Discipline / Motivation / Leadership / Efficiency/Supervision / Command, Control & Guidance
(m) Related Statutory/General Guidelines on the subject

10. Sniffers and K9
(a) Basic concepts regarding the usefulness of dogs
(b) Utility and deployment
(c) Generally Talented breeds
(d) Sniffing procedures
(e) Handling and maintenance
(f) Merits and demerits
(g) Medical Issues
(h) Legal Aspects
(i) Training and Certification

11. Executive Protection
(a) Basic Principles
(b) DOS and DONTs
(c) Precautions
(d) Own Resources / Expertise
(e) Outsourcing Expertise
(f) Challenges and solutions

12. Disaster Management and BCP
(a) National Policy related to DM
(b) DM authority and basic organogram for the state/city
(c) Local DMP and response/management plan
(d) Integration of own plans with plans of the state/national authorities
(e) Local Mutual Aid Agreements
(f) Training of staff, sensitization about DMP and its extreme importance
(g) DOs and DONTs

13. Information Security
(a) Basic Concepts and Principles
(b) Understanding and sharing the importance of Information Security
(c) Preventive Measures
(d) Precautions and cross check methods
(e) Physical Security vis a vis Information Security
(f) Overlapping Areas and demarcation of roles
(g) Knowledge of methods / gadgets in use, countermeasures to discover and neutralise them
(h) Concept of Espionage, Infiltration, Opponent's Reece and observation, Social Engineering

(i) Concepts & methods of denying information, both verbal and non-verbal.
(j) DOs & DONTs
(k) Legal Aspects, Statutory Guidelines / Instructions

14. IT Security
(a) IT Security - Basic Idea of general set-up with emphasis on physical security aspects
(b) Clarity of physical security's role towards assisting with overall IT Security
(c) Authorised Physical Access Control Measures
(d) Demarcation of roles and responsibilities
(e) Checks on inward and outward movement of men & material
(f) Consistent knowledge of latest trends that could be adopted by perpetrators using physical security loop holes in terms of lack of knowledge & understanding of the overlapping areas of IT/Physical Security
(g) Clarity between Information Security and IT Security and their overlapping areas with Physical Security.

15. Organisational Relationship Management & targeted security management oriented Liaison
(a) Basic concepts, principles and ethics
(b) Clarity of Roles and Responsibilities
(c) Understanding organisational objectives, aims and interests
(d) Organisational Image as an Asset, its protection from reputational risk / loss / threat
(e) DOs & DONTs
(f) Mandate from the management regarding maintaining relationships with external agencies and its limits
(g) Knowledge of local army, police, fire services, paramilitary set-up
(h) Knowledge of concerned bureaucratic set-up (Home, Disaster Management, Banking/Finance etc.)
(i) Integrity & Sincerity - Keys to maintaining & managing respectful and healthy relationships

16. Administration
(a) Basic Concepts and Principles
(b) General Office Management / Administration
(c) Man Management
(d) Discipline
(e) Deployment, Duties and Leave
(f) Code of ethics
(g) Motivation and management of morale
(h) General Welfare
(i) Supervision, command & control - checks and controls