



Appointment of Chief Information Security Officer (CISO) on Contract Basis

General Insurance Corporation of India (GIC Re), the “National Reinsurer of India” invites applications from eligible Indian citizens for the appointment of Chief Information Security Officer (CISO) on Contract basis.

Candidates fulfilling required eligibility criteria apply through MS-Form link given on GIC Re Website(www.gicre.in) on or before 17th April,2024

Start Date of receiving of Application: 05th April, 2024

Last Date of receiving of Application: 17th April, 2024

1. Details of POSTS / VACANCY/ AGE/ CONTRACT PERIOD/SELECTION PROCESS/ PLACE OF POSTING/ ANNUAL CTC:-

Post	Vacancy	Age	Contract Period	Place of Posting	Annual CTC
	Total	(as on 01.12.2023)			
Chief Information Security Officer (CISO)	1 - Unreserved	Minimum 40 years to Maximum 55 years	2 years initially and can be extended based on performance	Mumbai	Salary will not be constraint for deserving candidate

- Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Admission to Personal Interview (PI), will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents with the originals when the candidate reports for PI, if called.
- Candidates are advised to check Careers Page on Corporation’s website www.gicre.in for all further announcements/details. Any revision/ corrigenda will be provided/ hosted on the Corporation’s website only.
- Cut-off date for eligibility criteria is 01.12.2023

2. Eligibility criteria

2.01 Nationality/Citizenship:

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that the candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India.

2.02 Educational qualification and Experience (as on 01.12.2023) :

Educational Qualification:

1. Mandatory: Full-time Master's or bachelor's degree in Engineering disciplines namely Electronics & Telecommunications/ Computer Science/ Electronics & Electrical/ Information Technology/ Electronics & Communication
or
Master's in Computer Application from a University/ Institute recognized by Government of India or its Regulatory bodies.
2. Desirable: International CISO Certification, such as Certified Information Systems Security Professional (CISSP) / Certified Information Security Manager (CISM) / Certified Ethical Hacker (CEH) / Certified Information Systems Auditor (CISA)

Experience:

Overall work experience of 15 years preferably in Insurance/ BFSI of which at least 10 years should be in the domain area and the last 5 years in Information Security field in Supervisory Role. Experience in Govt/PSU's is desirable.

2.03 JOB PROFILE:

1. To serve as the owner of Information Security procedures including preparing, maintaining, and communicating Information Security Policy & Procedures.
2. To periodically update and communicate the Information Security Policy as also other policies such as Work-from-home (WFH), Bring-your-own-device (BYOD), Asset Classification and Disposal, Cyber Crisis Management Plan, etc. in line with the IS Policy.

3. To manage the timely resolution of all issues and questions regarding responsibilities for IT security management within GIC Re that relate to achieving and maintaining full compliance with the Information Security Policy and Procedures.
4. To ensure that responsibilities are defined for and that procedures are in effect to promptly detect, investigate, report, and resolve information security incidents within GIC Re.
5. To ensure that ongoing information security awareness education and training is provided to all employees of GIC Re.
6. To periodically review awareness of IT security at branch locations of GIC Re.
7. To design and implement an effective system of carrying out periodic drills of all aspects of Information Security Assurance program.
8. To be responsible for seeking legal guidance possibly leading to filing legal cases in case of any breach of the security systems at GIC Re by unauthorized persons. Breaches will include any form of unauthorized data leak, hacking into GIC Re's IT systems, or hacking other systems from GIC Re systems.
9. To support the risk management process by analyzing threats to the computing environment.
10. To authorize and decide on new security products to be implemented across GIC Re:
 - a. To recommend addition of new security features in existing products and processes, and to recommend the procurement of new products which are related to the security of the IT system.
 - b. To evaluate from the security aspect all change requests and new products proposed to be procured, and to make recommendations thereon.
11. To receive incidents/requests from Units, Departments and, in consultation with the Information Security Steering Committee to initiate protective and corrective measures if a security problem is discovered.
12. To prepare procedures for monitoring the common IT infrastructure in GIC Re (e.g. Wide Area Network, Local Area Network, Software Asset Management etc.), including procedures for monitoring and responding to system security alerts and reports.
13. To incorporate appropriate procedures in the routine audit checks, in co-ordination with the Information Technology Management Group, to verify the compliance with the Information Security Policy and to detect incidents.
14. To provide quarterly reports to the Information Security Steering Committee and to the Business Groups on the status of IT security in GIC Re, including a report of all policy violations and IT security incidents.

15. To oversee all information security processes and serve as the focal point for responding satisfactorily to all information security issues raised during the periodic Information Security Audit and Vulnerability and Penetration Testing cycles and if required seek independent advice from third party consultants/experts in reinsurance, insurance, Legal, IT, IT Security etc. for the same.
16. Regulatory reporting and other compliance related functions.
17. To design and implement a comprehensive program for adopting processes, procedures, and protocols towards achieving the goal of getting ISO 27001 certification for the Information Security Management System of GIC Re.
18. To purchase the annual cyber risk insurance policy for GIC Re, covering all foreseeable risks by interacting with insurance companies and getting the best coverage at minimal price.

Please note the above job profile is indicative not exhaustive, the detailed job role and responsibilities shall be as per the Ministry of Electronics & IT circular no : 6(12)/2017 – PDP-CERT-In and IRDAI guidelines issued from time to time. Please refer to the below links:

1. https://www.meity.gov.in/writereaddata/files/CISO_Roles_Responsibilities.pdf
2. <https://www.meity.gov.in/content/key-roles-and-responsibilities-chief-information-security-officers-cisos>

3. Terms of Appointment

No.	Particulars	Terms & Conditions
(i)	Period	Contract for a period of 2 years to be reviewed every year and can be further extended.
(ii)	Nature of appointment	Appointment of CISO will be contractual in nature.
(iii)	Remuneration	Salary will not be constraint for the deserving candidate and will be decided only after interview.
(iv)	Termination of contract	The contract may be terminated by either party by giving to the other Three months' notice or pay in lieu thereof. Further, absence beyond 15 days would result in termination of the contract, unless approved by the competent authority
(v)	Superannuation benefits	No superannuation benefit shall be applicable.
(vi)	Service rules	In addition to the terms and conditions of appointment, during the contractual period, the appointee shall generally be governed by the General Insurance Corporation of India's Conduct, Discipline and Appeal Rules, 2014 as amended from time to time.

(vii)	Accommodation	The applicants shall make own arrangements for his/her stay and it shall not be incumbent on the GIC Re to provide any residential accommodation.
(viii)	Undertaking	The appointee shall furnish a notarized contract as in the prescribed format on the stamp paper of requisite value at the time of joining.
(ix)	Posting	Candidate will be posted at GIC Re, HO, Suraksha, 170, J. TATA Road, Churchgate, Mumbai – 400 020. Please note that work requires attending office on regular basis and there is NO Work from Home or Hybrid Model allowed unless there is a State Government imposed restrictions.
(x)	Residual Matters	As may be decided by GIC Re from time to time.

4. Selection Procedure :

4.01 The selection process will comprise of:-

(i) Preliminary screening and shortlisting based on the eligibility criteria, candidate's qualifications, suitability/ experience, etc. submitted with the applications.

(ii) After verification of the documents, if the candidate is found ineligible, his candidature will stand cancelled.

(iii) The venue, time and date of the interview will be informed to the shortlisted candidates by e-mail and candidates have to attend the same at their own cost. GIC Re reserves its right to change/ add/ cancel the date, time, center, venue for the PI or hold supplementary selection process on particular date/ session/ venue/ center for set of candidates at its discretion, under unforeseen circumstances, if any. The changes, if any, shall be intimated to the candidates through GIC Re's website and/or candidate's registered e-mail in advance.

4.02 Mere eligibility, admission/qualification in PI does not imply that the GIC Re is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection. GIC Re would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible and/or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts. If appointed, such a candidate may be summarily removed from the services of GIC Re.

Important: The PI may be held at the GIC Re's Head Office in Mumbai or virtually. While appearing for PI, if called, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Corporation takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

5. List of Documents to be submitted (as applicable):

Following self -attested documents in support of the candidate's eligibility and identity are to be invariably submitted at the email id of Recruitment-CISO@gicre.in

- i) Photo Identify Proof – Aadhar and PAN Card.
- ii) Mark sheets & degree certificates for educational qualifications.
- iii) Bio-Data clearly mentioning Age, Educational Qualifications, Current Employment, Past experience (whether meets the criteria mentioned in the Experience criteria mentioned above)
- iv) Caste Certificates if applicable

6. How to apply:

a. Candidates are required to apply through the MS-Form link given on GIC Re Website. Candidates are also required to send their Biodata, clearly mentioning Age, Educational Qualifications, Current Employment, Past experience (whether meets the criteria mentioned in the Experience criteria of point no. 2.02), copies of educational certificates, Aadhar Card, PAN Card, Caste certificates (if applicable) in pdf format to email id of Recruitment-CISO@gicre.in on or before **17th April, 2024** with subject tagline as “ Application for Chief Information Security Officer (CISO)-On Contract basis” . Kindly note that all the documents have to be self-attested.

b. Any information submitted by a candidate in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

7. General Eligibility

The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the GIC Re and upon satisfactory verification of their character, antecedents, and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the GIC Re will be provisional. Such an appointment will also be subject to the Service, Conduct Rules & Policies of GIC Re.

8. General Instructions

(i) Before applying for the post, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.

- (ii) Candidates are required to send their bio-data and copies of educational qualifications documents along with copy of PAN Card and Aadhar Card to Recruitment-CISO@gicre.in mentioning subject tagline as “ Application for Chief Information Security Officer-On Contract basis”.
- (iii) Not more than one application should be submitted by any candidate. In the case of multiple applications only the last (complete) application will be retained. Multiple attendance/ appearances at the time of PI will be summarily rejected/ candidature cancelled.
- (iv) GIC Re reserves the right to modify or amend or reverse or cancel any or all the provisions of the recruitment process including eligibility criteria.
- (v) GIC Re may at its sole discretion, re-hold PI or additional PI, wherever necessary.
- (vi) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

Disclaimer: -

(i) In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled, if any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

(ii) Decisions of GIC Re in all matters regarding eligibility, conduct of Interviews, other tests and selection would be final and binding on all candidates, no representation or correspondence will be entertained by the GIC Re in this regard.