

VACANCY NOTIFICATION

1.	Name of the Organization:	Directorate of Coordination Police Wireless.
2.	Level/ Post:	Group 'B' Non-Gazetted.
3.	Name of the post:	Assistant Communication Officer (Cipher)
4.	Job Function:	<p>At ISPW Station and At Control Crypto Center.</p> <p>1. To receive and log all the IN/OUT classified messages as per laid down procedures and their safe handling as per laid down procedures.</p> <p>2. Encryption/Decryption of classified messages and ensure timely clearance of IN/OUT messages as per assigned priorities.</p> <p>3. To ensure proper settings of Keys of the Automated Cipher system updated and keep the system ready for operation/clearance of traffic.</p> <p>4. Proper handling over of the IN/OUT messages for dispatch/transmission to the addresses.</p> <p>5. To ensure timely clearance of cipher traffic.</p> <p>6. Maintenance of current cipher documents on day-to-day basis.</p> <p>7. To maintain proper entries in ledger and removal of ledger sheets for destruction from the current ledger after monthly destruction of cipher documents.</p> <p>8. To handle all the jobs related to storing/destruction/issue/receipt and safe custody of classified material held on charge of the establishments/station in the capacity of ACO.</p> <p>9. To bring to the notice of Commn. Officer/JAD any discrepancy observed in the documentation like demand/issue/receipt, preparation of ledger sheet and maintenance of current/obsolete ledger of the documents held on charge.</p> <p>10. Any other duties assigned to hi by the officer In-charge from time to time.</p>
5.	Additional Job Information:	Nil
6.	No. of Vacancies (in figures):	UR-02, OBC-04, PH-01.
7.	Work experience required	As mentioned above.
8.	Qualification required: Essential/ Desired	<p>Bachelor of Technology or Bachelor of Engineering or Bachelor of Science (Engineering) in Computer Science from a recognized University or Institute.</p> <p>Or</p> <p>Bachelor Degree with Mathematics as subject from a recognized University and having English as a subject at 12th Standard with one year mandatory working experience in any Central</p>

		Government or State Government or Union territory or public sector undertaking organization in the field of cryptography or operational research or algorithm development.
9.	Age range (in years):	As per rule.
11.	Location of Job:	New Delhi
12.	Salary range per month (Approx CTC):	Level-6 in the Pay Matrix Rs. 35, 000 – 1, 12, 400/- (pre-revised Rs. 9300-34800 GP-4200)
Last date to received names from RSB/ZSB		19 May 2025.
<p>Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.</p>		
<p>Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.</p>		