

No.A.12011/1(EAD TEST)/2012-AD.II  
Government of India  
Ministry of Home Affairs  
Directorate of Coordination  
Police Wireless

Block No.9, CGO Complex  
Lodhi Road, New Delhi-110003.

Dated 18<sup>th</sup> December 2013.

**CIRCULAR**

The revised Syllabus for Departmental Examination for Extra Assistant Director (Cipher) of the Directorate is as below:

1. The examination will consist of two papers mainly (i) General Administration & Accounts and (ii) Cipher & Technical. Each paper will be of three hours duration, 100 marks with 40% pass marks in each paper separately. Each paper will consist of 20 questions carrying two marks each and 12 questions carrying five marks each.
2. The syllabus for each of these papers will have four sections having weightage marks of 25 marks each. The fourth section (D) of the Technical paper would have 50% choice.

**PAPER – 1 : GENERAL ADMINISTRATION & ACCOUNTS**

SECTION	SYLLABUS	WEIGHTAGE
A	Appointment, Seniority & promotion, office procedure, office management.	25
B	Conduct Rules, Disciplinary Rules, Leave Rules.	25
C	Procurement of goods & services, General Financial Rules, Inventory management.	25
D	Travel Expenses, LTC, Advances, Pay & Allowances, Retirement benefits Special benefits for those posted in NE region.	25

**PAPER – II : CIPHER & TELECOMM.**

SECTION	SYLLABUS	WEIGHTAGE
A	Establishment and functioning of Crypto Centre ,Constitution of Central Distribution Authority and Sub-Distribution Authority , Constitution and membership of Cipher Policy Committee and Cipher Users Committee, Security of Crypto personnel, Loss/Compromise of Cryptographic documents and procedure for the constitution of Court of Inquiry, Accounting of Crypto material , Safe Custody, Destruction and Dispatch of Crypto Material, Traffic Returns, Scrutiny.	25
B	Principle of Crypto Analysis, Cryptographic Systems in use over the Police, Police Wireless Communication Code (PWCC), Machine Crypto Systems, principles and features of existing Cipher machines, Operation of SECTEL, Operation of SECFAX , Operation of OTLK. & SYNON both manual and automated, Automation of Crypto systems.	25

C	Roles and functions of - CMO, JCB, SAG, DRDO. Importance of Cryptography in Police; Technical and Physical Security of Crypto system and Crypto Material Threats and Defensive measures. Need for signal security, classified and unclassified information and security grading, procedure for handling of classified traffic, Breach of Radio Communication Security.	25
D	Basic concept of Satellite Communication, HF, VHF/UHF communication and Radio Trunking Systems. Store & Forward Communication, On-line Communication. POLNET, VSAT Communication and BEST Communication, EPABX. Computer Hardware & Peripherals, Operating Systems, Application Software, Database Management, Computer Networking, MODEM , Local area Network, Wide Area Network, Internet, Intranet.	25

This supersedes the earlier syllabus of this Directorate on the subject.

(K.C.SHARMA)

Deputy Director(Admn)

Copy to:

1. P.P.S. to Director.
2. P.S. to Addl. Director (Hqrs.)
3. All Joint Directors/Deputy Directors.
4. All sections in Hqrs., Polnet Hub & CPRTL.
5. All ISPW Stations.
6. File.