



UNITED INDIA INSURANCE CO. LTD.

Head Office, No 19, 4th Lane, Nungambakkam High Road, Chennai-600034

Appointment of Chief Information & Security Officer (CISO) on contract basis :

United India Insurance Company Ltd. invites applications from eligible Indian citizens for the appointment of **Chief Information Security Officer (CISO) on Contract basis**. Candidates fulfilling required eligibility criteria may send their application to **ciso_recruitment@uiic.co.in** on or before October 31, 2021.

Start date of receiving of application	October 10, 2022
Last date of receiving of application	October 31, 2022

Post	Total vacancy	Age (as on 01/10/2022)	Contract Period	Place of Posting
Chief Information Security Officer	One	Minimum 40 years to maximum 55 years	2 years initially and can be extended based on performance	Head Office, Chennai.

1. General Terms :

- Cut-off date for eligibility criteria is **October 01st, 2022**
- 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.-
- UIIC reserves the right to place the selected candidates in any of the functional areas of the corporation other than those advertised, if found suitable for the same.
- Candidates are advised to check Careers Page on UIIC'S website www.uiic.co.in for all further announcements/details. Any revision/corrigenda will be provided/ hosted on the UIIC's website only. Only Candidates willing to serve anywhere in India, should apply.

2. Eligibility criteria

2.01 Nationality/Citizenship: Candidates must be a citizen of India,

2.02 Educational qualification and Experience (as on October 1st,2022) :

Educational Qualification: Full time Master's or Bachelor's Degree in engineering disciplines namely Electronics & Telecommunications (or) Computer Science (or) Electronics & Electrical (or) Information Technology (or) Electronics & Communications

Desirable: CISO Certification such as Certified Information Systems Security Professional (CISSP) or Certified Chief Information Security Officer (CCISO) (or) Certified Information Security Manger (CISM) (or) Certified Ethical Hacker (CEH) (or) Certified Information System Auditor (CISA).

Experience: 8 to 10 years in cyber security matters in Banks/ PSUs/ FIs/ Insurance Sector / Financial Services Organizations at Senior Management Level.

JOB PROFILE:

Responsible for articulating, implementing and overseeing Information and Cyber Security policy for the Organization

- Be responsible for providing advice and support to management and information users in the implementation of Information and Cyber Security Policy.
- Build and lead the information security team with appropriate competencies and attitude to deliver the information security program.
- Promote user awareness initiatives within the organization.
- Propose Information and Cyber Security Policy to the Information Security Committee (ISC), incorporate feedback on the implications of the policy from the ISC and other business areas into the policy-making process.
- To serve as the owner of Information Security procedures including preparing, maintaining and communicating Information Security Policy & Procedures.
- To manage the timely resolution of all issues and questions regarding responsibilities for IT security management within the UIIC that relate to achieving and maintaining full compliance with the Information Security Policy and Procedures.
- To ensure that responsibilities are defined for and that procedures are in effect to promptly detect, investigate, report and resolve information security incidents within the UIIC
- To ensure that ongoing information security awareness education and training is provided to all employees of the
- To periodically review branch locations to check awareness of IT security in the UIIC.
- To seek legal guidance or file a legal case on behalf of the UIIC in case of illegal data loss or hacking from or in any of the UIIC's IT systems.
- To support the risk management process by analyzing threats to the computing environment.
- To authorize and decide on new security products to be implemented across the UIIC.
- To receive requests from Departments and co- ordinate with Information Security Committee for the same and to initiate protective and corrective measures if a security problem is discovered.
- To prepare procedures for monitoring the common IT infrastructure in the UIIC (e.g. Wide Area Network, Local Area Network etc.), including

procedures for monitoring and reacting to system security warning messages and reports.

- To incorporate appropriate procedures in the routine audit checks, in co-ordination with the Information Technology Management Group to verify the compliance to the Information Security Policy and detect incidents.
- To provide quarterly reports to the Information Security Committee and to the Business Groups on the status of IT security in the UIIC, including a report of all policy violations and IT security incidents.
- To oversee all information security processes and serve as the focal point for all information security issues and concerns and if required seek independent advice from CERT-in /experts in insurance, Legal, IT, IT Security etc.
- Provide the management and Users assistance in correcting deficiencies.
- Bring significant issues on non-compliance to the attention of the ISC for review and remediation.
- Initiate / undertake an ongoing or ad hoc third party review/assessment of a specific function or a product to measure the effectiveness of the controls implemented and highlight any vulnerability that needs to be fixed.
- Regulatory reporting and other compliance related functions.

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.

Refer to the below link:

- <https://www.meity.gov.in/content/key-roles-and-responsibilities-chief-information-security-officers-cisos>
- <https://www.irdai.gov.in/ADMINCMS/cms/Uploadedfiles/07.04.2017-Guidelines%20on%20Information%20and%20Cyber%20Security%20for%20insurers.pdf>

3. Terms of Appointment

No.	Particulars	Terms & Conditions
(i)	Vacancy	One (on contract basis) in the cadre of Dy. General Manager
(ii)	Period	Contract for a period of 2 years to be reviewed every year and can be extended further on performance.
(iii)	Nature of appointment	Appointment of CISO will be contractual in nature
(iv)	Remuneration	On negotiation basis on per annum (CTC) basis subject to deduction of taxes as applicable and review of performance on annual basis. CTC comprises of all the emoluments / allowances / benefits / perquisites, etc. paid as one time/ monthly / periodically/ annually except as mentioned in the terms and conditions separately.

(v)	Leave	08 days of Casual Leave (CL), 02 days of Restricted Holidays (RH) for every calendar year. In addition to CL, appointee will be entitled for 30 days of privilege leave. However, if the contractual period starts mid of a calendar year, proportionate CL and other leaves shall be accordingly granted. Un-availed leaves, if any, shall neither be eligible for encashment nor carried forward.
(vi)	Other facilities for official purposes	TA/DA, mobile and laptop facility as per entitlement for DGM Scale officer. Rail/Air travel entitlement as applicable for DGM Scale officer.
(vii)	Termination of contract	The contract may be terminated by either party by giving to the other three month's notice. Further, absence beyond 15 days would result in termination of the contract, unless approved by the competent authority.
(viii)	Superannuation benefits	No superannuation benefit shall be applicable.
(ix)	Accommodation	The applicants shall make own arrangements for his/her stay and it shall not be incumbent on the UIIC to provide any residential accommodation.
(x)	Undertaking	The appointee shall furnish a non-disclosure undertaking in the prescribed format on the stamp paper of requisite value at the time of joining.
(xi)	Posting	Candidate will be posted at UIIC, Head Office, Chennai. 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/Central Government imposed restrictions.
(xii)	Residual Matters	As may be decided by UIIC from time to time.

4. Selection Procedure :

4.01 The selection process will comprise of:-

- Preliminary screening and shortlisting based on the eligibility criteria, candidate's qualifications, suitability/ experience, etc. submitted with the applications.
- The candidature, after preliminary screening and without verification of documents, will be provisional and will be subject to verification of all details/ documents with the originals when a candidate reports for PI (if called).
- Only such shortlisted candidates will be called for Personal Interview. Candidates who qualify in Personal Interview(PI) and are sufficiently high in the merit list will be shortlisted for further

selection/appointment.

- The center & address of the venue, time and date of interview will be informed to the shortlisted candidates through e-mail / call letter and candidates have to attend the same at their own cost. Request for change of center/date/time will not be entertained. However, the UIIC 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 UIIC's website and/or candidate's registered email in advance.
- The candidates who are called for PI to HO, Chennai, will be entitled for reimbursement of return economy fare or II AC Train fare from the shortest route from the place of their residence to the place of interview.
- The final selection of candidate is subject to qualification in PI, being sufficiently high in the merit list, being declared medically fit as per the UIIC's standards of fitness and fulfilling the stipulated eligibility criteria as on the cut-off date.
- In case, more than one candidate scores the cut off marks (common mark at cut off point); such candidates will be ranked according to their ageing descending order.

4.02 Mere eligibility, admission/qualification in PI does not imply that the UIIC is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection. The UIIC would be free to reject the candidature of any candidate at any stage of 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 the UIIC.

Important: The PI may be held at the UIIC's Head Office in Chennai 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. UIIC takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

5. List of Documents to be produced at the time of PI (as applicable):

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.

- i) Print out of the original and valid Interview Call Letter.

- ii) Photo Identify Proof as indicated in Point 7 below.
- iii) Mark sheets & degree certificates for educational qualifications.
- iv) Professional Certificates.
- iv) Work Experience

For the Past employer: Relieving Letters and Experience Certificate from the past employer and for the present employer: Experience certificate, Offer Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s) mentioning the functional area of experience. The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

v) Candidates serving in Government/ Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.

vi) Candidates will not be allowed to appear for the interview if he/ she fail to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above-mentioned documents (both original and attested copy) at the time of interview will render the candidates ineligible for the selection. No documents shall be directly sent to the UIIC by candidates before or after the interview.

6. How to apply:

a. Candidates are required to send their application comprising their detailed CV/Resume and testimonials to **ciso_recruitment@uiic.co.in** mentioning the Name of the Post in the subject line.

b. Intimation will be sent to the candidate's email ID specified in the application form. If candidates do not receive the email at the email ID specified by them, they may consider that their application has not been successfully registered.

c. An application which is incomplete in any respect such as without photograph and signature uploaded in the application form will not be considered as valid.

d. 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. Identity Verification

At the time of PI, the original call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card / Photo identity proof issued by a Gazetted Officer/ Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID should be submitted for verification. The candidate's identity will be verified with respect to his/ her details on the call letter. If identity of the candidate is in doubt the candidate may not be allowed to appear for the PI. Ration Card will not be accepted as valid id proof for this recruitment project/ process.

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original, mentioning the changed name.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the application form/ call letter and submit photocopy of the same.

8. General Eligibility

Medical Fitness: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the UIIC and upon satisfactory verification of their character and antecedents. Till such time, the appointment of the selected candidates in the UIIC will be provisional. Such appointment will also be subject to terms and conditions of recruitment terms.

9. General Instructions

(i) Before submitting the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational & professional qualifications, experience, etc. as stated in this advertisement/UIIC's website. 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 application to **ciso_recruitment@uiic.co.in** mentioning the Name of the Post in the subject line.

(iii) Not more than one application should be submitted by any candidate. In 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) UIIC reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.

(v) UIIC 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 Chennai 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 UIIC 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 UIIC in this regard.

----- 000000 -----