



**ASSISTANT MANAGER (PROTOCOL & SECURITY) IN GR 'A'**

**Syllabus for the examination:**

1. 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
2. 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 / Potential Loss Event Profiling
  - (e) Criticality and Probability - for profiled potential/possible Loss Events
  - (f) Risk Matrix and priority / 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 operating 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 / 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