

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA**  
**#9 DEEN DAYAL UPADHAYAYA MARG NEW DELHI**

**NOTICE INVITING RESEARCH PROPOSALS**

**No. 2/iCISA/2019-2020**

**Dated 05/03/2020**

**Notice inviting proposals for research projects in the areas of Cyber Security  
Cloud Computing, Blockchain Technology and Data Analytics/AI**

The International Centre for information Systems and Audit (iCISA) is a premier think-tank and training institute of the Comptroller and Auditor General of India (CAG). Designed to cater to the training requirements of the international audit fraternity, it was set up in 2002 in Sector-62, NOIDA and has conducted 97 International Training Programs (ITPs) with 3104 participants from 145 countries. iCISA also guides IS and technology-related audits in the CAG's organization and conducts training programs for personnel involved in them.

iCISA is headed by a Director General, who is also the Chief Technology Officer of the CAG; this organizational structure brings together responsibilities for international training (especially in the area of IS Auditing) and technology-related national training, IS Management, including, in particular, the development and roll-out of an end-to-end enterprise-wide audit process management system and knowledge management system called One IAAD One System (OIOS), the CAG's resource centre for IS audit activities, and the CAG's Centre for Data Management and Analytics. Our long-term vision includes becoming a centre of excellence and research in the areas of public sector IS auditing and technology.

iCISA invites proposals from academicians and industry professionals for research projects in the areas of cybersecurity, cloud computing, blockchain technology, data analytics/AI and related areas. The proposed projects should be such as to add value (in the short, medium or long term) in public sector

technology strategies and implementation in the Indian context, an/or audit thereof by the CAG. The engagement, which is expected to be onsite at the premises of iCISA, will typically be for a period of 12 to 24 months, subject to extension upto a maximum period of five years. The research engagements will be undertaken in a stimulating and challenging environment, involving close interaction and exchanges with a young and dynamic team under the CTO, working on multiple technology-related responsibilities. In addition to the research projects, the academicians/industry professionals will also be expected to devote a part of their time (approximately 6-8 hours a week) to capacity building and training conducted by iCISA on technology-related subjects for CAG personnel. The detailed guidelines for engagement of academicians as Visiting Professors/Assistant Professors/Research Fellows is attached.

Proposals for research projects indicating details in the proforma attached and including a proposed scope/statement of purpose for the projects (including how it would add value in the Indian public sector technology and audit context) may please be submitted by e-mail on or before **31<sup>st</sup> May 2020**.

For Further information or clarifications, please feel free to contact Mr. K R Sriram, Chief Technology Officer and Director General, iCISA at [sriramkr@cag.gov.in](mailto:sriramkr@cag.gov.in)

Chief Technology Officer and Director General  
International Centre for Information Systems and Audit  
A-52, Sector – 62 Noida

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA**

**9, DEEN DAYAL UPADHYAYA MARG NEW DELHI**

**TRAINING WING**

No.....363...../Trg.Div/F-323-2018

Dated ...26.../02.../2020

Sub: Guidelines/ Instructions for engagement of Academicians/ Experts/ Research Associates in iCISA/ iCED of Indian Audit & Accounts Department

**1. Scope:**

- 1.1 Indian Audit & Accounts Department (IA&AD) has decided to source academic/ technical expertise on contractual/ deputation basis to augment the extant 'Research and Capacity Development' capabilities of International Centre for Information Systems & Audit, Noida (iCISA); and International Centre for Environment Audit & Sustainable Development, Jaipur (iCED).
- 1.2 The number of Academicians/ Experts/ Research Associates to be engaged shall depend on actual requirement as decided by the Competent Authority from time to time.
- 1.3 These guidelines lay down the terms and conditions for engagement of Academicians/ Experts/ Research Associates on contractual/ deputation basis to supplement the research and capacity building capabilities of iCISA and iCED.
- 1.4 Capacity Development envisages enhancing the knowledge/ skills of the public auditors. It includes (but not limited to) the development of guidelines, guidance notes, practice notes, case studies, audit assurance program steps, structured training modules, audit and user manuals, etc.,
- 1.5 The expertise required for the research and capacity development activities of the institutes may be categorized as;
  - **Academician** – Academicians may be engaged for research and capacity development activities at the level of Visiting Professors/ Assistant Professors/ Research Fellows, depending on their experience, expertise and qualifications, for monitoring and working on research projects.



- **Technical Expertise** – Some research and capacity development activities may require technical experts from industry with specific knowledge/ skill sets (i.e. generally not available from academia). They may be industry professionals or experts working with organisations/ industry standard setting bodies like ISACA, DSCI, ICAI, ICMA etc.,

## 2. Descriptions:

- Academicians (Visiting Professors/ Visiting Assistant Professors):** A member of an academy or educational institute of repute.
- Experts (Research Fellows):** Professional who has acquired specialized knowledge and skills through study and practice over the years, in the field/ industry/ organization.
- Research Associates:** A research associate is an academic/ non- academic person actively engaged in research or work in the areas of expertise required by ICISA and ICED for research and capacity development projects.

## 3. Educations Qualifications, Age, Experience and Remuneration:

3.1 The educational qualifications, age, experience and remuneration for Academicians (Visiting Professors/ Assistant Professors/ Research Fellows) and Research Associates to be engaged on contractual/ deputation basis is indicated in the table below. In addition to the prescribed essential educational qualification, ICISA/ ICED are at liberty to stipulate other desirable qualifications keeping in mind the nature of the assignment for which they are to be engaged.

Sl. No	Level of the position	Essential Qualification	Experience in Years	Upper age limit	Remuneration
1.	Academicians (On deputation)	Ph.D or equivalent in the relevant field	DoPT OM No.6/8/2009-Est(Pay II), dated 17 June 2010	As per DoPT instructions	Pay level equivalent to drawn by them in their respective institutions
2.	Academician (Open source) (Visiting Professors/ Visiting Assistant Professors)	Ph.D or equivalent in the relevant field	15 years and above	65 years	1,75,000 P.M – 2,50,000 P.M
3.	Experts (Research Fellows)	Ph.D or equivalent/ Post Graduate in the relevant field	10 years and above	65 years	1,25,000 – 1,50,000 P.M



Sl. No	Level of the position	Essential Qualification	Experience in Years	Upper age limit	Remuneration
4.	Research Associate Grade 2	Post Graduate in the relevant field	5-8 years	40 years	75,000 P.M
5.	Research Associate Grade 1	Post Graduate in the relevant field	3-5 years	35 years	50,000 P.M

Suitable rent-free accommodation, either on the campus of the Institute or leased accommodation close to the campus of the Institute, will be provided, if desired.

#### 4. Period & Type of Engagement

The period of engagement of Academicians/ Experts/ Research Associates would essentially depend on the type of project envisaged (Research/ Capacity Building) and type of expertise required and could be in the nature of:

- **Fixed term engagement** – minimum of one year, and extendable by one year at a time, up to five years with the approval of the competent authority.
- **Assignment based engagement** – the period of engagement will be defined concurrently with the assignment for which they will be engaged
- Similarly, the engagement can either be **onsite** or **off-site**. In the first case, the Academicians/ Experts/ Research Associates would be physically present on the premises of the institutes and engaged on full-time basis. In off-site engagements, they may not be required to be continuously present in the institute premises – however, in case of such an engagement, the periodicity of in-person meetings should be clearly defined in the terms and conditions of engagement. The remuneration for off-site engagements will be decided by the Selection Committee but in no case should it exceed the amounts indicated in the table in **para 3.1** for each position.

The Head of the Institute will prepare a business case for the proposed project(s), justifying how they will add value to the IAAD and over what time frame. This business case will also indicate the manner and process in which performance/ progress of the research projects will be measured – e.g. by whom, at what timeframes, closure report etc.,

#### 5. Selection Process:

5.1 The selection procedure shall be three – stage:

- a) **Inviting applications** – The concerned DG/PD of the institute will forward their proposal in **Annexure I** to engage Academicians (Visiting Professors/ Assistant Professors)/ Research Fellows/ Research Associates to Training Wing which, after approval of the competent authority, will advertise the positions



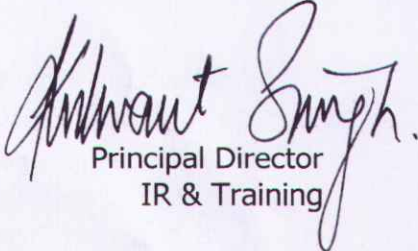
to be filled up on the institute's and CAG websites. Candidates will be required to submit their application in the prescribed format (**Annexure – II**).

- b) **Application Screening** – Training Wing will make over all the applications received to a Screening Committee (SC) comprising of DG/PD of the institute, DG/PD (IR & Training), Additional members or invitees may be co-opted as necessary, who will shortlist the candidates to be interviewed for the posts advertised. DG/PD (IR & Training) will be the convener of the SC.
- c) **Selection Interview** - The Academicians/ Research Fellows/ Research Associates shortlisted by the Screening Committee will be selected through an interview to be conducted by a Selection Committee comprising of Dy. Comptroller & Auditor General (HR & Training)/ Dy. Comptroller & Auditor General (IS) as Chairperson, Addl. Dy C&AG (Training), DG/PD of the respective institute and two external members (names to be proposed by Training Wing and approved by the Chairperson of the Selection Committee) who are experts in the subject/ topic/ area for which the Academicians/ Research Fellows/ Research Associates are proposed to be engaged.

**6. Performance Measurement Matrix for the selected Academician/ Research Fellow/ Research Associate:**

Performance measurement of an Academician/ Expert/ Research Associate will generally be guided by the following:

- a. Quality of the deliverables (Guidelines, exposure articles, Case Studies, Situation Analysis etc.,) created in the specific core area,
  - b. Timelines of the completion of assigned tasks/ jobs
7. **Relaxation clause:** In cases where the Head of the institute concerned and / or DG/PD (IR & Training) is of the view that it is necessary to amend or relax any of the provisions of these guidelines, he/ she shall make a proposal in this regard with appropriate justification. On the basis of such proposal, the competent authority may, by order, relax any of the provisions of these guidelines.
8. General Terms & Conditions for engagement of Academicians/ Research Fellows/ Research Associates are detailed in **Annexure III**. The format of the agreement to be signed between IA&AD and the Academician/ Research Fellow/ Research Associate to be hired on contractual basis is given in **Annexure-IV**.
9. This issues with the approval of Comptroller & Auditor General of India.

  
Principal Director  
IR & Training

**Annexure – I**

**Terms of Reference for the Academicians/ Experts/ Research Associates**

1.	Institute	
2.	Objectives and Scope of Project/ Engagement	
3.	Level of post to be filled up	i. Academician ii. Research Fellow iii. Research Associate (Grade 1/ Grade 2)
4.	Number of Posts	
5.	Essential Qualification/ Experience	
	(a) Essential	
	(b) Desirable	
6.	Process for performance measurement, KPIs etc	
7.	Period of Project/ Engagement	
8.	Deliverables/ Output	
9.	Proposed method of Engagement (Contractual OR Deputation OR Both)	
10.	Whether Fixed Term or Assignment Project Based Engagement	
11.	Whether Engagement is onsite or off-site	

Signature:

Designation:



**ANNEXURE – II**

**APPLICATION FORM FOR Academicians/ Research Fellows/Research Associates**

**Engagement Applied for.....**

Affix recent self -  
attested  
passport size  
photograph

- 1. Name :
- 2. Father's / Mother's Name :
- 3. Date of Birth :
- 4. Gender :
- 5. Nationality :
- 6. Present Address :
- 7. Email address :
- 8. Contact Nos. :

9. Academic qualification (in reverse order, starting from the latest)

(Add more rows if necessary)

Sl.No	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

10. Professional qualification (in reverse order, starting from the latest)

(Add more rows if necessary)

Sl.No	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)



11. List of relevant technical and academic publications (Add more sheets if necessary)

12. Relevant experience (Add more sheets if necessary)

- a. No. of total years of experience and name of organizations
- b. Year-wise tasks of similar nature carried out during last three years
- c. Relevant experience of working for national bodies
- d. Relevant experience of working for international bodies

13. Name, address and contact details of 03(three) referees references who are acquainted with the work of the applicant.

14. A Statement of Purpose as to your suitability for the proposed project/ engagement

**Declaration**

I declare that the above information is true and correct to the best of my knowledge and belief.

I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and / or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. The completion certificate may also be recalled should such a contingency arise after the engagement the same has been awarded to me.

Signature:

Name of Applicant:

Date:

Place:

**GENERAL TERMS AND CONDITIONS**

**1. General Terms and Conditions:**

**1.1** Academicians/ Research Fellows/Research Associates will be engaged either from open market source or on deputation on the following terms and conditions.

**Engagement from open market sources** - The period of engagement of Academicians/ Research Fellows/ Research Associates hired from open market sources will be initially for one year and thereafter, extendable by one year at a time, but not exceeding five years. Extensions beyond the first year would be accorded by the competent authority and would be contingent on an Annual Review (based on Key Performance Indicators to be determined by the hiring institute at the start of the engagement) of the performance of the Academicians/ Research Fellows/ Research Associate by the concerned Heads of the Institutes. However, no extension will be given beyond the age of 65 years.

**Engagement on Deputation** – The terms and conditions in this case will be as laid down by the Government of India Ministry of Personnel Public Grievances & Pensions Department of Personnel & Training, OM No. 6/8/2009-Est (Pay II) dated 17<sup>th</sup> June 2010. Assistant Professors, Associate Professors and Professors presently employed in Universities in the 7<sup>th</sup> CPC Pay Level 10 to 15 and willing to apply for these positions will be engaged on deputation basis. On selection, the Assistant Professors, Associate Professors and Professors will be paid emoluments applicable to the pay level drawn by them in their respective institutions.

**1.2** The Academicians/ Research Fellows/Research Associates engaged on full-time basis will not be permitted to take up any other assignment during the period of engagement with IAAD. Academicians/ Research Fellows/Research Associates taken on assignment based engagements will be subject to the condition that they face no conflict of interest with respect to the work they are handling in IAAD.



## **2. Terms of Reference:**

**2.1** Heads of the Institutes are responsible for ensuring that detailed terms of reference outlining and describing the work/goals to be performed and Key Performance Indicators to be achieved are prepared well in advance of the engagement of the Academicians/ Research Fellows/Research Associates. (**Annexure II**)

**2.2** Terms of Reference (ToR) are mandatory and shall form part of the individual contract. The ToR document shall define all work aspects of the Academicians/ Research Fellows/ Research Associates. It shall define the objectives and the scope of the engagement and outline the responsibilities of the engagement. The ToR shall include deliverables/ outputs to be achieved at the end of the period of engagement.

## **3 Standards of Conduct:**

**3.1** Academicians/ Research Fellows/ Research Associates engaged on contractual/ deputation basis shall neither seek nor accept instructions from any authority external to IAAD in connection with the performance of their work for IAAD, nor take any action that may adversely affect the interests of IAAD. Failure to comply with the same will be ground for termination of the contract/ deputation.

**3.2 Prohibition of Sexual Exploitation and Abuse:** The Academicians/ Research Fellows/ Research Associates shall comply with the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013'. Any breach of any of the provisions of the said Act shall give rise to grounds for termination of the contract/deputation. In addition, nothing shall limit the right of IAAD to refer any alleged breach of the provisions of the said Act, to the concerned authorities for appropriate disciplinary action/legal action.

### **3.3 Title Rights, Copyrights, Patents and Other Proprietary Rights:**

**3.3.1** Title to any equipment and supplies that may be provided/furnished by IAAD to the Academicians/ Research Fellows/ Research Associates for the performance of their duties for IAAD, shall rest with IAAD. Equipment shall be returned to IAAD at the end of the contract/deputation or when no longer needed by them. Such equipment when returned to IAAD shall be in the same condition, as it was, when delivered to the

Academicians/ Research Fellows/ Research Associates, subject to normal wear and tear. The Academicians/ Research Fellows/ Research Associates shall be liable to compensate IAAD for any damage or degradation of the equipment that is beyond the normal wear and tear.

**3.3.2** IAAD shall be entitled to all intellectual property and other proprietary rights, including, but not limited to publications, papers, patents, copy rights ideas, know-how or documents and other study or research materials which the Academicians/ Research Fellows/ Research Associates has developed for IAAD during the period of their contract/ deputation with IAAD.

**3.3.3** All documents, drawings, photographs, plans, reports, recommendations and all other data compiled by or received by the Academicians/ Research Fellows/ Research Associates shall be the property of IAAD and shall be treated as confidential and made available to IAAD for its use, in any manner as deemed fit.

#### **3.4 Confidential Nature of Documents and Information:**

The Academicians/Experts/Research Associates would be subject to the provisions of the Indian Official Secrets Act, 1923. The Academicians/ Research Fellows/ Research Associates shall not, except with the previous sanction of IAAD or in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in radio/TV broadcast or contribute an article or write a letter in any newspapers, periodical or make any social media post either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, letter or post, relates to subject matter assigned to him by IAAD. The Academicians/ Research Fellows/ Research Associates will sign a Secrecy / Non-Disclosure Agreement. **(Annexure VI)**.

#### **3.5 Use of Name, Emblem or Official Seal of IAAD:**

The Academicians/ Research Fellows/ Research Associates will not advertise or otherwise make public for purposes of commercial advantage that, he/she has a contractual relationship with IAAD, nor shall, in any manner whatsoever, use the name, emblem or official seal of IAAD or any abbreviation of the name of IAAD, in connection with his/her business or otherwise without the written permission of IAAD.



### **3.6 Termination:**

The IAAD can terminate the contract at any time or curtail the deputation period of the Academicians/ Research Fellows/ Research Associates after giving one month's notice to him/her. The Academicians/ Research Fellows/ Research Associates can also seek termination of the contract or premature repatriation upon giving one/two month's notice to the IAAD.

### **3.7 Conflict of Interest:**

The Academicians/ Research Fellows/ Research Associates shall be expected to follow all the rules and regulations of the Government of India which are in force and display utmost priority and devotion to duty while discharging his/ her duties. In case the services of the Academicians/ Research Fellows/ Research Associates are not found satisfactory or found in conflict with the interests of the IAAD/Government of India, their services will be liable for discontinuation without assigning any reason after giving one month's notice.

## **4. Contractual terms and conditions**

**4.1 Legal Status:** Academicians/ Research Fellows/ Research Associates will not be regarded, for any purposes, as an IAAD employee. Accordingly, nothing within or relating to the contract shall establish the relationship of employer and employee, or of principal and agent, between IAAD and the Academicians/ Research Fellows/ Research Associates.

**4.2 Payment:** The payment of monthly remuneration will be released by concerned institute within one week after completion of the month based on the advice/ certification by concerned Head of Institute or as otherwise governed by the deputation order.

**4.3 Leave:** The Academicians/ Research Fellows/ Research Associates engaged on contract basis shall be entitled to leave of 20 days in a year on pro-rata basis. However, in exceptional case for professional development, training etc., this condition may be relaxed by the competent authority. Full time women Academicians/ Research Fellows/ Research Associates will be eligible for maternity leave as per the extant guidelines of the Government of India on the subject

**4.4 Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before affecting the payment for which the IAAD will issue TDS certificate.

**5. Experience Certificate:** Heads of ICISA/ ICED may issue experience certificate or reference letter in favour of the Academicians/ Research Fellows/ Research Associates at the end of the contract/deputation period , subject to the Head of the concerned institute being fully satisfied with the on-the-job performance of the Academicians/ Research Fellows/ Research Associates.

**6. Audits and Investigations:**

Each payment/ reimbursement invoice paid by IAAD shall be subject to a post payment audit by auditors of IAAD at any time during the term of the contract and for a period of two (02) years following the expiration or premature termination of the contract/ deputation. IAAD shall be entitled to a refund from the Academicians/ Research Fellows/ Research Associates for any amounts shown by such audits to have been paid by IAAD other than in accordance with the terms and conditions of the contract, or Government Financial Rules.

**7. Medical Clearance:**

**7.1** The Academicians/ Research Fellows/ Research Associates will be required to submit a Statement of Good Health from a recognized physician prior to commencement of work for IAAD.

**7.2** In the event of the death, injury or illness of the Academicians/ Research Fellows/ Research Associates which is attributable to the performance of services or travel on behalf of IAAD, he/she shall not be entitled to any compensation.

**7.3 Travelling Allowance/Daily Allowance**– The Academicians/Experts/Research Associates may require undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:



**a) Research Associates (Grade I & II):**

- a) **Mode of Journey** – Air in Economy class or by Rail in AC Two Tier
- b) **Reimbursement of Hotel, Taxi & Food bills** - Hotel accommodation of up to Rs.4250/- per day (excluding taxes), taxi charges of up to Rs.350/ per day for travel within the city and food bills not exceeding Rs.900/- per day shall be allowed,

**b) Academicians & Research Fellows: (Open Source/deputation)**

- a) **Mode of Journey** – Air in Business class or by Rail in AC 1<sup>st</sup> class
- b) **Reimbursement of Hotel, Taxi & Food bills** - Hotel accommodation of up to Rs.7500/- per day (excluding taxes), reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and food bills not exceeding Rs.1200/- per day shall be allowed,
- c) **For those engaged on deputation** – As per travel entitlement prescribed by DoPT, Government of India.