



NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
SYLLABUS FOR THE WRITTEN EXAMINATION FOR THE POST OF
ASSISTANT MANAGERS IN GRADE 'A'

(Protocol & Security)

(The syllabus is illustrative and not exhaustive. The syllabus should not be considered as the only source of information while preparing for the examination. Keeping in view the nature of examination, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should also prepare themselves for answering questions that may be asked on the current/latest developments/Acts taking place under the subject(s) although those topics may not have been specifically included in the syllabus.)

Security – Basic Practices and Principles

a) Definitions, concepts, inter-relations (Inclusive of but not exhaustive)

- a) Security & Safety
- b) Physical Security, Information Security, IT Security, Broad Overlapping Areas
- c) Incident, Emergency, Crisis, Disaster
- d) Asset Protection, Loss Prevention
- e) Gaps & Countermeasure
- f) Loss/Risk Event, Criticality (impact) and Probability (Frequency), Occurrence Possibility, Loss Potential
- g) 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

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 and 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 I Potential Loss Event Profiling
- e. Criticality and Probability – for profiled potential/possible Loss Events
- f. Risk Matrix and priority I classification
- g. Gap determination
- h. Gap Closure – Countermeasure
- i. Determination of options
- j. Selection on the basis of requirements / resources
- k. Procurement & Deployment
- l. Commissioning and Maintenance
- m. Principle of Leverage
- n. Risk Management – Basic principle & stepwise (Identify, Analyze, Evaluate, Treat, Monitor/Review)
- o. Risk Management Process – Types of risk treatment methods. Combination 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) Portably 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 Response – Guideines 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/practiced 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 upto key role players and concerned individuals, Established Practices, Security oriented, sensitization, invident/crisis/emergency/disaster response and management

- a) Own Security Staff and Own General Staff
- b) Outsourced security staff and outsourced miscellaneous staff
- c) Incident/Emergency/Crisis Response Teams
- d) Own Training Institutions
- e) External Training Institutions
- f) Arranged workshops (External and/or Internal Faculty)
- g) OJT
- h) 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, Generational & Operational Knowledge

- a. Analogue and digital systems
- b. IP based systems
- c. Types of cameras
- d. Types of storage mechanisms
- e. Monitoring and 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 neutralize them
- h. Concept of Espionage, Infiltration, Opponent's Recon and observation, Social Engineering
- i. Concepts and methods of denying information, both verbal and non-verbal
- j. DOs and DONTs
- k. Legal Aspects, Statutory Guidelines/Instructions

14. IT Security