

**No. 52-1/2019-Trg.**  
**Government of India**  
**Department of Telecommunications**  
**1207, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001**  
**(Capacity Building & Training Division)**

**Dated: 6<sup>th</sup> Sept, 2019**

**OFFICE MEMORANDUM**

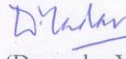
**Subject: ITU Asia-Pacific Centre of Excellence (CoE) training on 'Cybersecurity for Enterprises', 10-15 October, 2019, ALTTC, Ghaziabad – calling of nominations for.**

The above mentioned training course is being organized jointly by the ITU and ALTTC as part of the Cyber Security training programme under the auspices of the ITU CoE for the Asia Pacific region. The training course is designed to enhance the understanding of participants on cybersecurity concepts, network architecture and components, regulatory aspects of cybersecurity, vulnerabilities of persevering networks and their components, risk analysis and security mechanism as well as the need of securing IT elements. Further details of the program are as under: -

<b>Name of the Course</b>	Cybersecurity for Enterprises
<b>Duration / Dates</b>	10 – 15 October, 2019
<b>Location</b>	ALTTC, Ghaziabad
<b>Conducted by</b>	ITU and ALTTC
<b>Eligibility</b>	ADG and above level officers
<b>Last date of receipt of nomination in DoT through proper channel</b>	Friday, 13 <sup>th</sup> Sept, 2019
<b>Fees</b>	Rs. 19100/- per participant, to be paid by the Departement

2. 'Course Outline' and 'Information Note' on the course is attached herewith for information.

3. Nominations are called from eligible officers in the attached Nomination Form **through proper channel**. The nominations may be sent by post and by e-mail (to [dirtrg-dot@nic.in](mailto:dirtrg-dot@nic.in)) to this office by the date mentioned above.

  
(Devendra Yadav)  
Director (Training-I)  
Tel: 23312025(O).

(देवेन्द्र यादव)  
(DEVENDRA YADAV)  
निदेशक (प्रशिक्षण)  
Director (Training)  
दूरसंचार विभाग, भारत सरकार  
Dept. of Telecom, Govt. of India  
नई दिल्ली / New Delhi

**Department of Telecom  
Training Cell**

**Annexure I**

**Proforma for sending Nomination**

**A. Details of training program**

<b>Name of the Course</b>	Cybersecurity for Enterprises
<b>Duration:</b>	10 – 15 October, 2019
<b>Location</b>	ALTTC, Ghaziabad
<b>Conducted by</b>	ITU and ALTTC

**B. Details of officer being nominated**

<b>Name of officer</b>	
<b>Staff No.</b>	
<b>Designation</b>	
<b>Date of birth</b>	
<b>Email ID</b>	
<b>Phone number (Office &amp; mobile)</b>	
<b>Office Address</b>	

(Name & Signature of the officer)

Date:

Place:

**C. Details of controlling officer**

<b>Name of controlling officer</b>	
<b>Designation</b>	
<b>Email ID</b>	
<b>Phone number (Office &amp; mobile)</b>	
<b>Office Address</b>	

(Name & Signature of the controlling officer)

Date:

Place:

**ITU Centre of Excellence Network for Asia-Pacific Region  
Advanced Level Telecom Training Centre**

Face-to-face Training Course on  
**Cyber Security for Enterprises**  
Ghaziabad (Near Delhi), India  
**10-15 October 2019**

**INFORMATION NOTE**

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**1. INTRODUCTION**

The ITU Centre of Excellence face-to-face training course on “**Cybersecurity for Enterprises**” will be organized jointly by the International Telecommunication Union and the Advanced Level Telecom Training Centre (ALTTC) as part of the Cyber Security program under the auspices of the ITU Centre of Excellence for Asia-Pacific.

**2. VENUE OF THE TRAINING**

Advanced Level Telecom Training Center (ALTTC), Ghaziabad (Near Delhi), Uttar Pradesh, India.

**3. COORDINATORS**

<b><u>INSTITUTE COORDINATOR</u></b>	<b><u>ITU COORDINATOR</u></b>
<p><b>Mr. Subhash Chand</b> Principal General Manager ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002; <a href="mailto:subhash.iitr83@gmail.com">subhash.iitr83@gmail.com</a> +91 120 2755122 (Works); +91 9868202123 (Mobile)</p> <p><b>Training coordinators:</b></p> <p><b>Ms. Suresh Devi</b> DGM (IT) ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002 <a href="mailto:sureshdevi7009@gmail.com">sureshdevi7009@gmail.com</a> (Email) +91 9412739242(Mobile)</p> <p><b>Mr. Nitin Garg</b> AGM (IT) ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002 <a href="mailto:mail.garg77@gmail.com">mail.garg77@gmail.com</a> +91 120 2755625 (Works), +91 9412000810 (Mobile)</p>	<p><b>Mr. Ashish Narayan</b> Program Coordinator, ITU Regional Office for Asia-Pacific 5th Floor, Thailand Post Training Centre, 111 Moo3 Chaengwattana Road, Laksi Bangkok 10210,Thailand <a href="mailto:ashish.narayan@itu.int">ashish.narayan@itu.int</a> +66 257 500 55 (Works) +66 257 535 07 (Fax)</p>

#### 4. REGISTRATION

Registration is required to be completed online on the ITU Academy portal at <https://academy.itu.int/training-courses/full-catalogue/cybersecurity-enterprises>.

#### 5. VISA FORMALITIES

- For visa requests, participants are advised to visit and consult Indian Embassy in their country.
- If required, participants can be assisted by ALTTC, BSNL, Ghaziabad by providing an invitation letter to support VISA. It will be provided once ITU confirms the nomination of the candidate and there is request from the ITU and participants.
- E Visa: Details can be obtained from <https://indianvisaonline.gov.in/visa/tvoa.html>.

#### 6. ACCOMMODATION

Rates for Lodging and Boarding at ALTTC, Ghaziabad are as follows. ALTTC Hostel Accommodation- J.C. Bose Hostel (within ALTTC Campus).

The charge of JC Bose hostel is as follows:

Name of the Hostel	Per Day charges (Inclusive of taxes)
JC Bose Hostel	With all meals included
ALTTC Campus Ghaziabad, UP - 201 002	INR 3300 per day

#### 7. HOTEL ACCOMMODATION

Fortune Inn Grazia (around 500 m from training venue) <a href="https://www.fortunehotels.in/ghaziabad-fortune-inn-grazia.dh.3">https://www.fortunehotels.in/ghaziabad-fortune-inn-grazia.dh.3</a> Address: Plot No.1, ALT Road, Sector-23, Ghaziabad, UP 201002. Phone: +91 120 398 8442
Citrus Hotel (around 2 Km from training venue) Address: C - 2, Mahaluxmi Mall, Raj Nagar District Centre, UP 201002, Phone: +91 120 450 1050
Country Inn and Suites– Sahibabad (around 15 Km from training venue) <a href="https://www.countryinns.com/hotels/rates/indsahi/new">https://www.countryinns.com/hotels/rates/indsahi/new</a> Address: 64/6, Site-Iv, Sahibabad, Ghaziabad, Uttar Pradesh 201010.

Phone: +91 120 418 0000
Radisson Blu – Kaushambi (around 20 km from training venue) ( <a href="https://www.radissonblu.com/en/hotel-kaushambi">https://www.radissonblu.com/en/hotel-kaushambi</a> ) Address: H-3, Modipon Vihar, Sector 14, Kaushambi, Ghaziabad, Uttar Pradesh 201010. Phone: +91 120 473 6200

Participants are requested to make reservation in hotels suggested above or any other hotel of their choice and convenience. In case any assistance is required, the training coordinators may be contacted.

## 8. DETAILS OF ARRIVAL AND TRANSPORT

Pick up and drop arrangement from / to the Indira Gandhi International Airport, New Delhi shall be at the cost of INR 10,000 (Indian Rupees Ten Thousand Only). This payment can be made at ALTTC, Ghaziabad. Please fill Annex II-C and return to the organizers.

## 9. CURRENCY

The Indian currency is Indian Rupees INR. 1 USD = 69.3934 INR - US Dollar to Indian Rupee Conversion (date 12 June 2019)

Source: <https://www.xe.com/currencyconverter/convert/?Amount=1&From=USD&To=INR>

## 10. ELECTRICAL APPLIANCES

- The voltage in India is 220 volts.
- Type of electricity plugs used



## 11. LANGUAGES

- The course will be conducted in English.

## 12. SECURITY

The City, Ghaziabad, is peaceful in view of law and order situation. It is part of National Capital Region (Nearby New Delhi, Capital of India). Frequent police/ security Mobile vans are seen to assist people in the city. Participants are advised to always carry their I-Card and visa papers.

## 13. MEDICAL AND HEALTH

Emergency medical Facilities at ALTTC, Ghaziabad:

There is Government Hospital near the training centre, ALTTC, Ghaziabad at walking distance. Very near to training centre, there is a private hospital (Gargi hospital), where trainees in emergency can avail paid medical

facilities. Emergency doctor's service at call can be availed by trainees at their own cost. All medical expenses has to be borne by participants them self. However, ALTTC will assist them in getting best medical facilities. Drinking water: It is advisable for visitors to always drink bottled mineral water having ISI Mark. In training Centre, there is provision of both RO and bottled water.

Participants are advised to avoid street food and open water, supplied by street vendors. It is advisable to bring antibacterial hand-wipes with you.

#### **14. WEATHER**

The overall weather of Ghaziabad is pleasant and comfortable and the climate here is normal and clear sky in the month of September.

#### **15. INTERNET**

At ALTTC training Centre, the Internet is available in hostel while classrooms are Wi-Fi enabled. It is secured and managed by ALTTC IT Team.

 <b>ALTTC</b> एल्ट सेंटर	<b>ITU CoE Face to Face Training Programme</b> <b>Cyber Security for Enterprises</b> <b>10-15 October 2019</b> <b>ALTTC, Ghaziabad, India</b>	
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### FEE PAYMENT DETAIL (IF PAID TO ALTTC)

To be returned through email to:

**Ms. Suresh Devi** DGM (IT) ( [sureshdevi7009@gmail.com](mailto:sureshdevi7009@gmail.com) ),

**Mr. Nitin Garg** AGM (IT) ( [mail.garg77@gmail.com](mailto:mail.garg77@gmail.com) )

CC: **Mr. Ashish Narayan** ( [ashish.narayan@itu.int](mailto:ashish.narayan@itu.int) )

**Before 5<sup>th</sup> October 2019**

Name: (As per Passport)	TITLE	FIRST NAME	MIDDLE NAME
	LAST NAME		
Passport No. (If applicable)		Nationality	
Email ID			
Fee Paid	<input type="checkbox"/> US Dollar 275		<input type="checkbox"/> Indian Rupee 19,100/- (Excluding taxes)
Mode of Payment	<input type="checkbox"/> Online		<input type="checkbox"/> Bank Transfer
Transaction Reference No.			
Date and Time of Transaction			



## ITU CoE Face to Face Training Programme

Cyber Security for Enterprises  
10-15 October 2019



**ALTTC, Ghaziabad, India**

### ACCOMMODATION RESERVATION / PICKUP-DROP ARRANGEMENT

To be returned through email to:

**Ms. Suresh Devi** DGM (IT) ( [sureshdevi7009@gmail.com](mailto:sureshdevi7009@gmail.com) ),

**Mr. Nitin Garg** AGM (IT) ( [mail.garg77@gmail.com](mailto:mail.garg77@gmail.com) )

**Before 05<sup>th</sup> October 2019**

Please complete the form below using CAPITAL LETTERS

Name: (As per Passport)	TITLE	FIRST NAME	MIDDLE NAME		
	LAST NAME				
Date of Birth	DD / MM / YYYY		Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
Passport No. (If applicable)			Nationality		
Email ID					
Contact No.					
Name of the Organisation					
Accommodation Reservation	<input type="checkbox"/> JC Bose Hostel, ALTTC		<input type="checkbox"/> Hotel / Own Arrangement		
Date of Arrival	DD/MM/YYYY	Flight No.		Time	
Date of Departure	DD/MM/YYYY	Flight No.		Time	
Pick / Drop from Airport	Required		Not Required		



ITU Centres of Excellence Network for Asia-Pacific Region  
Advanced Level Telecom Training Centre

Face-to-face Training Course on  
**Cybersecurity for Enterprises**  
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10-15 October 2019

**COURSE OUTLINE**

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**COURSE DESCRIPTION**

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<b>Title</b>	<b>Cybersecurity for Enterprises</b>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• To understand the present and future challenges in Cybersecurity for enterprises</li><li>• To equip participants with skills to address security in the cyberworld</li><li>• To demonstrate techniques for encryption and decryption of information.</li><li>• To understand requirements and implementation of cybersecurity policy documents (ISMS).</li><li>• To understand the auditing norms for ensuring network &amp; its components security.</li><li>• To understand computer and mobile security issues.</li></ul>
<b>Dates</b>	10-15 October 2019
<b>Duration</b>	5 days (excluding Sunday)
<b>Registration deadline</b>	5 <sup>th</sup> October 2019
<b>Training fees</b>	International participants: USD 275 per participant. Local participants: USD 275 or INR 19100/- (excluding taxes) per participant.
<b>Course code</b>	19WS24415ASP-E

**LEARNING OUTCOMES**

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Upon completion of this training, participants will be able to understand:

- Cybersecurity policy implementation, audit and prevention
- Different types of vulnerabilities persisting in network and their impact.
- Present and future challenges to manage the threats and vulnerabilities.
- Process for developing security policy document for realization of auditing norms for ensuring components Security.
- Risk assesment and risk evaluation.

## TARGET POPULATION

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This training is primarily targeted at executives, managers, engineers and technical staff from regulators, policy makers, telecom operators, and academia and government organizations.

## TUTORS/INSTRUCTORS

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S.No.	NAME OF TUTOR(S)/ INSTRUCTOR(S)	Position	CONTACT DETAILS
1.	Mr. M. K. Seth	Chief General Manager, ALTTC, BSNL, Ghaziabad, India	cgm_alttc@bsnl.co.in +91 94018 44444
2.	Mr. Subhash Chand	PGM, ALTTC, BSNL Ghaziabad, India	subhash.iitr83@gmail.com +91 98682 02123
3.	Mrs. Suresh Devi	DGM(IT), ALTTC, BSNL Ghaziabad, India	sureshdevi7009@gmail.com +91 94127 39242
4.	Mr. H K Dixit	DGM(Tx & Mobile), ALTTC, BSNL Ghaziabad, India	dikshithk@rediffmail.com +91 94127 39065
5.	Mr. Manoj Kumar Mishra	DGM (BB&ERP), ALTTC, BSNL Ghaziabad, India	dgm.bberp.alttc@gmail.com +91 94127 39234
6.	Mr. Nitin Kumar Garg	Assistant General Manager, ALTTC, Ghaziabad, India	<a href="mailto:nitinkumargarg@yahoo.com">nitinkumargarg@yahoo.com</a> +91 94120 00810

7.	Mr. Anand Kumar	Assistant General Manager, ALTTC, Ghaziabad, India	anandkumarbsnl21@gmail.com  +91 94127 39248
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## EVALUATION

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The assessment of the participants shall be based on the time spent on the training and the following parameters:

Evaluation Parameter	Weightage
Quizzes and Presentations	60%
Attendance	10%
Participation	30%

The minimum passing requirement for certificate is 60%

## TRAINING SCHEDULE AND CONTENTS / AGENDA

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(Updated information will be available at <http://www.itu.int/itu-d/asp> or <https://academy.itu.int>)

*Agenda (for face-to-face trainings)*

10 <sup>th</sup> October 2019 (Thursday)		
Session #	Topic	Speaker/Organization
10:30-11:30	Cyber hygiene in today's world	Sh. M K Seth CGM ALTTC/Sh. Nitin Garg AGM (IT)/DGM(IT)
11:45-13:15	Cybersecurity concept	Shri KKS Yadav/Guest Faculty
14:00-15:30	ISP core network architecture	Broadband faculty
15:45-17:15	Vulnerability assessment of network	Broadband faculty
11 <sup>th</sup> October 2019 (Friday)		
10:00-11:30	Information gathering: security aspects	Shri Neeraj Gupta/Shri KKS Yadav
11:45-13:15	Cryptography	Guest Faculty
14:00-15:30	Cryptography	Guest Faculty

15:45-17:15	Steganography	Neeraj Gupta
12 <sup>th</sup> October 2019 (Saturday)		
10:00-11:30	Programming: Python in cyber security	Nitin Garg
11:45-13:15	ISMS: Need of the hour	Broad Band Faculty/ Shri KKS Yadav
14:00-15:30	Cybersecurity Acts and Laws	IT Faculty
15:45-17:15	Quiz #1	IT Faculty
13 <sup>th</sup> October 2019 (Sunday)		
14 <sup>th</sup> October 2019 (Monday)		
10:00-11:30	Mobile security	Mobile Faculty
11:45-13:15	LTE security features and authentication procedures	Mobile Faculty
14:00-15:15	Next generation network security implementation	CFA Faculty
15:30-16:30	Social engineering	KKSY
15 <sup>th</sup> October 2019 (Tuesday)		
10:00-11:30	ACL, Firewall, Proxy server security	Shri Neeraj Gupta/Shri KKS Yadav
11:45-13:15	Websecurity	Shri Neeraj Gupta
14:00-15:30	Presentation	IT Faculty
15:45-16:30	Quiz #2	IT Faculty
16:30-17:30	Validation, and Feedback	CGM/PGM/DGM, ALTTC Ghaziabad

## METHODOLOGY

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The face-to-face training will include

- Instructor-led presentations,
- Case studies,
- Group exercises
- Assignments
- Visit to BB/MPLS and Mobile labs.

## COURSE COORDINATION

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<p><b>Institute Head:</b></p> <p><b>Mr. MK Seth</b> Chief General Manager ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002 cgm_alttc@bsnl.co.in (Email) +91 120 2755121 (Works)</p> <p><b>Institute Coordinator:</b></p> <p><b>Mr. Subhash Chand</b> Principal General Manager ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002 subhash.iitr83@gmail.com (Email) +91 120 2755122 (Works) +91 9868202123 (Mobile)</p>	<p><b>Training coordinators:</b></p> <p><b>Ms. Suresh Devi</b> DGM (IT) ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002 sureshdevi7009@gmail.com (Email) +91 9412739242(Mobile)</p> <p><b>Mr. Nitin Garg</b> AGM (IT) ALTTC, Raj Nagar, Ghaziabad, UP, INDIA -201002 mail.garg77@gmail.com +91 120 2755625 (Works) +91 9412000810 (Mobile)</p>	<p><b>ITU coordinator:</b></p> <p><b>Mr. Ashish Narayan</b> Program Co-ordinator, ITU Regional Office for Asia- Pacific 5th Floor, Thailand Post Training Centre, 111 Moo3 Chaengwattana Road,Laksi Bangkok 10210,Thailand ashish.narayan@itu.int (Email) +66 257 500 55 (Works) +66 257 535 07 (Fax)</p>
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## REGISTRATION AND PAYMENT

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### ITU Academy portal account

Registration and payment should be made online at the ITU Academy portal. To be able to register for the course you **MUST** first create an account in the ITU Academy portal at the following address:

<https://academy.itu.int/index.php/user/register>.

### Training registration

When you have an existing account or created a new account, you can register for the course online at the following link: <https://academy.itu.int/training-courses/full-catalogue/cybersecurity-enterprises>

You can also register by finding your desired course in our training catalogue <https://academy.itu.int/index.php/training-courses/full-catalogue>.

## Payment:

### 1. On-line payment

A training fee of USD 275 per participant is applied for this training. Payments should be made via the online system using the link mentioned above for training registration at <https://academy.itu.int/training-courses/full-catalogue/cybersecurity-enterprises>

### 2. Payment by bank transfer

Where it is not possible to make payment via the online system, select the option for offline payment to generate an invoice using the same link as above. Download the invoice to make a bank transfer to the ITU bank account shown below. Then send the proof of payment/copy of bank transfer slip and the invoice copy to [Hcbmail@itu.int](mailto:Hcbmail@itu.int) and copy the course coordinator. **All bank transaction fees must be borne by the payer. Failure to submit the above documents may result in the applicant not being registered for the training.**

### 3. Group payment

Should you wish to pay for more than one participant using bank transfer and need one invoice for all of them, create an account as **Institutional Contact**. **Institutional Contacts** are users that represent an organization. Any student can request to be an institutional contact or to belong to any existing organization.

To do this, head to your profile page by clicking on the **“My account”** button in the user menu. At the bottom of this page you should see two buttons:

- a. If you want to **become an institutional contact**, click on the **“Apply to be an Institutional Contact”** button. This will redirect you to a small form that will ask for the organization name. After you fill the name of the organization you want to represent, click on **“continue”** and a request will be created. An ITU Academy manager will manually review this request and accept or deny it accordingly.
- b. If you want to **belong to an existing organization**, click on the **“Request to belong to an Institutional Contact”** button. This will redirect you to a small form that will ask you to select the organization you want to join from an organization list. After you select the correct organization, click on **“continue”**, a request will then be created. The Institutional Contact that represents that organization will manually accept or deny your request to join the organization.

**ITU BANK ACCOUNT DETAILS:**

Name and Address of Bank:	UBS Switzerland AG Case postale 2600, CH 1211 Geneva 2 Switzerland
Beneficiary:	Union Internationale des Télécommunications
Account number:	240-C8108252.2 (USD)
Swift:	UBSWCHZH80A
IBAN	CH54 0024 0240 C810 8252 2
Amount:	USD 275
Payment Reference:	CoE-ASP- 19WS24415ASP-E-P.40593.1.04

**4. Other methods of payment**

For local participants, who would like to pay in local currency, a training fee of INR 19,100/- (Excluding taxes) can be made directly to the ALTTC bank account. The details are as follows:

1. Name of Account Holder: AO Cash, BSNL ALTTC
2. Account Type: Current
3. Account no: 10888625814
4. Bank Name: State Bank of India, Main Branch, Ghaziabad, INDIA  
IFSC code: SBIN0000642