



No.21023/04/2018-PMA{UN}

**GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell**

Room No. 14, North Block, MHA
New Delhi, 110001

Dated the February, 2018

- To :**
1. The Chief Secretaries and DsG (P)s of all States / UTs
 2. Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/
DCPW
 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
 4. Commissioner of Police Delhi.

Subject :- Job Opening : Individual Police Officer (On active Service) for appointment on Secondment to the Standing Police Capacity of the Police Division, with its Duty Station to the United of the Police Nations Logistics Base (UNLB) in Brindisi, Italy:-

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of Individual Police Officers for the following position **on Secondment to the Standing Police Capacity of the Police Division, with its Duty Station to the United of the Police Nations Logistics Base (UNLB) in Brindisi, Italy:-**

- (a) Transnational Crime Officer (P-3)
- (b) Policy Planning Officer (P-3)
- (c) Transnational Crime Adviser (P-4)
- (d) Logistics Planning Adviser (P-4)
- (e) Gender Affairs Officer (P-3)

(a) Transnational Crime Officer (P-3)

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in the Law, Criminology, Social Sciences, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in combating serious and organized crime may be accepted in lieu of the advance university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

Work experience: A minimum of 05 years of active policing experience, in a national police or other law enforcement training institution, is required. In active national Police

service with a current rank of at least chief inspector or Major, equivalent or higher rank is required. Peacekeeping or other international experience in the UN or other international organizations is also required.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. The knowledge of other official UN language, including French is highly desirable.

Other Desirable skills:- Experience in the use of modern internet-based research methodologies and sources is desirable. Proficiency in the use of computer and relevant applications (Lotus notes, Word, Excel, and Power Point) is an advantage.

(b) Policy Planning Officer (P-3)

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in Applied sciences, social sciences, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement may be acceptable in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is required.

Work Experience: A minimum of five years of active law enforcement experience in a national law enforcement agency, with the rank of Chief Inspector or Major including law enforcement planning and formulation/implementation of policy is required. Peacekeeping or other international experience in the UN or other organizations is desired..

Language: English and French are the most used working languages of th UN. For the post advertised fluency in oral and written English is required, knowledge of French is highly desirable.

(c) Transnational Crime Adviser (P-4)

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in the Law, Criminology, Social Sciences, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in combating serious and organized crime may be accepted in lieu of the advance university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

Work experience: A minimum of 07 years of active policing experience, in a national police or other law enforcement training institution with a current rank of Superintendent

or Lt.Colonel , equivalent or higher rank, including at least three years of direct experience in anti-transnational crime and anti-organized crime policy-making is required. Peacekeeping or other international experience in the UN or other international organizations is also required.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. The knowledge of other official UN language, including French is highly desirable.

Other Desirable skills:- Experience in the use of modern internet-based research methodologies and sources is desirable. Proficiency in the use of computer and relevant applications (Lotus notes, Word, Excel, and Power Point) is an advantage

(d) Logistics Planning Adviser (P-4)

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, public administration, business management or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement operational matters, including logistical support or procurement may be accepted in lieu of the advance university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

Work experience: A minimum of 07 years of progressively responsible experience, in active national police or other law enforcement training institution with a current rank of Superintendent or Lt. Colonel , equivalent or higher rank is required, including at least five years experience in capital projects (new projects new maintenance) and logistical management (budget, procurement, assets management, replacements, losses, decommissioning, etc) for law enforcement agencies. Peacekeeping or other international experience in the UN or other international organizations is also required.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. The knowledge of other official UN language, including French is highly desirable.

Other Desirable skills:- Experience in the use of modern internet-based research methodologies and sources is desirable. Proficiency in the use of computer and relevant applications (Lotus notes, Word, Excel, and Power Point) is an advantage.

(e) Gender Affairs Officer (P-3)

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in Applied sciences, social sciences, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law

enforcement and police general investigations may be acceptable in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is required.

Work Experience: A minimum of five years of active law enforcement experience in a national law enforcement agency, with the rank of Chief Inspector or Major, equivalent or higher, rank is required. Experience in a wide range of operational and administrative issues including three years of experience in general and complex crime investigations is required. Training experience is desirable. Peacekeeping or other international experience in the UN or other organizations is desired..

Language: English and French are the most used working languages of th UN. For the post advertised fluency in oral and written English is required, knowledge of French is highly desirable.

Preference will be given to equally qualified women candidates.

2. It is requested that nomination of **eligible and willing officers** of the rank of **DySP/SP for {P-3} level post and SP/DIG for (P-4) level post** may be submitted to this Ministry by **15th March, 2018** alongwith the following documents duly completed in all respect:-

- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form **duly completed and signed** by the nominated candidate as well as the relevant local authority.

Note: - On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force.

- iii. Personal details as per **Annexure-I**.
- iv. **Human Rights certificate must be included**(proforma enclosed).**Mandatory**

3. The nominated officers may be advised to send the above **document** as per the format enclosed **through electronic mail at e-mail address** at uspma@nic.in. **(Mandatory)** in pdf format only.

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while**

finalizing the nominations. Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.** (without cadre clearance and NOC from parent cadre, nominations will not be entertained).

6. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State)/approval of Head of Organization will be entertained.

Yours Faithfully



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

Copy to

Commissioner of Police .

Mumbai, Kolkatta, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers through State Government only.

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy) and 'what's new'.
2. US(UNP)-BA, MEA, JNB (2029), New Delhi



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

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BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
 2. Job opening number
 3. Name of the Officer
 4. Designation/Rank/organization and Pay scale/pay band with present place of posting.
 5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
 6. Date of Birth
 7. Education/Qualification
 8. Date of Joining Police Service and date of superannuation
 9. Service/Cadre/Batch:
 10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
 11. Present Job Profile:-
 12. NOC from parent cadre (if on deputation) mandatory:- Yes/NO/Not applicable
- I hereby certify that, I fulfill the eligibility requirement notified for the post applied for.

(Signature of the applicant)

5

HR CERTIFICATE

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org,) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGEES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time ☐ Part time ☐ hours/week:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING

DESCRIPTION OF YOUR DUTIES :

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time ☐ Part time ☐ hours/week:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time ☐ Part time ☐ hours/week:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST: Full time ☐ Part time ☐ hours/week:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time ☐ Part time ☐ hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time ☐ Part time ☐ hours/week:	
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES ☐ NO ☐		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES ☐ NO ☐ If answer is "yes", WHEN?		
30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.		
33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES ☐ NO ☐		
34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.		
DATE (day, month, year)		SIGNATURE:
N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.		

(14)

UNITED NATIONS
Employment and Academic Certification
Attachment to Personal History Profile (P11)

For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):

1. PERSONAL DATA:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

2. POSITION/S TO WHICH YOU ARE APPLYING:

Title: 1. 2. 3. ...	Job Opening Number:
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3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):

Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date <u>from</u> <u>current rank</u>
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Branch/Corp/Mustering

Sub Specialisation/additional qualifications

4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK and DEGREES OBTAINED:
		FROM: Month/Year	TO: Month/Year	
Military or Police Degrees	Military Academy (and/or similar military officer institution) - name and address:			RANK OBTAINED:
	Command and Staff College (and/or similar military officers institutions) - name and address:			RANK OBTAINED:
	Police Academy (and/or similar law enforcement training institution) - name and address:			RANK OBTAINED:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Civilian Degrees				

5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post		
Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

6. EXPERIENCE IN PEACEKEEPING OPERATIONS:			
Specify UN or other International Experience, start with your most recent experience and list in reverse order			
Dates FROM mm/yy- TO mm/yy	Mission/ Operation/Locati on	Position/title (Milob, HQ Staff, Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or Above)	Description of duties

7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):

Start with your most recent experience and list in reverse order

Dates FROM mm/yy- TO mm/yy	Unit level: Company/ Battalion/ Brigade/ Division or equivalent. Police Command Experience	Unit/Position/Org	Significant Unit Activities

8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:

Start with your most recent experience and list in reverse order

Dates FROM mm/yy- TO mm/yy	Position/Org	Operation/Activity

9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:

Start with your most recent experience and list in reverse order

Date: FROM mm/yy- TO mm/yy	Position/Org	Function/Activity

10. Additional Comments:

11. I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a candidate ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the preceding paragraphs for the following reasons:
.....
.....

Date Signature

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

B. TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf of I certify that the information provided by
is complete and correct.

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.

The Government of is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law. In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date..... Official Stamp

PLEASE NOTE:

An incomplete or unsigned form will not be accepted