

No. 21023/11/2024-Pers Policy  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
Pers. Policy Section

1017

North Block, New Delhi, 110001  
Dated 22 November, 2024

To

1. The Secretaries to Government of India
2. The Chief Secretaries and DsG(P) of all States / UTs.
3. The Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW/NTRO.
4. The DsG -BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles

Subject:- Campaign 2024 - Phase II - PD Permanent Mission of India – reg.

Sir/Madam,

Ministry of External Affairs has forwarded a communication from the UN seeking nomination of Police Officers in active service for appointment on secondment to the following Job opening

S.No.	Post Title and level, Job opening number, Organisation and Duty Station	No of posts	Indian Rank(s)	Police
1	Police Liaison Officer, P-4* DPO/SEC2402P/P-4/01 Office of the Police Adviser Duty station – New York	1	SP/DIG	

\* *English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and French (both oral and written) is required.*

2. The job description along with the requisite eligibility criteria/qualifications for the above said posts are enclosed/attached with this letter for reference. It is strongly recommended that authorities carefully submit only those candidates/officers meeting all requirements for the position outlined in attached job opening. The requirements given in the Annexure-I must also be ensured.

3. Nomination of eligible and willing officers in the rank of **SP/DIG for P-4 level**, active in police service for the above said posts may be forwarded through proper channel to this Ministry by 10<sup>th</sup> January 2025 along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected. Applications received through proper channel only i.e. through Home Department (State)/ approval of Head of Organization/ UT division in case of AGMUT cadre officers, will be entertained. **Applications received after the deadline specified i.e. 10.01.2025 will not be considered.**

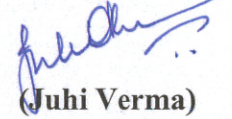
4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and Human Right Certificate along with forwarding letter including APAR/ACR grading of last five years (**only grading, no need to send copy of ACR**)

of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at [police2-un@mha.gov.in](mailto:police2-un@mha.gov.in) before the last date i.e **10.01.2025**

5. As a part of digital India initiative, all the required documents are to be sent in digital mode only (to above mentioned email) and no hard/physical copies are required.

**Encl: As above**

Yours faithfully



**(Juhi Verma)**

Director (Pers-Coord)

**Copy to:-**

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi :- Kindly note that the nominations are to be submitted through UT Division, MHA only.
2. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only.
3. JS(UNP), MEA, JNB (A-wing), New Delhi-110011
4. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(Secondment vacancies) and also under "what's new" .

**Other requisite requirements**

- A. United Nations Personal History Profile (PHP) form (P.11) duly completed typed(not hand-written) and signed by the nominated candidate.
- B. 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 / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in 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. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly. If candidate wishes to apply for several posts, **the separate EAC and PHP forms should be submitted for each post.**
- C. Personal details as per **Annexure-II along with APAR/ACR gradings of Last Five Years(Mandatory). No hard copies of ACR is required to sent.**
- D. Human Right Certificate (Performa Enclosed)**
- E. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations..* Hand written PHP 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.
- F. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
- G. Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.
- H. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.

**BIO- DATA Proforma**

**ANNEXURE-II**

1. Name of Post(s) Applied
2. Job Opening Number
3. Name of the Officer(as per official documents)
4. Designation/Rank, Organization, Pay scale/level
5. Present Place of Posting
6. In the case of officers on Deputation with other organization:-
  - Name of Parent Organization
  - Name of organization presently employed
  - Date of Deputation
  - Expected Date of repatriation to parent cadre/organization
7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA
8. Date of Birth
9. (a) Education qualification  
(b) Required qualification as per applied job/posts(Yes/NO)
10. Date of Joining Police Service
11. Date of Superannuation
12. Service/Cadre/Batch:-
13. Previous UN Experience
14. Other Foreign/international Experiences
15. Contact Details: Telephone No
  - Office
  - Residence
  - Mobile
  - E-mail
16. APAR/ACR Gradings of Last 05 years (mandatory):-
17. Outstanding Achievements, if any
18. Last Five(years) work profile/experiences

Recent Passport  
Size Photograph

I hereby certify that, i fulfill the eligibility requirement notified for the post applied for

Signature of applicant

**HR Certificate**

**(No any other language/format than mentioned below will be accepted)**

"The Department/organization of ..... is hereby confirming that Mr/Mrs \_\_\_\_\_ has been neither convicted of, nor currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. The Department/Organization of ..... a/so certifies that it is not aware of any allegations against the nominated candidates that they have 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."

To be signed by an officer

Not Below the Rank of DIG/Director

# United Nations Nations Unies

POSTAL ADDRESS-ADRESSE POSTALE UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE UNATIONS NEW YORK

REFERENCE: SEC2402P/Launch

The Secretariat of the United Nations presents its compliments to the Permanent Mission of India to the United Nations and has the honor to refer to the requirement for the services of Police Officers in active service. In this regard, the Department of Peace Operations (DPO) is seeking the nomination of candidates for appointment on secondment to specific positions in the Secretariat of the United Nations, for an initial period of two years with a possibility of extension in that position for a third year. In exceptional circumstances, the secondment to that position may be extended for a fourth year, but not longer. There is one post available through the issuance of one Job Opening which is posted for a period of 90 days effective 01 November 2024. The closing date for all Job Openings will be 31 January 2025.

The nomination procedures together with all forms to be completed are included in this package. It is kindly requested that all documentation be submitted electronically to the Selection and Recruitment Section (SRS) to the following email address:  
[dpo-policesecondmentcampaign@un.org](mailto:dpo-policesecondmentcampaign@un.org)

Applications received after the deadline specified on the Job Opening will not be accepted.

In as much as the posts require the expertise of police officers in active service, the Permanent Mission of India is kindly requested to confirm that selected candidates will be released, in a timely manner, from their national police service obligations for service with the United Nations. The Permanent Mission of India is also requested to ensure that the rank of each candidate submitted is clearly indicated on the application.

In addition, it is strongly recommended that the Permanent Mission of India carefully submits only those candidates meeting all requirements for the position as described in the Job Opening.

The United Nations Secretariat would like to inform the Permanent Mission of India that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates approved for placement in the roster may be selected for positions with similar functions (same functional title and level), without a new Job Opening being issued. Candidates shall be retained in the roster for a period of two years after the first day of the month following the selection decision by the Head of Department.

Please note that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other position within the Department of Peace Operations (DPO) or other parts of the UN Secretariat. Active-duty seconded personnel may serve under a UN Secretariat staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN Secretariat staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active-duty seconded police personnel on a UN Secretariat staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.

Nominations from women candidates are strongly encouraged.

The United Nations Secretariat would like to avail of this opportunity to inform the Permanent Mission of India to United Nations that staff members are subject to the authority of the Secretary-General and thereby are subject to the United Nations Staff Regulations and Staff Rules. In this context your attention is drawn to Staff Regulation 1.2 (j), whereby “no staff member shall accept any honor, decoration, favor, gift or remuneration from any Government”.

The Permanent Mission of India is strongly encouraged to nominate qualified women candidates. This request is being transmitted to all Member States.

The Secretariat expresses its appreciation to the Permanent Mission of India to the United Nations for its cooperation in this project.

01 November 2024

# United Nations Nations Unies

**Job Title :** Police Liaison Officer, P-4  
**Department / Office :** Office of the Police Adviser  
**Duty station :** NEW YORK  
**Posting period :** 01/11/2024 - 31/01/2025  
**Job Opening Number :** DPO/SEC2402P/P-4/01

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

## Organizational Setting and Reporting :

The position is administratively located in the Police Division of the Office of Rule of Law and Security Institutions. The incumbent reports to the Deputy Director of the IOT in the Regional Division.

## Responsibilities :

Within delegated authority, the Police Liaison Officer will be responsible for the following duties:

- Provides support to police mandate implementation and law enforcement in peace operations.
- Provides advice on peace operations regarding mission-specific and operational support issues requiring policy decisions; assists in developing and reviewing Mission Plans and Concepts of Operations for police components of peace operations; reviews the draft report of the Secretary-General to the Security Council; and, advises, facilitates and coordinates police issues requiring the involvement of Police Contributing Countries (PCCs).
- The incumbent also liaises with other offices within the Secretariat, peace operations and Permanent Missions of the PCC's within the guidelines of the PD; supports the IOT and the PD in planning and integrating police elements into the development of Concepts of Operations and Operational Plans;
- Supports the PD in evaluating police plans and preparing expert police advice on mission operational matters; advises and facilitates the flow of critical information between DPO and missions to inform the planning, budget, and implementation processes.
- Represents the IOT and PD in selected working groups, task forces and outside meetings; facilitates collaboration between the PD and other field mission components at the operational level; and, coordinates and integrates activities of police components in the field missions.
- Assists in liaising with Member States and regional organizations on mission-specific related issues; participates in police contributing countries meetings; drafts mission-specific code cables and related correspondences to peace operations.
- Participates in field visits and prepares assessment reports; prepares talking points for senior representatives of the United Nations Secretariat on mission-specific issues; assists in the preparation and review of budgetary documentation, including results-based budgeting reports, of the police components of peace operations.
- Researches on and provides technical and police advice on operational matters, as may be required; acts as an intermediary of the principal liaison group between field missions and headquarters staff on police matters; liaises with the Police Division for response actions and provides the Division's position to the IOT, as required.
- Provides advice to missions, in coordination with the Police Division, on staffing and police selection to ensure they are commensurate with the planned operations and activities in order to fulfil mission mandates. Prepares and analyses periodic management reports and other relevant information in order to keep senior managers informed; prepares technical reports and briefings; conducts informal and formal briefing presentations; identifies issues requiring headquarters intervention and follows up on decisions taken; and, executes other tasks as assigned by the supervisor.

## Competencies :

**Professionalism:** Demonstrated competence in police matters at the strategic and command levels; ability to identify issues, formulate opinions and provide recommendations through the use of sound judgment and applying expertise to solve a wide range of problems related to law enforcement; ability to work under pressure; conceptual and analytical abilities; knowledge of theories, concepts and approaches relevant to law enforcement, community safety and capacity-building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems; and good negotiation skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.



**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **Qualifications :**

**Education:** Advanced university degree (Master's Degree or equivalent) in Criminal Justice, Law or Political Science or other related field. A first level university degree with a combination of relevant academic qualifications and sufficient experience in police may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.

## **Experience :**

A minimum of seven years of progressively responsible experience in national law enforcement, including command experience, with the rank of Superintendent, Lt. Colonel, or an equivalent rank. Experience in police policy-making, and in strategic and operational police management is also required. Experience in UN peace operations is required. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Police training experience is desirable.

## **Languages :**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and French (both oral and written) is required. Knowledge of another official UN languages is desirable.

## **Assessment Method :**

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

## **Special Notice :**

Circulation of this Job Opening is limited to the Member States of the United Nations. Only police personnel who are currently employed in their national police service and who have received authorization from their respective national authority to apply for this Job Opening will be considered.

Please note that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other position within the Department of Peace Operations (DPO) or other parts of the UN Secretariat. Active-duty seconded personnel may serve under a UN Secretariat staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN Secretariat staff contract.

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN Secretariat staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active-duty seconded police personnel on a UN Secretariat staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.

Nominations from women candidates are strongly encouraged.

## **NOMINATION PROCEDURES FOR POSITIONS IN THE DEPARTMENT OF PEACE OPERATIONS REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF MEMBER STATES OF THE UNITED NATIONS ORGANIZATION**

Outlined below are the procedures to be followed by Permanent Missions for the nomination of candidates to posts requiring secondment from active police service, which are open for recruitment within the Department of Peace Operations (DPO). In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above-mentioned posts are reserved only for candidates nominated by Member States through their Permanent Mission to the United Nations; candidates applying independently will not be accepted. It is requested that applications be submitted as soon as possible. No applications will be accepted after the deadline specified on each job opening.

2. Applications for candidates must be presented in one single submission via a Note Verbale from the Permanent Mission. Each submission must contain a duly completed excel sheet form "Application Sheet - List of Candidates by PM", listing the names of the nominated candidates for each job opening. In addition, for each nominated candidate, the following will be required to be included in the submission:

a) United Nations Personal History Profile (PHP) Form (P.11) duly completed and signed by the nominated candidate.

b) Military/Police Employment and Academic Certification (EAC) form issued by the relevant military/police authority and containing details on the candidate's military/police academic degree/courses and employment record, duly completed and signed by the nominated candidate and signed and stamped by the relevant local authority.

c) Employment Record-Supplementary Sheet to be used for additional employment information.

3. In the event a candidate wishes to be recommended for several posts, he/she must list each post in section 2 "Position/s to which you are applying" of the Military/Police Academic and Employment Certification form. Candidate need only to submit one PHP and one EAC even if they apply to several positions.

4. Candidates are discouraged from attaching to their application certificates of degree obtained, medical forms or copy of their passport.

**Protocol for Electronic Submission of Nominations:**

1. Each Permanent Mission will be requested to submit in one single submission and in accordance with the deadline date of the job openings to the email address: dpo-policesecondmentcampaign@un.org

The following documents in the file type as indicated below:

A. Official note verbale – Format : Adobe PDF

B. Duly completed Excel sheet form “Phase II of the 2024 Campaign\_Application Sheet\_List of Candidates by PM.xls”, listing the names of the nominated candidates for each job opening – Format: Microsoft Excel or Adobe PDF

C. Application form package to be submitted for each nominated candidate in Adobe PDF Format:

i) United Nations Personal History Profile (PHP) Form (P.11) - duly completed and signed by the nominated candidate

ii) Supplementary Sheet as an attachment to Personal History Profile (PHP) Form (P.11/Supplementary Sheet), when more employment records need to be presented

iii) Employment and Academic Certification Form (EAC) duly completed and signed by:

- The nominated candidate and
- Stamped by relevant member state’s local authority

2. In the event the size of the attachments is too big to be submitted in one single message then the message can be divided into parts. The first part will clearly indicate the total number of submissions that will follow.

3. Upon receipt of the electronic submission, the designated official for the recruitment of seconded police officers in the Police Division will confirm

receipt of the complete submission as outlined above by returning the signed

Excel sheet form “Phase II of the 2024 Campaign - Application Sheet - List of Candidates by Permanent Missions”.xls” – Format: Adobe PDF

4. Incomplete submissions will not be accepted.

5. Nominations of police officers who are currently on secondment (holding a professional post or higher) to the UN (HQ and/or field) will not be accepted.

6. In case of incomplete submissions, the designated official for the recruitment of seconded police officers in the Police Division will indicate and request the missing documents. Acceptance of the submission will occur only once all documents have been submitted. The recruitment officer will acknowledge acceptance of the submission by returning the signed Excel sheet form “Application Sheet - List of Candidates by PM.xls” – Format: Adobe PDF.

7. Missing documents submitted after the deadline date of the job openings will not be accepted.

8. Late submissions or submissions that are sent by ordinary mail - courier will not be accepted.

1 November 2024

# United Nations Nations Unies

POSTAL ADDRESS-ADRESSE POSTALE UNITED NATIONS, N.Y. 10017  
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE UNATIONS NEW YORK

RÉFÉRENCE : SEC2402P/Publication

Le Secrétariat de l'Organisation des Nations Unies présente ses compliments à la Permanent Mission of India auprès de l'Organisation des Nations Unies et à l'honneur de porter à leur attention les besoins pour l'Organisation de recourir aux services d'officiers de police en service actif. A cet égard, le Département des Opérations de Paix (DOP) sollicite la nomination de candidats pour des recrutements sur la base de détachement, pour un poste spécifique auprès du Secrétariat de l'Organisation des Nations Unies, pour une période initiale de deux ans avec une possibilité d'extension pour une troisième année sur le poste. Exceptionnellement, le détachement sur le poste peut être prolongé d'une quatrième année, au maximum.

Un seul poste est à pourvoir à travers un appel à candidature. L'appel à candidature est publié pour une durée de 90 jour effective à compter du 01 Novembre 2024. La date limite de dépôt de candidature pour ce poste est le 31 Janvier 2025

Les procédures de nominations ainsi que tous les formulaires à remplir sont inclus dans ce dossier. Bien vouloir soumettre tous les dossiers de candidatures par voie électronique à la Section de Sélection et de Recrutement de la Division Police, Département des Opérations de Paix, à l'adresse suivante :

[dpo-policesecondmentcampaign@un.org](mailto:dpo-policesecondmentcampaign@un.org)

Les candidatures reçues au-delà de la date limite spécifiée sur la vacance de poste, ne seront pas prises en compte.

Dans la mesure où la position exige les compétences d'officiers de police en service actif, la Permanent Mission of India est priée de confirmer que les candidat(e)s recommandé(e)s seront libéré(e)s, dans des délais opportuns, de leurs obligations nationales relevant de leur service d'origine pour leur prise de fonctions aux Nations Unies. La Permanent Mission of India est également invitée à s'assurer que le grade de chaque candidat est clairement indiqué sur le formulaire de candidature.

En outre, il est fortement recommandé à la Permanent Mission of India de procéder seulement, aux transmissions de candidatures qui répondent scrupuleusement à toutes les conditions énoncées dans la fiche de poste.

Le Secrétariat de l'Organisation des Nations Unies souhaite informer la Permanent Mission of India, que dans un souci de rationalisation et afin d'accélérer les procédures de recrutement d'officiers détachés, les candidats ayant été qualifiés et inscrits sur un fichier, pourront être sélectionnés pour des emplois correspondant à des fonctions similaires (même titre et même

niveau de poste), sans qu'un nouvel appel à candidature soit publié. Ces candidats seront maintenus dans le fichier pour une durée d'un an à compter du premier jour du mois qui suit la décision de sélection par le chef du Département.

Il convient de noter que pendant la période de leur détachement aux Nations Unies, les policiers ne peuvent pas être réaffectés ou transférés à un autre poste au sein du Département des opérations de paix (DOP) ou d'autres parties du Secrétariat de l'ONU. Le personnel en détachement actif peut servir sous un contrat de personnel du Secrétariat de l'ONU pour une période allant jusqu'à trois ans (cumulés), laquelle peut, dans des cas exceptionnels, être prolongée pour une quatrième et dernière année, sous réserve des besoins opérationnels et d'une performance satisfaisante. Cette limite de service inclut les périodes de tout service antérieur auprès des Nations Unies en tant qu'officier en détachement actif sous contrat de personnel du Secrétariat de l'ONU.

Les candidats ayant déjà servi en tant que personnel détaché en activité peuvent postuler à nouveau après une interruption de service d'au moins un an depuis leur dernier détachement sous contrat de personnel du Secrétariat de l'ONU, sous réserve de la limite de contrat indiquée ci-dessus.

Les nominations de personnel policier en détachement actif actuellement en service sous un contrat de personnel du Secrétariat de l'ONU ne seront pas considérées.

Les candidats doivent satisfaire à toutes les exigences de l'avis de vacance de poste au moment de la nomination pour être pris en considération pour le poste.

Les candidatures féminines sont fortement encouragées.

Le Secrétariat de l'ONU voudrait saisir cette occasion pour informer la Permanent Mission of India auprès de l'Organisation des Nations Unies que les personnels sont soumis à l'autorité du Secrétaire général et de fait, au statut du personnel et au règlement du personnel de l'Organisation des Nations Unies. Dans ce contexte, votre attention est appelée sur l'alinéa j) de l'article 1.2 du statut du personnel, aux termes duquel « le fonctionnaire ne peut accepter d'aucun gouvernement ni distinction honorifique, décoration, faveur, ni don ou rémunération quelconques ».

La Permanent Mission of India est encouragée à présenter des candidatures de femmes qualifiées.

Cette note est adressée à tous les pays membres.

Le Secrétariat remercie la Permanent Mission of India auprès de l'Organisation des Nations Unies pour sa coopération dans ce projet.

01 Novembre 2024

