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North Block, New Delhi, 110001 Dated J April, 2022

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: - Invitation under Phase –I of the 2022 police Secondment campaign for one job opening for the seconded post of the United Nations Police Adviser, D-2

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has informed of launching Phase I of the 2022 Police Secondment Campaign through the issuance of one Job Opening for the seconded post of the United Nations Police Adviser, D-2, requiring the service of a police officer in active duty. The preview of the job opening as follows:-

Job Title: United Nations Police Adviser, D-2

**Duty Station: New York** 

Duration: initially 02 years (Extentable)
Job Opening No.: DPO/SEC2201P/D-2/01

- 2. The job description along with the requisite eligibility criteria/qualifications for the above said post is enclosed/attached with this letter for reference. It is strongly recommended to nominate those police officers who meet the criteria outlined in attached job opening from the UN. The requirements given in the Annexure-I must be ensured.
- 3. Nominations of eligible and willing officers in the rank of IG/ADG(D-2 level) active in police service for the above said post may be forwarded through proper channel to this Ministry by 22<sup>nd</sup> May, 2022 along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II.

4. The duly completed and signed Personal History Profile (P-11), Employment of Academic Certification (EAC), and Human Rights (HR) certificate along with forwarding letter including APAR/ACR gradings of last five years of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at <a href="mailto:police2-un@mha.gov.in">police2-un@mha.gov.in</a> before the last date i.e 22.05.2022

Encl: As above

Yours faithfully

(K.Prakasham)

Under Secretary(Pers.Policy & welfare)

**-**雷: 23092527

### Copy to

1. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only

2.JS(UNP), MEA, JNB (A-wing), New Delhi-110011

3.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 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)
- D. Human Rights certificate must be included (proforma 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 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

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

Recent Passport Size Photograph

2

# HR CERTIFICATE

It is certified that	was neither convicted
nor currently under investigation or being prosecuted for	r any criminal offence
including violation of International Human Rights I	aw 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 eve	n involved, by act or
omission, the commission of any act that may amount of vic	olations of International
Human Rights Law and International Humanitarian Law.	

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

## INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.



Do not Write in This Space

Read carefully and follow all dire			PERSON	NAL HISTO	ORY		
1. Family name	First	name		Middle name		Maiden	name, if any
2. Birth date (day/month/yr) 3	3. Place o	of birth	4. Nation	nality(ies) at birth	5. Present ationality	(ies)	6. Sex
7. Height 8. Weight	9. Marit Single		☐ Separate	ed ☐ Widow	v(er) Divorced	1 🗆	
10. Entry into United Nations set (a) Are there any limitations (b) Are there any limitation	on your abili	ity to perform in	your prospective		YES NO NO		
11. Permanent address		12.	Present address		(	Office Tele	ephone No.
Telephone No. ( )		Teleph	hone/Fax No. (	)	(	) nail:	
15. Do you have any dependent c	hildren?	YES NO	If the answ	wer is "yes", give the	e following information:		
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						West of	
15. (a) Name of Spouse							
16. Have you taken up legal perm If answer is "yes", which co	nanent reside	ence status in an	y country other the	han that of your natio	onality? YES	NO 🗆	
17. Have you taken any legal ste If answer is "yes", explain		changing your pr	resent nationality	? YES□ N	0 🗆		
18. Are any of your relatives emp If answer is "yes", please spe		e United Nation	s or any of its ag	encies? YES	NO 🗆		
NAME	city.		Relations	ship	Name of United Nations	Organizatio	on
				To Sushe		L C LV	
19. What is your preferred field of	f work?						
20. Would you accept employmen	nt for less tha	an six months?			nitted an application for en	mployment	and/or undergone any tests
22. KNOWLEDGE OF LANGUA	AGES. Wha	t is your mother	tongue?		THE SELECTION OF THE SE		
OTHER LANGUAGES	R	EAD	V	VRITE	SPEAK		UNDERSTAND
	Easily	Not Easily	Easily	Not Easily	Fluently Not Fl	luently	Easily Not Easily
		H	H				
23. For clerical grades only Indicate speed in words per minute					List all specific compu	uter progra	ammes you use (i.e. excel,
	nglish	French	Other languages				
Typing							
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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  FROM  TO  CERTIFICATES OR DIPLOMA OBTAINED  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 spar 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 FINAL  EXACT TITLE OF YOUR POST: Full time Part time hours/week:  NAME OF EMPLOYER:  NAME OF EMPLOYER:  NAME OF SUPERVISOR NO, AND KIND OF EMPLOYEES REASON FOR LEAVING	lease give complete address.	A. University or equivalent  NAME, PLACE AND COUNTRY ATTENDED FROM/TO			EMIC	MAIN COURSE OF STUDY
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	KING INQUIRIES OF YOUR PRESENT EMPLOYE	
29. ARE YOU NOW OR HAVE YOU EVER BEEI If answer is "yes", WHEN?	N A CIVIL SERVANT IN YOUR GOVERNMENT'S E	MPLOY? YES NO
<ol> <li>REFERENCES: List three persons, not relate qualifications.</li> </ol>	ed to you, and are not current United Nations staff rapervisors listed under Item 27.	nembers, who are familiar with your character and
FULL NAME	FULL ADDRESS	DI ISINESS OF OCCUPATION
POLE NAIVIE	FULL ADDRESS	BUSINESS OR OCCUPATION
YOUR NATIONALITY.	NCLUDE INFORMATION REGARDING ANY RESID	
	DICTED, OR SUMMONED INTO COURT AS A DEF EVIOLATION OF ANY LAW (excluding minor traffic sched statement.	
33. OTHER AGENCIES OF THE UNITED NAT TO YOUR PERSONAL HISTORY FORM BEING	ONS SYSTEM MAY BE INTERESTED IN OUR AP MADE AVAILABLE TO THEM? YES NO	PLICANTS. DO YOU HAVE ANY OBJECTION
34. I certify that the statements made by me in belief. I understand that any misrepresentation or renders a staff member of the United Nations liable.	answer to the foregoing questions are true, complet material omission made on a Personal History form e to termination or dismissal.	e and correct to the best of my knowledge and or other document requested by the Organization
DATE (day, month, year)	SIGNATURE:	
	y evidence which supports the statements you have to do so by the Organization and, in any event, do n e sole use of the Organization.	

# **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 nar	ne:	Middle na	names: Gender: I	
e-mail address:					
2. POSITION/S TO	O WHICH YOU ARE APPL	VING.			
Title:	O WHICH TOO ARE AFFE		ob Opening Nu	mber:	
1.			ob opening iva		
2.					
3.					
ELINOPE STATE		TWO CHILDREN		THE REAL PROPERTY.	
3. MILITARY SER	VICE HISTORY / POLICE S	ERVICE HISTORY	AND		
Current rank	Date Last Promote		ble for n to next rank	Projected Retires current rank	ment date <u>from</u>
Branch/Corp/Must	tering				
Sub Specialisation,	additional qualifications				
4. DEGREES AND	ACADEMIC DISTINCTION	NS OBTAINED:			
NAME	of INSTITUTION,	ATTE	NDED:	RANK/DEGRE	ES and ACADEMIC
PLACE	AND COUTNRY. Please	FROM:	TO:	DISTINCTIONS OBTAINED	

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

	NAME of INSTITUTION,	АТТ	ENDED:	DEGREES and ACADEMIC
	PLACE AND COUTNRY. Please give complete address.	FROM: Month/Year	TO: Month/Year	DISTINCTIONS OBTAINED
Civilian Degrees				
- MILIT	ARV AND/OR DOLLCE TRAINING			

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

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)	nost recent experience and list in reverse or  Description of duties	
Mills (Miles				

and above):			ve when applying for position at the P	
Start with your	most recent experience and	l 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	
	T EXPERIENCE RELATED TO Tomost recent experience and		POST/S YOU ARE APPLYING:	
Dates FROM mm/yy- TO mm/yy	Position/Org	Operation/Activity		
	NAL EXPOSURE OTHER THA		RATIONS:	
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 proceeding 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 AUTHOR	
On behalf ofl certify that the is complete and correct.	information provided by
I further certify that the nominated candidate has never be or being prosecuted for, any criminal or disciplinary offenc civil action or disciplinary offence.	
The Government of	
nominated candidate that she/he has committed or been i	
acts that may amount to violations of international humar In the case of the nominee who has been investigated for,	프로마트 (B. C.
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PLEASE NOTE:
An incomplete or unsigned form will <u>not</u> be accepted

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# United Nations Wations Unies

Job Title: United Nations Police Adviser, D-2

**Department / Office**: Office of the Police Adviser

**Duty station**: NEW YORK

**Posting period**: 09/03/2022 - 08/06/2022

Job Opening Number: DPO/SEC2201P/D-2/01

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

## Organizational Setting and Reporting:

The Police Division is headed by a Police Adviser, who is accountable to the Assistant Secretary-General for Rule of Law and Security Institutions. The Police Adviser has direct access to the Under-Secretary-General for Peace Operations, when required. The Police Adviser is responsible for providing advice and support on all policing issues to the Department of Peace Operations (DPO) and the Department of Operational Support (DOS) and to heads of police components of operations led by the Department of Peace Operations and missions led by the Department of Political and Peacebuilding Affairs (DPPA) with police advisory functions. The Police Adviser may also, as required, provide advice to the Under-Secretary-General for Political and Peacebuilding Affairs, the Secretary-General and the Security Council through the Under-Secretary-General for Peace Operations, ensuring that such advice and support is fully coordinated with the Assistant Secretary-General for Rule of Law and Security Institutions.

### Responsibilities:

The incumbent will be required to:

- Provide overall strategic direction and mission related advice on police matters to the Assistant Secretaries-General in DPO, in the DPO-DPPA Joint Regional Structure, in DOS, to Heads of Police Components in the field, and to others as requested and appropriate.
- Provide oversight of policing issues in all operations and direct responses to critical incidents and issues that arise in the field, Oversee the management of police components, including the conduct of recruitment and training of police officers serving in the field.
- Establish frameworks for launching new police operations in implementation of Security Council resolutions; develop, oversee and participate in the conceptualization and implementation of operations and operational initiatives, and determine the parameters for new initiatives in consultation with other senior officials.
- Coordinate and cooperate with the Military Adviser and senior officials in the DPO-DPPA Regional Divisions within the DPO-DPPA Joint Regional Structure and in the Division for Policy, Evaluation and Training.
- Maintain liaison with the Department of Political and Peacebuilding Affairs, the Peacebuilding Commission, the Peacebuilding Support Office, the Department of Operational Support, other United Nations departments, agencies, funds and programmes, Member States, non-governmental organisations, the academic community and civil society.
- Exercise overall responsibility for the leadership of the Police Division and its activities and products, including its planning processes and the management of police officers serving in the Police Division and those assigned to the Integrated Operational Teams in the Regional Divisions.

- Provide strategic direction and oversee the management of the Standing Police Capacity and its deployment to field missions.
- Represent the United Nations and/or the Department of Peace Operations, as appropriate, in meetings, conferences and seminars on police-related issues.

### Competencies:

**Professionalism:** Demonstrates professional competence in police matters at the strategic and command levels; identifies issues and uses sound judgment in applying expertise to solve a wide range of problems; works well under pressure; has strong conceptual and analytical abilities and proven negotiation skills.

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.

**Leadership:** Is proactive in developing strategies to accomplish objectives. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Establishes and maintains relationships with a broad range of interlocutors to understand needs and gain support. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

**Judgement/Decision-Making:** Identifies the key issues in a complex situation, and comes to the head of the problem quickly. Proposes a course of action or makes a recommendation based on all available information and on consultations with other affected units. Determines that the actions proposed will satisfy the expressed and underlying need for the decision. Demonstrates an understanding of political sensitivities.

### Qualifications:

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

**Experience:** Must be a senior professional police officer on active duty with the rank of Commissioner, Deputy Commissioner or rank equivalent to Major-General level. Must have at least 15 years of relevant experience, with command experience, progressively responsible national law enforcement experience in field and headquarters locations in police policy-making as well as strategic and operational police management experience. Service in a UN peacekeeping or other field operation is highly desirable. Experience in other international organizations is desirable.

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

#### **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 Member States. Only police officers currently employed in their National service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations of female candidates encouraged.