DGN -27 (04)-201

FAX/URGENT/AT ONCE

Home New Delhi

The Chief Secretaries of all States / UTs

No.21023/44/2014-PMA

Dated the, 6 February, 2015

Subject :- UNLB: Nomination of Individual Police Officers in Active Service for appointment on secondment for the position of Investigations Adviser at P-4 level to the Standing Police Capacity of the Police Division, with its duty station in the United Nations Logistic Base (UNLB) in Brindisi, Italy.

UNDPKO through PMI to UN vide their E/Fax No. 78 dated 05th December, 2014 sought the nomination of Individual Police Officers in Active Service for appointment on secondment for the position of Investigation Adviser at P-4 level to the Standing Police Capacity of the Police Division, with its duty station in the United Nations Logistic Base (UNLB) in Brindisi, Italy for a period of one year.

Accordingly, MHA vide Fax message of even number dated 11th December, 2014 (copy enclosed) had requested all concerned to forward the nomination of eligible and willing police officers the aforementioned posts by 19th January, 2015. However, MHA received less response from State Govts and UT Administration.

In view of the above, it is requested that, the nominations of eligible and willing officers of the level of SP/DIG (P-4) may be forwarded to MHA by 13th February, 2015.

Director's General(s) of all States and UTs.

Commissioner of Police . Mumbai, Kolkatta, Chennai and Bangalore.

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

3. SO (IT), MHA - With the request to upload the above communication on MHA website.

> (Raman Kumar) Under Secretary (PMA)

?: 23093443

(Raman Kumar)

?: 23093443 :uspma@nic.in

Under Secretary (PMA)

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FAX/URGENT/AT ONCE

From: Home New Delhi

To : 1. The Chief Secretaries of all States / UTs

Directors - IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/ DCPW/NCRB

 DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB /NCB/NIA/Assam Rifles (Through LOAR)

4. Commissioner of Police Delhi.

5. UT Division, MHA

No.21023/44/2014-PMA

Dated the, | December, 2014

Subject: UNLB: Nomination of Individual Police Officers in Active
Service for appointment on secondment for the position of
Investigations Adviser at P-4 level to the Standing Police
Capacity of the Police Division, with its duty station in the
United Nations Logistic Base (UNLB) in Brindisi, Italy.

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers in Active Service for appointment on secondment for the position of Investigation Adviser at P-4 level to the Standing Police Capacity of the Police Division, with its duty station in the United Nations Logistic Base (UNLB) in Brindisi, Italy for a period of one year.

Number of post : Not mentioned.

Vacancy announcement Number : 2014-SPC-75909-DPKO

Level of Post : P-4[SP/DIG]

Organization : UNLB, Brindisi, Italy

QUALIFICATIONS:-

Education: Advanced University degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a relevant combination of academic qualifications and extensive experience in police operational matters, including serious crimes investigations may be accepted in lieu of the advanced degree. Graduation from a certified police academy or other law enforcement training facility is required.

Work Experience: A minimum of seven years of active law enforcement experience on a wide range of operational and administrative issues, including three years of experience in management and policy-making with regard to serious crime investigations and crime scene management/forensics is required. Experience in the use of modern internet-based research methodologies and sources is required. Peacekeeping other international experience in the UN or other organizations is desirable.



Language: English and French are the working language of UN. For the advertised post, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

- 2. It is, therefore, requested that nomination of eligible and willing officer of the level of SP/DIG [P-4] may be submitted to this Ministry by 19th January, 2015 along with the following documents duly completed in all respect:-
 - United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
 - ii. Employment record-supplementary sheet.
 - iii. 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.
 - iv. Personal details as per Annexure-I.
- 3. The nominated officers may be advised to send the above documents as per the format enclosed through electronic mail at e-mail address (uspma@nic.in or sopma@nic.in).
- 4. No modified format other than the specimen enclosed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalising the nominations. It may be ensured that the photograph 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.

6. No direct application will be entertained.

(Raman Kumar)

Under Secretary (PMA)

Copy to

1. Director's General(s) of all States and UTs.

Commissioner of Police .
 Mumbai, Kolkatta, Chennai and Bangalore.

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

3. SO (IT), MHA - With the request to upload the above communication on MHA website.

(Raman Kumar) Under Secretary (PMA)

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Collection and deliberary of professional and

Annexure

BIO-DATA PROFORMA

1. Name of Post applied.

Recent passport size photograph

- 2. Job opening number
- 3. Name of the Officer
- 4. Designation/Rank/organisation 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
- 9. Service/Cadre/Batch
- 10. Educational Qualification
- 11. Previous UN experience

Telephone No.

- a. Office
- b. Residence
- c. Mobile No
- d. Fax No.
- e. E-mail id

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



UNITED NATIONS



NATIONS UNIES

2014 DEC -5 P 12: 05

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SECTIONS:

DPKO/OROLSI/PD/1473

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the Standing Police Capacity of the Police Division, with its duty station in the United Nations Logistics Base (UNLB) in Brindisi, Italy, for an initial period of one year, with possibility of extension.

Details regarding the posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Opcuing 2014-SPC-75909-DPKO. Also attached are the "Application Procedure for Position in the Standing Police Capacity of the United Nations Police Division Requiring Official Secondment . from National Governments of United Nations Member States".

The Sceretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each Job Opening(s) to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, DC1-0784, in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached Job Opening/s. Applications submitted after the deadline specified in the Job Opening will not be considered.

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that ... the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the Job Opening/s.

Member States are strongly encouraged to nominate qualified female. police officers. Preference will be given to equally qualified women candidates.

The Secretariat wishes to inform that the Permanent Mission of Member State that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates placed on a rester following the selection process may be considered for posts with similar functions within a period of one year and if recommended for deployment, further agangements will be coordinated with the Permanent Mission in due course.



The Sccretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not 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 or international humanitarian law. In the case of nominees who have 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 were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its 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.

The Secretariat recalls that the responsibilities of those personnel who are appointed to serve the United Nations are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

This request is being transmitted to all Member States, in compliance with General Assembly resolution 51/243 of 15 September 1997.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.

4 December 2014



Inited



Vations Secretariat

Vacancy Amiannochielit for Rastums in the Department of Peaceteeping Operations requiring official secondineral from national governments of Member States of the United Nations Organization

VACANCY ANNOUNCEMENT NUMBER DEADLINE FOR APPLICATIONS POST TITLE AND LEVEL DUTY STATION ORGANIZATIONAL UNIT INDICATIVE MINIMUM GROSS ANNUAL REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

2014-SPC-75909-DPKO 4 February 2015 Investigations Adviser, P-4 BRINDISI DEPARTMENT OF PEACEKEEPING OPERATIONS U.S. Dollars 98,066

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACEKEEPING OPERATIONS.

RESPONSIBILITIES: The Investigations Advisor reports directly to a Team Leader of the Standing Police Capacity (SPC), which is a IIN Police mechanism for starting up police companents in new UN peace operations as well as assisting existing operations on a continual basis. The incumbent provides expert advice and assistance on law enforcement investigation procedures, practices and techniques in the context of the SPC's planning at headquarters and specific assignments in the field. Focus is placed on advising and supporting various aspects of investigating serious crimes, including crime scene and forensic evidence matters. The incumbent speaks on technical issues affecting the investigation of porious crimes, such as pre-trial discovery, collection, classification, rules of evidence, and the identification and protection of crime scenes. When at heatiquarters, the incumbent engages in Serious Crime Analysis and undertakes relevant studies and surveys of serious crime the form as they pertain to the mandates of respective UN Police companients in UN peace operations. This work includes determining the specific role to be played by the SPC in providing UN Police in the field with investigations assistance and/or supparting the development of this capacity in indigenous law enforcement agencies that the UN Police are tasked to assist. In the field, sho works closely with UN Police and national law enforcement authorities in mapping out threats to public security originaling from serious erious erious and lack of law enforcement investigation. The Investigations Adviser develops and Supports the implementation of local programmes and other nethvities aimed at strengthening the procedures and rules governing indigenous law enforcement investigations of serious crimes. From the perspective of building institutional law enforcement capacity in post-conflict caryleonments, which is the strategic mission of IN Police, the incumbent seeks to support organizational and structural change in national law enforcement agencies, such as the creation of professional law enforcement investigative units and other

COMPETENCIES:

Professionalism: Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity-huilding; relevant knowledge of the conduct and performance of investigations in a national law enforcement agency; good research, analytical and problem-solving skills; ability to kleotify and participate in the resolution of complex issues and problems. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing dendlines and achieving results; is motivated by professional rather than personal concounts; shows persistence when taced with difficult problems of challenges; remains calm in stressful situations; 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 at a deciderate gies; Identifies priority activities and assignments; adjusts practiles as required; allocates appropriate arount of time and resources for completing work; foresees risks and allows for contingencies when plunning; monitors and adjusts pluns and actions as accessary; uses time efficiently. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and capertise; 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 the applied sciences, social sciences or other relevant field. A first level university degree with a relevant combination of scademic qualifications and extensive experience in police operational matters, including serious crime laves agations may be accepted in lien of the advanced university degree. Graduation from a certified police aundemy or other law enforcement training facility is required. Work Experience: A minimum of seven years of active law enforcement experience on a winter range of operational and administrative issues, including three years of experience in management and policy-making with regard to serious crime investigations and exlare scene management/forensics is required. Experience in the use of

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Preference will be given to equally qualified women candidates. Date of Issuance: 4 December 2014



APPLICATION PROCEDURES FOR POSITIONS IN THE STANDING POLICE CAPACITY OF THE UNITED NATIONS POLICE DIVISION

REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF MEMBER STATES OF THE UNITED NATIONS

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to posts requiring secondment from active Police service, which are open for recruitment within the Standing Police Capacity of the United Nations Police Division, with its duty station in the UNLB in Brindist, Italy. 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.

- The above mentioned posts are reserved for candidates recommended by Mcmber States
 through their Permanent Missions to the United Nations. Candidates applying independently
 will not be considered. It is requested that applications be submitted as soon as possible.
 Applications received after the deadline specified in each Job Opening will not be
 considered.
- 2. All applications must be submitted on a duly completed (typed) and signed United Nations Personal History Form (P.11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P.11. or PIIP. For the convenience of the Permanent Missions a P. 11. form is enclosed as a sample to be photocopied as needed.
- 3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
- 4. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a Note Verbale listing the names of the candidates and the corresponding vacancy announcements.
- 5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at DC1, 7th Floor, Room: 784 in accordance with the specific directions in the relevant Note Verbale.
- Upon delivery of the applications, the Selections and Recruitment Section will knowledge
 the receipt to the individual making the delivery.
- Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.



UNITED NATIONS

Employment and Academic Certification Attachment to Personal Vistory Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Family Name: Civen name: Middle names: Middle names: Gender: M// Committee of the properties of the propertie	Per	sonal Data:					
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Specify UN or other international Experience, starting with your most recent experience and list in reverse order

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Description of duties Command Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-mm/yy Unit/Position/Org Significant Unit Activities Significant Planning Experience, starting with your most recent experience and list in reverse order Dates min/yy-mm/yy | Position/Org Operation/Activity (Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order Date: min/yy-min/yy Position/Org Function/Activity



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TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:
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I luther vertify 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

INSTRUCTIONS NATIONS Please answer each question clearly and completely. TYPE OR PRINT LEGISLY. Read carefully and follow all directions. PERSONAL HISTORY Family name Middle name Maidan name, If may Date of (day/month/yr) 3. Place of built Nationally (ics) at bith Present Nationality(ics) Sex Weight Height X. 9. Marital Status; Single Married Separated Widow(er) Div

Empy into United Nations service might require assignment in any area of the world in which the United Nations might have responsibilities. Divorced [(a) Are there any limitations on your ability to perform in your prospective field of work? YES NO (b) Are there any limitations on your ability to engage in all travel? YES NO 11. Permanent address 12, Present address 13. Office Telephone No. Office Pax No. Telephone No. (Telephone/Fux No. (15. Do you have any dependent children? YES NO If the snawer is "yea", give the (bllowing information: Name of Children Date of Birth (dayhun/year) Place of Birth Ciender 15.(a) Name of Spouse 16. Have you taken up legal permanent residence status in any country other than that of your pationality? If answer is "yes", which country? 17. Have you taken any legal su-ps lowerds changing your present nationally? YES NO If answer is "yes", explain fully: Are any of your relatives employed by a public international organization? YES NO if answer is "yes", give the following information: Kelatinaskip Name of International Organization 19. What is your preferred field of work? Would you accept employment for less than six months? 21. Have you proviously submitted an application for employment and/or undergone any tests with U.N.? YES NO 1 1f su, when? 22. KNOWLEDGE OF LANGUAGES, What is your mother tongue? OTHER LANGUAGES READ WRITE SPEAK UNDERSTAND Not Easily Not Basily Finanty Not Finantly Easily Not Easily 23. Pur clerical grades only List any office machines or equipment and Indicate speed in soords per minute computer programmes you uso. Other languages English French Typing

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EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

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