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DU-27(34)2015

URGENT FAX

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F/No. 21023/14/2015-PMA
Government of India
Ministry of Home Affairs
PMA Cell

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22 APR 2015

Room No. 94-C, North Block, New Delhi
Dated, the 20th April, 2015.

To.

The Chief Secretaries and DsG(P) 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)
Commissioner of Police Delhi.
UT Division, MHA

Subject :- Seeking nomination for the position of Assistant Secretary General (ASG) for the UN Department of Safety and Security (DSS), New York-Regarding

Sir,

I am directed to enclose a copy of UN Headquarters communication No. DSS/OUSG/2105-01 on the above subject received through Ministry of External Affairs.

2. The UN DSS provides guidance and leadership to the UN Security Management System in order to ensure safety and security of the UN Staff, Operations and premises at UN HQs and field offices. It is currently led by the Under Secretary General, Department of Safety and Security along with an Assistant Secretary General. The job description of ASG, UN DSS is highlighted in the enclosed UN Communication. The last date for sending nomination alongwith curriculum vitae of the candidate as indicated by the Secretariat is **25th May, 2015**.

3. It is requested that nomination of **eligible and willing officer** of the level of **IsG/Addl DG [D-1]**, may be submitted to this Ministry by **15th May, 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.
- Curriculum vitae.
- Personal details as per **Annexure-I**.

4. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address (uspma@nic.in or sopma@nic.in).

ADG/K

पुलिस सहायक के लहायक
30/4/15

14 (Kasmik)

dh

पुलिस सहायक (कर्मिक)

उ.प्र., लखनऊ
30/4/2015

Ac V
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30/4/15

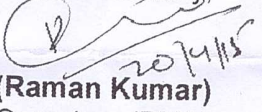
पुलिस सहायक (कर्मिक)
लखनऊ
30/4/15

20/4/15

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5. It may please be ensured that the nominees are clear from Vigilance angle. **Preference may be given to women candidates.** No direct application will be entertained.

Yours faithfully,


(Raman Kumar)

Under Secretary (PMA)

☎: 23093443

☎: 23093750/2398

✉: uspma@nic.in

Copy to

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

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

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

United Nations Nations Unies

HEADQUARTERS - SIEGE NEW YORK, NY 10017
TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE: DSS/OUSG/2015-01

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States and Non-Member States to the United Nations and has the honour to request the nomination of candidates for the position of Assistant Secretary-General for the United Nations Department of Safety and Security (DSS).

In accordance with General Assembly resolution 56/255, the Secretary-General appoints the Assistant Secretary-General for DSS following consultations with Member States and with due regard for geographical representation. The DSS provides guidance and leadership to the decentralized United Nations Security Management System (UNSMS) in order to ensure the safety and security of United Nations staff, operations and premises at United Nations Headquarters, Offices Away from Headquarters and in field locations with the purpose of enabling the effective operation of United Nations system programmes and activities.


The Assistant Secretary-General for Safety and Security is accountable to the Under-Secretary-General for Safety and Security. The core functions of the Assistant Secretary-General include:

- Supporting the Under Secretary-General in the full range of his/her responsibilities, including assuming responsibility for all operational activities of the Department related to tasking, planning the optimum use of resources, expertise and experience, and overseeing and assisting the Department's senior leadership in the discharge of their functions;
- Maintaining liaison with Designated Officials, representatives of Member States, regional groups, host government authorities and other senior leadership within the scope of the United Nations Security Management System, both at Headquarters and field locations;
- Supervising and overseeing the Executive Office in carrying out its delegated financial, personnel and general administrative responsibilities;
- Overseeing and strengthening the day-to-day, internal management of the Department, as well as representing the Department in the absence of the Under Secretary-General;
- Supporting the Under Secretary-General in the performance of his/her functions as executive head of the Department, including by coordinating the work of various units both at Headquarters and in the field, and overseeing the preparation of reports to intergovernmental bodies;
- Overseeing the work of the Policy and Compliance Service, the Field Support Service and the Executive Office.

Further information on DSS is available in the Secretary-General's bulletin ST/SGB/2013/3 and on the following website: <https://trip.dss.un.org/>

Per
DPR
1-1/1/1

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INSTRUCTIONS		UNITED  NATIONS		Do not Write in This Space					
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		PERSONAL HISTORY							
1. Family name		First name		Middle name					
				Maiden name, if any					
2. Date of (day/month/yr)		3. Place of birth		4. Nationality(ies) at birth					
5. Present Nationality(ies)		6. Sex							
7. Birth Height		8. Weight		9. Marital Status:					
				Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/>					
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.									
(a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/>									
(b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>									
11. Permanent address		12. Present address		13. Office Telephone No.					
				()					
Telephone No. ()		Telephone/Fax No. ()		14. Office Fax No.					
				()					
				E-mail:					
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:									
Name of Children		Date of Birth (day/mo/year)		Place of Birth					
				Nationality					
				Gender					
15. (a) Name of Spouse									
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", which country?									
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", explain fully:									
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If answer is "yes", give the following information:									
NAME		Relationship		Name of International Organization					
19. What is your preferred field of work?									
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>									
21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?									
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only						List any office machines or equipment and computer programmes you use.			
Indicate speed in words per minute									
		English	French	Other languages					
Typing									
Shorthand									

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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		DEGREES 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:
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)

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
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	
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	
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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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.

Do not repeat names of supervisors listed under Item 27.

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.

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Annexure-I

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 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

बपर पुलिस महाविदेशक (कामिब)
उ.म.०, ललित

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

(Signature of the applicant)