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No. I-21016/12/2015-IPS.III भारत सरकार/Government of India गृह मंत्रालय / Ministry of Home Affairs

North Block, New Delhi-1, Dated, the 21st April, 2016

To

The Chief Secretary(s)
All State Governments
(Except Arunachal Pradesh, Goa, Mizoram & UTs)

Subject: Filling up the post of Deputy Director General (DDG) in Bureau of Civil Aviation Security (BCAS) on deputation basis.

Sir.

I am directed to say that the Ministry of Civil Aviation proposes to fill one post of Deputy Director General (DDG) in the pay band-4 (Rs.37,400 - 67,000/-) with grade pay of Rs. 8900/- on deputation basis.

- 2. As per Recruitment Rules, the post is to be filled up by appointment of suitable IPS officers under the Central Government or State Government of the rank DIG of Police, by transfer on deputation basis.
- 3. The State Governments are, therefore, requested to sponsor the names of eligible and willing IPS officers to this Ministry. While sending the nominations it may please be ensured that the officers are clear from vigilance angle and they have completed the required 'cooling off' period wherever applicable.

प्रक्रिस महाग्वेद्रभक के सहायव

Yours faithfully,

(Mukesh Sawhney) Under Secretary to the Govt. of India Tel No. 23094038

Copy to:-

1. The DGPs of all States except Arunachal Pradesh, Goa, Mizoram and UTs.

2. The Under Secretary (UTS-I), New Delhi - for similar action.

3. The Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – w.r.t. their D.O. letter No. AV.13024/18/2016-AS dated 05.03.2016.

4. SO (IT), MHA – for uploading on the website.

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See

(Mukesh Sawhney) Under Secretary to the Govt. of India

वपर पुलिस महानिदेशक (काबिक)

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ACTOR GREW

<u>Preference will be given to equally qualified women candidates.</u>

- 2. It is requested that nomination of **eligible and willing officer** of the level of **SP/DIG (P-4)** may be submitted to this Ministry by <u>06th May</u>, <u>2016</u> 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. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local authority.
 - Note: On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force.
 - iii. Personal details as per Annexure-I.
- 3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address at uspma@nic.in.
- 4. No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations. Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.
- 5. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.

(Ajay Kumar Singh)

Under Secretary to the Government of India

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[™]:uspma@nic.in

Copy to

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

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

SO (IT), MHA - With the request to upload the above communication on MHA website including 'what's new'.

3. US (IPS-IV) - for uploading on Intra IPS portal

(Ajay Kumar Singh)

Under Secretary to the Government of India

☎:23094009

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டு:uspma@nic.in

Annexure

Recent passport size photograph

BIO-DATA PROFORMA

- 1. Name of Post applied.
- 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

(IPS-Cadre & Year/If Non-IPS, the entry level)

- 9. Service/Cadre/Batch
- 10. Present Designation/Rank in Indian Police/CAPFs i.e. Dy SP/ASP/SP/SSP/DIG/IsG/Addl DG/Spl DG/DG and specifying the level i.e. P-3,4,P-5, D-1 and D-2.
- 11. Specify the ranks equal to Police organization where the designations indicated as Assistant Director, Joint Dy Director, Deputy Director, Spl Director & Director, etc.
- 12. Pay Scale with Grade Pay
- 13. Educational Qualification
- 14. 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.

(Signature of the applicant)



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DPKO/OROLST/PD/2016/0321

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 United Nations Mission in the Republic of South Sudan (UNMISS), for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the posts for which the Sceretariat is seeking qualified applicants are provided in the attached Job Opening. Also attached are the "Application procedures for professional contracted positions in United Nations Police components in Peacekeping Operations or Special Political Missions requiring official secondment from national Governments of United Nations Member States".

The Secretariat 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 building, 7th floor, room 0776, in accordance with the above-referenced procedure, 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 Secretarial wishes to inform the Permanent Mission of Member State

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

The Secretariat wishes to outline that it is the responsibility of the Government to custine 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 heen 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 in United Nations peacekeeping or special political missions 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.

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.

05 April 2016

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Job Description for Rosition requiring official secondinent from national governments of Member States of the United Nations Organization

Post title and level

Organizational Unit.

Duty Station

PoC Site Coordinator, P-4

United Nations Mission in the Republic of South Sudan One of the Protection of Civilians Sites across the Mission

Reporting to

Duration

Deadline for applications

Deputy Police Commissioner

12 Month (extendible)

15 May 2016

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

RESPONSIBILITIES

In compliance with the mandate and under the supervision and substantive guidance of the Deputy Police Commissioner the PoC Site Coordinator will be responsible for operational oversight of the maintenance of public order and security within the UNMISS Protection of Civilians (PoC) sites and any other mandated UNPOL activities related to the PoC sites. The incumbent will be responsible for, but not limited to, the performance of the following duties:

- · Management, accountability and oversight of all relevant tasks and aspects of maintenance of public safety and security of UNMISS PoC sites within his/her Area of Responsibility (AoR) including maintenance of standards, rostering, Individual Police Officer (IPO) time on duty accountability, internal training, effective reporting and incident investigation and reporting;
- Serve as UNPOL Focal Point for other mission components, agencies, funds, and programs, and other humanitarian partners engaged within the UNMISS PoC site(s) within their AoR;
- Ground Commander for any major security incident within the UNMISS PoC sites within AoR;
- In consultation with Main Headquarters, facilitate and implement modalities and mechanisms of Community Policing within the AoR;
- Line management of all allocated UNPOL personnel working in or directly supporting POC sites within AoR ensuring proper mandate implementation; preparing reports of activities through the chain of command; supervising disciplinary and social environment among subordinate staff;
- Effective monitoring, reporting, follow-up, analysis and redress of security incidents (including Sexual and Gender Based Violence (SGBV), which will be addressed in conjunction with the Women's Protection Advisers) within UNMISS PoC sites within their AoR:

- Operational coordination with appropriate stakeholders in relevant protection-focused tasks affecting POC sites within their AoR;
- Reinforcement of Human Rights issues and compliance with set standards applicable to PoC sites
- Reinforcement and monitoring of all UNPOL community interaction within UNMISS PoC sites, including with the Informal Miligation and Dispute Resolution Mechanisms (IMDRMs) and Community Watch Groups (CWGs);
- Reinforcement and monitoring of all Gender Child and Vulnerable Persons Protection (GCVPP) Policing programs and approaches within allocated UN PoC sites within the AoR;
- Support the UN-wide early warning system, including a coordinated approach to information gathering, verification dissemination, and response mechanisms, including effective planning aimed at proparation for further potential attacks on United Nations personnel and facilities within POC sites;
- Ensure compliance with the Human Rights Due Diligence Policy (HRDDP) in the work of UNPOL assigned to POC sites and within the AoR;
- Identification of appropriate projects in support of mandate implementation which are HRDDP compliant and applicable to POC sites within the AoR;
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

COMPETENCIES

- Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement; experience in planning, development and implementation of policing guidance; ability to apply technical expertise to resolve police related issues and challenges; strong analytical and organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor the work of others.
- 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.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Excellent report

• Teamwork: Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Law, Law Enforcement, Criminal Justice Administration, Security Studies, Business or Public Administration, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Work Experience: At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field and regional/district headquarters level, including 5 years of direct supervisory/operational command experience, experience in organizational management, public order and crime prevention management, strategic planning, and administration related to project development and management of police / security agency. Previous experience in UN peacekeeping operations or international policing in the area of community policing is an advantage.

Rank: Lieutenant-Colonel/Superintendent of Police or other service equivalent or higher.

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

Preference will be given to equally qualified women candidates.

Date of Issuance: 5 April 2016

http://www.un.org/en/peacekeeping/sites/police

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/ho has not committed any serious criminal offences and has not been involved in violations of international human rights ar international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEPING OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES

6/16

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring secondment from active police services, which are open for recruitment within UN peacekeeping operations or special political missions. 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 only for candidates recommended by Member 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 but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
- 2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P.11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples 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. In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The self-attestation must be attached to the P-11 form and contain the following wording: I attest that I have not committed, heen convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law. The applications without signed individual self-attestations will not be accepted.
- 5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Joh Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
- 6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7th floor, room DC1 -0776, in accordance with the specific directions in the relevant Note Verbale.
- 7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
- 8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

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Manual Strain Lot	EK:			TYPE OF KUSINESS:	
ADDRESS OF EMPL	OYER:			NAME OF SUPERVISOR:	
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EMPLOYMENT RECORD - SUPPLEMENTARY SHEET PLEASE 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 FROM MONTH/YEAR SALARIES PER ANNUM STARTING FINAL TO MONTH/YEAR EXACT TITLE OF YOUR POST NAME OF EMPLOYER TYPE OF BUSINESS: ADDRESS OF EMPLOYER: NAME OF SUPERVISOR: NO. AND KIND OF EMPLOYFES SUPERVISED BY YOU; REASON FOR LEAVING: DESCRIPTION OF YOUR DUTIES SALARIES PER ANNUM
FINAL FROM MONTH/YEAR 70 EXACT TITLE OF YOUR POST MONTHYFAR STAKTING NAME OF EMPLOYER: TYPE OF BUSINESS. ADDRESS OF EMPLOYER: NAME OF SUPERVISOR: NO. AND KIND OF LAIPLOVEES SUPERVISED BY YOU: REASON FOR LEAVING DESCRIPTION OF YOUR DUTIES FROM MONTH/YEAR TO MONTHITEAN SALARIES PER ANNUM EXACT TITLE OF YOUR POST 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 MONTH/YEAR SALARIES PER ANNUM EXACT TITLE OF YOUR POST MONTHIYEAR STARTING FINAL NAME OF EMPLOYER TYPE OF BUSINESS: ADDRESS OF EMPLOYER:

NAME OF SUPERVISOR: NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

REASON FOR LEAVING:

UNITED NATIONS

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

TO BE COMPLETED BY CANDIDATE:

Pers	sonal Data;						
Family Nam	e:	Given name	:	Middl	lle names: Gender: M/		
e-mail addre	99:						
Position for	which you are	applying:					
(Note: if you	are applying i	or more than one position	a, please submit	separate P11 a	nd P11 attachment for cac		
Jeb Opening	Number:				tracattent for eac	h Joh Opening)	
Milit	ary Sarvica II	story/Police Service Histomilitary officers) or date			(for police officers):		
Current rank		Date Last Promoted	Date elig	ible for	Ductant 4 Y		
			promotio	n to next rank	Projected Retirement date from current rank		
Branch/Corp.	/Mustering	,	!				
Sub Specialis	ation/addition	nal qualifications	<u> </u>	· · · · · · · · · · · · · · · · · · ·			
Degre	ès und Acaden	uic Distinctions Obtained					
	NAME of I	NSTITUTION, D COUTNRY, Please		NDFID:	DEGREES and ACAD	EMIC	
	give comple	ete address.	FROM: Month/Year	TO: . Month/Year	DISTINCTIONS OBT	AINED	
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Staff/Wor College or							
Police Academy			-				
(and/or similar law							
enforcement institution)							
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Degree/s		Parties and the state of the st					
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Experience in peacekeeping operations:

Specify UN or other International Experience, starting with your most recent experience and list in reverse order non/vy-mm/yy Mission/ Position/title Description of duties Dates mm/yy-mm/yy | Mission/ Adviser) 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 mm/yy-mm/yy Position/Org Operation/Activity (Other) International Exposure other than peace keeping operations, starting with your most recent experience and Bist in reverse order
Date: mm/vy-mm/yy Position/Ore Function/Activity

Military and/or Police Training Cou Name of Course	irses/Seminars; (last two year	
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Additional Comments:		
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certify that the slatements made by me in an	swer to the foregoing question	ons are complete and correct. I understand that any
s staff member for the United Nations liable it	on a Personal History form	ons are complete and correct. I understand that any or other document requested by the Organization renders
	2	M(347)
declare that I have never committed, by	880 convicted of and am	not currently under investigation or being
		ing are not considered minor traffic violations for mission, in the commission of any violation of
nternational humarı rights law or interna	tional humanitarian law.	messon, in the estimassion of any violation of
am not able to attest to the proceeding	paragraphs for the follow	ving reasons:
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B. You will be required to construction	Antonia anidan	·
LB. You will be requested to supply document owever send any documentary evidence are	entary evidence which support	ports the statements you have made above. Do not,
I.B. You will be requested to supply docum owever, send any documentary evidence in about the original texts of references or texts.	entary evidence which support you have been asked to dimension to the state of the	ports the statements you have made above. Do not, do so by the Organization and, in any event, do not seen obtained for the sole use of the Organization.

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TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:	
On behalf of	
I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence. The Government of	
Date Official Stamp	