

No.21023/07/2022-Pers. Policy
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
Pers. Policy Desk

North Block, New Delhi, 110001
Dated 28th June,2022

To

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

Subject: - Inviting nomination of Individual Police Officers in active service for appointment on Secondment for the post of UN Police Adviser, P-4, to the United Nations Interim Force in Lebanon (UNIFIL) for a period of one year.

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has informed that the Police Division (UNHQ) has sought nomination of Individual Police Officers in active service for appointment on secondment **for the post of UN Police Adviser, P-4, to the United Nations Interim Force in Lebanon (UNIFIL) for a period of one year.** The preview of the post is as under:-

Post Title : UN Police Advisor, P-4
Organizational Unit : United Nations Interim Force in Lebanon
Duty Station : Naqoura
Duration : Initially 01 years (Extendable)
Job Opening No : 2022-UNIFIL-57112-DPO

2. The job description along with the requisite eligibility criteria/qualifications for the above said post is enclosed 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 **SP/DIG (P-4 level)** active in police service for the above said post may be forwarded through proper channel to this Ministry by 29th July, 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 police2-un@mha.gov.in before the last date i.e 29.07.2022

Yours faithfully

Encl: As above

(K.Prakasham)

Under Secretary (Pers. Policy & Welfare)

: 23092527

Copy to

1. The 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”

Annexure-I

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 advise 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**

Recent Passport
Size Photograph

- 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

Signature of applicant

(S)

HR CERTIFICATE

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law 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 even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

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



*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations*

Post title and level	UN Police Advisor, P-4
Organizational Unit	United Nations Interim Force in Lebanon
Duty Station	Naqoura
Reporting to	Deputy Head of Mission/Director of Political and Civil Affairs
Duration	12 Month (extendible)
Deadline for applications	15 August 2022
Job Opening number	2022-UNIFIL-57112-DPO

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

RESPONSIBILITIES:

In compliance with the UNIFIL mandate and under the supervision and substantive guidance of the UNIFIL Deputy Head of Mission/Director of Political and Civil Affairs, the Police Adviser will be responsible for, but not limited to the performance of the following duties:

- Advise the Mission leadership on police matters in so far as they have a bearing on the general law and order situation in the UNIFIL area of operations and on the overall security of UNIFIL personnel, movements and installations in Lebanon.
- Establish and maintain effective liaison with Lebanese Security Agencies regarding police issues.
- Advise the Mission leadership on ways to further the security sector within the UNIFIL area of operations in line with UNIFIL's mandate to assist the Government of Lebanon in extending its effective authority in the area; develop and execute the Mission's strategies to this end, including by engaging with national stakeholders and relevant partners.
- Liaise with Government officials, diplomatic community, civil society organizations and UNCT to promote targeted, coherent and effective support to UNIFIL's efforts to promote the State security sector in its area of operations.
- Within the scope of UNIFIL's mandate under Security Council resolution 1701 (2006) and without prejudice to the primacy of the Lebanese authorities in ensuring security and law and order, provide technical advice and training support to national authorities in coordination with the Ministry of Interior.
- Lead UNIFIL efforts in developing a strategy with the Ministry of Interior to improve community police training at the municipality level within the area of operations; design, organize and participate in the provision of such training initiatives.
- Support and advise UNIFIL's Technical Investigation Cell in their investigations into incidents and violations of Security Council resolution 1701 (2006).
- Perform any other duties consistent with the Mission mandate and as may be required by the Head of Mission/Deputy Head of Mission with respect to security improvement within UNIFIL and, if requested, by the Government of Lebanon.

COMPETENCIES:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement. Outstanding expert knowledge in the technical field of work in general and in the specific areas of police reform. 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. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational 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.

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. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

QUALIFICATIONS:

Education: Advanced University Degree (master's or equivalent) in Law enforcement, Criminal Justice, Security science, Public Administration, Human Resources Management, Social Sciences, Development Studies (particularly in law enforcement), Change Management or other relevant field. A first level university degree with a combination of relevant academic qualifications, professional specific training and extensive practical experience in law enforcement, including planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other certified law enforcement training institution is also required.

Work Experience: A minimum of 7 years (9 years in absence of advanced university degree) of relevant progressive and active experience in national or international police service or law enforcement agency both at the field and national headquarters level. Extensive practical experience in the areas of senior police management, policy making, strategic planning, training, operations and police administration is required. Previous experience in UN peacekeeping operations, specifically in the context of post-conflict Security Sector Reform, police capacity building and community policing is highly desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement training institution.

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

Languages: For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 15 June 2022

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

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) Birth		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)		6. Sex		
7. Height	8. Weight	9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <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?			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"/>	
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		<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 Indicate speed in words per minute									List any office machines or equipment and computer programmes you use.	
		English	French		Other languages					
Typing										
Shorthand										

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)

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					

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> 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. <i>Do not repeat names of supervisors listed under Item 27.</i>		
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 <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>		
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.		

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 during which you were not gainfully employed. See next page for more blocks.

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:
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:
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:
DESCRIPTION OF YOUR DUTIES				

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UNITED NATIONS

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

TO BE COMPLETED BY CANDIDATE:

Personal Data:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

Position for which you are applying:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

Job Opening Number:

Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):

Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
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Branch/Corp/Mustering

Sub Specialisation/additional qualifications

Degrees and Academic Distinctions Obtained:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				

Experience in peacekeeping operations:**Specify UN or other International Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	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 mm/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: mm/yy-mm/yy	Position/Org	Function/Activity

Military and/or Police Training Courses/Seminars: (last two years)

Name of Course	Date: mm/yy -mm/yy	Institution

Additional Comments:

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 staff member for the United Nations liable 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.

TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf of I certify that the information provided by
is complete and correct.

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 _____ 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