

F/No.21023/30/2012-PMA
Government of India
Ministry of Home Affairs
(Police Division-II)
PMA Cell

Dated, the 13th June 2013

To.

1. The Directors General,
BSF/CRPF/CISF/ITBP/NSG/SSB/Assam Rifles/RPF/NDRF
2. The Director General, NCB/BPR&D/NCRB/NIA
3. The Director, I B/CBI/NPA
4. The Chief Secretary & Directors General of Police,
5. All State Governments/UT Administrations.
6. DsGP of all State and UT Administration

Subject:- **Nomination Procedures for Positions in the UN DPKO and DFS Requiring Official Secondment From National Governments of Member States of the United Nations Organization**

Sir,

I am directed to refer to the subject and forward a copy of PMI to UN E/Fax No. 57 dated 06th June 2013 regarding guidelines issued by UNDPKO. These guidelines may be followed while forwarding nominations of officers to serve with the UN.

Encl :- As above

Yours faithfully,



(G C Yadav)

Under Secretary to the Government of India

☎ : 011 23093443

E Mail ID : uspma@nic.in

Copy to

SO (IT), MHA - For uploading the enclosed information on MHA Website.



Permanent Mission of India to the United Nations
235 East 43rd St. New York, NY 10017

Fax: 00-1-212-490-9656
Tel: 00-1-212-490-9660

E-mail: ind_general@indiaun.net
tiwari.un.ny@gmail.com

E/Fax: SF

06 June 2013

To: Col PP Singh
Dir. SD-3 AHQs
Email : dirsd3un-mod@nic.in

From: Colonel Manoj Tiwari
Military Adviser

Shri GC Yadav,
US (PMA), MHA

Repeat: 1. JS (G/Air), MoD
2. US (UNP), MEA

Priority: Most Immediate

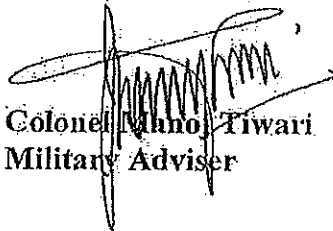
Internal Distribution: PR, DPR & C (D)

No. of Pages: 1 + 2

Subject: Nomination Procedures for Positions in the UN DPKO and DFS Requiring Official Secondment From National Governments of Member States of the United Nations Organisation

1. Guidelines issued by the UNDPKO for procedures to be followed for submission of the nomination of candidates to posts requiring secondment from active Military and Police service, which are open for recruitment within the DPKO and DFS, are attached herewith for information and necessary action please.
2. To avoid any delay in consideration of applications, the UNDPKO's guidelines may please be strictly adhered while submitting nomination please.

Best regards,


Colonel Manoj Tiwari
Military Adviser

sh Nagar
7/6/13

Dy. No. 2792/2013-PMA
Dated: 7/6/2013

**NOMINATION PROCEDURES FOR POSITIONS IN
THE DEPARTMENT OF PEACEKEEPING OPERATIONS
AND THE DEPARTMENT OF FIELD SUPPORT
REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF
MEMBER STATES OF THE UNITED NATIONS ORGANIZATION**

Outlined below are the procedures to be followed by Permanent Missions for the nomination of candidates to posts requiring secondment from active Military and Police service, which are open for recruitment within the Department of Peacekeeping Operations (DPKO) and the Department of Field Support (DFS). 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.

1. The above-mentioned posts are reserved only for candidates nominated by Member States through their Permanent Mission to the United Nations; candidates applying independently will not be accepted. **It is requested that applications be submitted as soon as possible. No applications will be accepted after the deadline specified on each job opening.**

2. Applications for candidates must be presented in one single submission via a Note Verbale from the Permanent Mission. Each submission must contain a duly completed excel sheet form "Nomination of Candidates for posts in DPKO and DFS requiring secondment of Military and Police Officers in active service", listing the names of the nominated candidates for each job opening. In addition, for each nominated candidate, the following will be required to be included in the submission:
 - a) *United Nations Personal History Profile (PHP) Form (P.11) and, if applicable, Employment record (Supplementary Sheet)*, duly completed and signed by the nominated candidate.

 - b) *Military/Police Academic and Employment Certification* issued by the relevant military/police authority and containing details on the candidate's military/police academic degree/courses and employment record. This is a revision of the *Attachment to Personal History Profile (PHP) Form (P.11) for Military and Police Personnel applying for Secondment Positions with the Department of Peacekeeping Operations and the Department of Field Support.*

 - c) *Employment Record-Supplementary Sheet* to be used for additional employment information.

3. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate PHP Form (P.11), Academic and Employment Certification and Employment Record-Supplementary Sheet must be submitted for each post.

28 March 2013

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4. Permanent Mission may choose to submit their nominations in one of the following way:
 - a. hand-delivered to Ms. Giorgia Dario-Paolucci, DPKO/DFS Executive Office (EO), DC-1, Room 1064.
 - b. emailed to dpko-dfs-secondmentrecruitment@un.org Please note that electronic submissions must follow the correct procedure as per attached instructions. Incomplete submissions will not be accepted.
5. Upon receipt of the:
 - a. **hand-delivered** submission, the designated official for the military/policy campaign, will confirm receipt of the submission and the attachments by signing-off on the duly completed excel sheet form "Candidates for posts in the Department of Peacekeeping Operations and the Department of Field Support requiring secondment from Military and Police Officers in active service".
 - b. **emailed** submission, the designated official for the military/policy campaign, will confirm receipt of the submission and the attachments by signing-off on the duly completed excel sheet form "Candidates for posts in the Department of Peacekeeping Operations and the Department of Field Support requiring secondment from Military and Police Officers in active service" and return it via email.
6. Applications submitted using fax, mail or any other formats will not be accepted.
7. Communications regarding this exercise will be through Permanent Missions only. The DPKO/DFS EO will not entertain personal queries from individual applicants.