

मुख्यालय पुलिस महानिदेशक, उत्तर प्रदेश

संख्या-डीजी-1-27(09)2023

दिनांक: लखनऊ: जनवरी

2023

सेवा में,


समस्त पुलिस उप महानिरीक्षक, उ०प्र० ।

समस्त वरिष्ठ पुलिस अधीक्षक/ पुलिस अधीक्षक/ पुलिस उपायुक्त/
सेनानायक, पी०ए०सी० ।

कृपया गृह मंत्रालय, भारत सरकार के पत्र संख्या-21023/04/2023-पीपी
दिनांक 25;01;2023 द्वारा United Nations Multidimensional Integrated
Stabilization Mission in Mali में Regional Commander, P-4 के पद पर
प्रतिनियुक्ति हेतु SP/DIG स्तर के इच्छुक अधिकारियों के नामांकन मांगे गये हैं।

2- उपरोक्त पत्र उ०प्र० पुलिस की वेबसाइट में (Personal - IPS -
Important Circular) में अपलोड है ।

3- उपरोक्त पत्र की प्रति संलग्न कर प्रेषित है जिसमें अंकित पद पर
प्रतिनियुक्ति हेतु इच्छुक हों तथा समस्त अर्हताएं रखते हो तो निर्धारित प्रारूप पर आवेदन
पत्र दिनांक 08;02-2023 तक इस मुख्यालय को उपलब्ध कराना सुनिश्चित करें।
संलग्नक-यथोपरि ।

/31/1/23
(राजा श्रीकास्तव)

अपर पुलिस महानिदेशक, कार्मिक
उत्तर प्रदेश ।

ADG (Karmik)

ADG/G.S.O.,
DGP Hqrs, U.P.
25-1-2023

No.21023/04/2023-PP
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
Pers. Policy Desk

North Block, New Delhi, 110001
Dated 25th January, 2023

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
(Through LOAR)
4. The Commissioner of Police Delhi.

Subject: - Inviting nomination of Individual Police Officers in active service for appointment on Secondment for the post of Regional Commander, P-4 to the United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA), for a period of one year

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has informed that Police Division (UNHQ) has sought nomination of Individual Police Officers in active service for appointment on secondment against the post of **Regional Commander, P-4 to the United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA)**, for a period of one year.

The preview of the post as follows:-

Post Title : **Regional Commander, P-4 {Two(02) posts}**
Organizational Unit : **United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA)**
Duty Station : **Timbuktu & Mopti**
Duration : **Initially 01 years**
Job Opening No : **2023-MINUSMA-86709-DPO**
: **2023-MINUSMA-86714-DPO**

2. The job description along with the requisite eligibility criteria/qualifications for the above said post is enclosed/attached with this letter for reference. It is strongly recommended to nominate only 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.

Sec I

अपर पुलिस महानिदेशक (कार्मिक)
मुख्यालय पुलिस महानिदेशक
उत्तर प्रदेश 25/01/23

AC V
2
27-1-23

3. Nominations of eligible and willing officers in the rank of SP/DIG(P-4) active in police service for the above said post may be forwarded through proper channel to this Ministry by 17th March, 2023 along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations shall be summarily rejected. Applications received through proper channel only i.e. through Home Department (State)/ approval of Head of Organization/ UT division in case of AGMUT cadre officers, will be entertained. Applications received after the deadline specified i.e. 17.03.2023 will not be considered..

5. 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 17.03.2023

Yours faithfully



(K.Prakasham)

Under Secretary (Pers.Policy & welfare)

: 23092527

Encl: As above

Copy to:-

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi :- Kindly be noted that the nominations are to be submitted through UT Division, MHA only
2. The Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly be noted that the nomination are to be forwarded through respective State Government only
3. JS(UNP), MEA, JNB (A-wing), New Delhi-110011
4. 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 advice 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
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

Recent Passport
Size Photograph

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

Signature of applicant

(S)

(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

United Nations

*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	Regional Commander, P-4 – two (2) posts
Organizational Unit	United Nations Multidimensional Integrated Stabilisation Mission in Mali (MINUSMA)
Duty Station	Timbuktu & Mopti
Reporting to	MINUSMA Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	31 March 2023
Job Opening number	2023-MINUSMA-86709-DPO 2023-MINUSMA-86714-DPO

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

RESPONSIBILITIES:

Under the overall supervision of the Head of the Police Component, and within the limits of delegated authority, the Police Regional Commander will be responsible for the following duties:

- Ensure the implementation and effective monitoring of activities of Malian Security Forces in camps for internally displaced persons (IDP) in the region;
- Support national and international efforts towards rebuilding the Malian security sector, especially the Police and Gendarmerie, through technical assistance, capacity-building, co-location and mentoring programmes, as well as the rule of law, within its capacities and in close coordination with other bilateral partners, donors and international organizations engaged in these fields.
- Monitor, help investigate and report to the Head of the Police Component on any abuses or violations of human rights or violations of international humanitarian law committed throughout Mali and contribute to efforts to prevent such violations and abuses;
- Monitor the Malian Security Forces regarding the arrest of all perpetrators of serious violations and abuses of human rights and serious violations of international humanitarian law.
- Assist the Malian Security Forces in their efforts aimed at creating a secure environment for the safe, civilian-led delivery of humanitarian assistance, in accordance with humanitarian principles, and the voluntary return of internally displaced persons and refugees, in close coordination with humanitarian actors;
- Support the efforts of the Malian Security Forces in the region to maintain public order; assist in building their capacity through specialized training in gender mainstreaming as well as preventing and investigating sexual and gender-based crimes; contribute to the planning of joint operations in this regard;
- Support the Malian authorities in the region in restructuring and building the capacity of the Malian Security Forces through co-location, monitoring, mentoring, training, evaluation and advice;
- Support the Malian Security Forces in securing the electoral processes;

- Develop and maintain close professional relationships with the Malian Security Forces at the most senior levels in the region, in order to facilitate the execution of the mandate;
- Coordinate with local counterparts, other United Nations agencies, international and bilateral partners in the development of capacity building projects for the Malian Security Forces within the region;
- Ensure that the implementation plan is actively pursued in the region in line with the strategic vision of the Malian Security Forces to bring short, medium and long-term improvements in policing;
- Implement directives from the Head of the Police Component and offer advice and comments as appropriate;
- Perform full range of managerial duties, including but not limited to: general supervision of mandate implementation in the region; overseeing operational service delivery by the UN Police Advisors in the Regional HQ and at the Sub-Regional Field Teams operating in the region; ensuring line management of administrative and human resources at the regional level; preparing reports of activities through the chain of command; supervising disciplinary and social environment among subordinate staff; ensuring that police personnel at all times conform to the highest standards of professional conduct and personal behavior;
- Ensure that the mission assets assigned to the UN Police component in the region and human resources under his/her command are utilized efficiently, effectively and economically, in harmony with other mission components;
- Liaise continuously with the UN Police Chief of Operations and FPU Coordinator to ensure efficient and effective coordination of any operational activities in the region, including the deployment and allocation of the Formed Police Units throughout the region and their participation in the operations;
- Coordinate with RJOC and UNDSS for the support of the substantive units of the mission in their activities with escorts;
- Coordinate with PIO at the regional level outreach sessions to sensitize the population on the mandate of the UNPOL;
- Perform any other duties as assigned by the Head of the Police Component or his/her Deputy in fulfillment of the mandate.

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 ensures 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 programs, management and administration; strong negotiation and conflict-resolution skills; outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; practical experience in the management and administration: ability to review and edit 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. Ability to communicate effectively with a wide range of international and national and cultural backgrounds.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

QUALIFICATIONS:

Education: Advanced university degree (Masters or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management, or related area-required-. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in the area of incumbent's responsibility (operations, reform, administration, training) is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

Work Experience: A minimum of 7 years (9 years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency both at the field and national police headquarters level - required; 5 years of active police experience at policy making level with strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management (particularly in law enforcement), reform and restructuring or related field - required; practical direct experience in commanding a regional or a state level police units, - required. Previous UN or international experience is an advantage.

Rank: Rank required for a P-4 is Police Superintendent/Lieutenant-Colonel, equivalent or above.

Languages: French and English are the working languages of the UN. For the post advertised, fluency in oral and written French is required. Knowledge of English is highly desirable.

Preference will be given to equally qualified women candidates.

Date of Issuance: 18 January 2023

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 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.

<https://police.un.org/En>

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
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

INSTRUCTIONS				Do not Write in This Space					
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		UNITED NATIONS 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? 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 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 ☐ 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.

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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
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DESCRIPTION OF YOUR DUTIES				
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		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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
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