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29/2/16

E-MAIL

04-34(61)16 (1)

FAX/URGENT/AT ONCE

From : Home New Delhi

To : 1. The Chief Secretaries and DsG (P) of all States / UTs/
2. Directors - IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/
DCPW/NCRB.
3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
4. Commissioner of Police Delhi.
5. UT Division, MHA

No.21023/09/2016-PMA

Dated the 29 February, 2016

Subject :- Senior Mission Leaders Course in Beijing (China)-from 06 to 17th June, 2016

Department of Field Support, UNHQ through PMI to UN has sought nominations of candidates to participate in **Senior Mission Leaders Course (SMLC) in Beijing (China) from 06 to 17th June, 2016**. The objective of the course is to prepare participants to assume roles and responsibilities associated with serving as a member of a mission's leadership team, including such roles as Special Representative of the Secretary-General [SRSG], Deputy SRSG, Force Commander, Police Commissioner, Director of Mission Support, or Chief of Staff.

2. The nominated candidates should possess the following criterion:-

- A minimum of 15 years of progressively responsible and relevant work experience, including at least five years of senior level managerial responsibility.
- Minimum rank/grade/level equivalent to United Nations Principal Officer (D-1) Brigadier General/Deputy Commissioner of Police, Chief Superintendent).

Selection for the course will also be based on the degree to which a candidate demonstrates:-

- Relevant professional experience addressing conflict, post conflict, or developmental settings at the national and /or international level;
- A proven record of excellent management and leadership skills in a multicultural environment, including the ability to supervise, mentor, develop and evaluate staff; .
- Excellent communication skills
- A clear commitment to promoting gender equality and mainstreaming a gender perspective; and

ADG(K)

tdm

ADG/P

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IG (Kashmir)

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अपर पुलिस महानिदेशक (कार्मिक)

मुख्यालय पुलिस महानिदेशक

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अपर पुलिस महानिदेशक/

पुलिस महानिरीक्षक (कार्मिक)

उत्तर प्रदेश

2/2/16

- The ability to work effectively with people from all cultures and background.

3. DPKO/DFS and the Government of China will cover the costs for the programme. **All other expenses related to participation, travel and daily subsistence will be borne by the nominating Government .**

4. It is requested that nomination of **One eligible and willing officer** in the rank of **Addl DG/IG [D-I level]** along with Personal History Profile at **Annexure-I** and personal details as per **Annexure - II** may be forwarded to this Ministry latest by **18th March, 2016**. The nominated officers may be advised to send their Personal History Profile through electronic mail at uspma@nic.in.

5. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.



(Raman Kumar)

Under Secretary to the Government of India

☎:23094009

Copy to

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

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

1. SO (IT), MHA - With the request to upload the above communication on MHA website and 'whats new'.



(Raman Kumar)

Under Secretary to the Government of India

☎/☎:23094009

✉:uspma@nic.in

INSTRUCTIONS		 UNITED NATIONS PERSONAL HISTORY		Do not Write in This Space
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.				
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
		Easily		Not Easily
		Easily		Not Easily
		Fluently		Not Fluently
		Easily		Not Easily
23. For clerical grades only Indicate speed in words per minute				
English		French		Other languages
Typing				
Shorthand				
List any office machines or equipment and computer programmes you use.				

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 Month/Year Month/Year		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
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 FROM TO		CERTIFICATES OR DIPLOMAS OBTAINED
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 MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:		TYPE OF BUSINESS		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR		REASON FOR LEAVING
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		
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.		

BIO-DATA PROFORMA

Recent
passport size
photograph

1. Name of Post applied.
 2. Job opening number
 3. Name of the Officer
 4. Designation/Rank/organization with present place of posting.
 5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
 6. Date of Birth
 7. Education/Qualification
 8. Date of Joining Police Service
 9. Service/Cadre/Batch
 10. Educational Qualification
 11. Previous UN experience
- Telephone No.

- a. Office
- b. Residence
- c. Mobile No
- d. Fax No.
- e. E-mail id

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

(Signature of the applicant)