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URGET



F/No. 21023/29/2016-PMA
Government of India/भारतसरकार
Ministry of Home Affairs/गृहमंत्रालय
[Police Division-II]
PMA Cell

1
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20 JUL 2016

Room No. 14, North Block,
New Delhi, 110001

- To :
1. The Chief Secretaries and DsG (P)s 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.21023/29/2016-PMA

Dated the 18 July, 2016

Subject :- Job Opening : Deputy Police Commissioner (D-1) in United Nations Mission in the Republic of South Sudan (Job Opening : 2016-UNMISS-82337-DPKO)

UNDPKO through PMI to UN has sought the nomination of Deputy Police Commissioner (D-1) in the United Nations Mission in the Republic of South Sudan (UNMISS) for a period of 01 year (extendible):-

Number of post	:	Not mentioned.
Level of Post	:	D-1 [IsG/ADG or equivalent].
Organization	:	UNMISS
Duration	:	12 Months (extendible)

QUALIFICATIONS

Education: Advanced university degree (Masters or equivalent) in law, criminal justice, public administration, development management, political science, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required. Advanced training for command/senior staff is highly desirable.

...2/-

ADG(K)

पुलिस महानिदेशक के कार्यालय

25/7/16

1G (Kasmi K)

अपर पुलिस महानिदेशक (कार्यिक)

26/7/2016

11938

Seal
by

अपर पुलिस महानिदेशक/
पुलिस महानिरीक्षक (कार्यिक)
उत्तर प्रदेश

26/7/16

ADG
L. 107

Work Experience: A minimum of 15 years (17 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 8 years of active police experience at senior policy making level, with extensive strategic planning and management experience in the areas of operations human and financial resources, police administration, training and development, practical direct experience in commanding a region or a state level police units or running a department at national police HQ level. Previous UN experience is an advantage.

Language: Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage. **Preference will be given to equally qualified women candidates.**

2. It is requested that nomination of **eligible and willing officer** of the level of **IsG/ADG or equivalent (D-1)** may be submitted to this Ministry by **22nd August , 2016** along with the following documents duly completed in all respect: -

- i. 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 uspm@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 PHPI/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.
-



(Raman Kumar)

Under Secretary to the Government of India

☎:23094009

☎:23094009

✉:uspma@nic.in

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.

2. 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



(Raman Kumar)

Under Secretary to the Government of India

☎:23094009

☎:23094009

✉:uspma@nic.in

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)

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

REFERENCE: DPKO/OROLSI/PD/2016/0578

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 Secretariat is seeking qualified applicants are provided in the attached Job Opening/s. Also attached are the "Application procedures for professional contracted positions in United Nations Police components in Peacekeeping 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 Openings 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 Secretariat wishes to inform the Permanent Mission of Member State 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 two years and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in

3/16

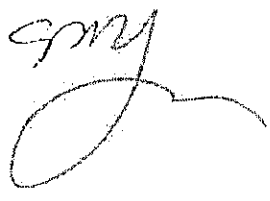
UNITED NATIONS  NATIONS UNIES

due course.

The Secretariat wishes to outline that it is the responsibility of the Government to ensure 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 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.

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.

8 July 2016 



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	Deputy Police Commissioner, D-1
Organizational Unit	United Nations Mission in the Republic of South Sudan
Duty Station	Juba
Reporting to	Police Commissioner
Duration	12 Month (extendible)
Deadline for applications	31 August 2016
Job Opening number	2016-UNMISS-82337-DPKO

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

RESPONSIBILITIES:

In compliance with the mission mandate and under the supervision and substantive guidance of the Police Commissioner (PC), the Deputy Police Commissioner will be responsible for the operational oversight of the UN Police component's activities related to the Mission mandate implementation, and will:

- Provide strategic and technical advice to the Joint Integrated Police (JIP) in institutional development efforts, in conjunction with other mission components, in particular the Rule of Law and Security Institutions Advisory Section and the UNCT, as well as international and bilateral partners so as to ensure the development of a comprehensive approach to supporting JIP with cross-cutting issues such as protection of civilians and rule of law mainstreamed;
- Support the operationalization of the Confidence and Trust-building Policing Strategy through the provision of advisory support to the SSSPs and JIP, focusing, in close coordination with the UNCT, on activities to re-build the trust between the police and communicates to allow for the safe return of Internally Displaced People to their settlements of origin;
- Support the functioning of the Police Development Committee (PDC) by assisting the Police Commissioner in his function as co-chair of the body, including through the preparation of inputs in coordination with UNDP and other relevant UNCT members and ensuring appropriate follow-up actions on agreed decision with national counterparts and international partners. Ensure continuous reporting to the Mission leadership on UNPOL's activities, including its support for the JIP, the PDC and the Confidence and Trust-building Policing Strategy.
- Ensure the formulation and harmonization of UN Police Work Plans in accordance with the mission mandate and concept of operations (CONOPS) and regularly review and monitor their implementation;
- In close coordination and cooperation with the UNPOL senior management team, provide management and operational oversight of all UNPOL activities and components related to mandate implementation and result based budgeting including oversight of the development of work plan and result frameworks in line with the mission specific mandate implementation plans, and ensure timely submission of monthly, bi-annual and annual progress reports of the police component and follow-up on recommendations;

- Ensure liaison with the Military, DSS and other relevant components of the mission regarding the safety and security of the UN Police and liaise with SSPS and JIP counterparts in regards to the safety and security of all UN Police, including those co-located with national police services, including SSPS, JIP and Joint Operation Center;
- Provide leadership to the police component of the mission during the absence of Police Commissioner.
- Perform any other duties as assigned by the Police Commissioner 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 ensuring the equal participation of women and men in all areas of work.

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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates; provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction; inspiring others to pursue that same direction' conveys enthusiasm about future possibilities.

QUALIFICATIONS:

Education: Advanced university degree (Masters or equivalent) in law, criminal justice, public administration, development management, political science, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required. Advanced training for command/senior staff is highly desirable.

Work Experience: A minimum of 15 years (17 years in absence of advanced university degree) of progressive and active relevant policing service/experience both at the field and national headquarters level, including at least 8 years of active police experience at senior policy making level, with extensive strategic planning and management experience in the areas of operations, human and financial resources, police administration, training and development, practical direct experience in commanding a region or a state level police units or running a department at national police HQ level. Previous UN experience is an advantage.

Rank: Chief Superintendent of Police, Police Commissioner, Deputy (Assistant) Inspector General, equivalent to senior colonel/general in the military or higher rank.

Language: Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 7 July 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/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.

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

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.



Do not Write in _____ Space

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 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:	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.

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

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.

1. 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, been 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 Job 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.

July 2016

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:
				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:
				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	
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