To,

1. The Chief Secretaries
   All State Governments,

2. All Secretaries
   Ministries/Departments of Government of India

Subject: Filling up the post of General Manager (Haryana Region), Food Corporation of India, Panchkula under the Department of Food & Public Distribution.

Sir/Madam,

This is regarding filling up the post of General Manager (Haryana Region), Food Corporation of India, Panchkula under the Department of Food & Public Distribution on deputation basis.

2. Officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.

4. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department not later than 09.10.2015.

Yours faithfully,

J. Ramaswami
Deputy Secretary (MM)
Tel: 23092842

Copy to:


2. NIC Cell, DOP&T for placing on Departmental Website.

3. PS to DS(MM) for uploading the circular through bulk e-mail system.
# Bio-Data

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Service</th>
<th>Batch</th>
<th>Contact Telephone No. (O)</th>
<th>Educational Qualifications</th>
<th>Complete Experience/Posting Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Whether clear from Vigilance angle?</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Whether the officer is debarred from deputation under the Central Staffing Scheme.</td>
</tr>
</tbody>
</table>

11. Certified that the above particulars are correct and complete.

Signature of the applicant  
Date: __________________    

Signature  
Name/Designation & Rubber Stamp of officer certifying the above Particulars

**Note:**  
*Columns 1-7 to be filled in by applicant.*  
*Columns 9-11. to be filled in by Ministry/Department concerned.*
No. 10/11/2013-EO(SM-I)  
Government of India  
Secretariat of the  
Appointment Committee of the Cabinet  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  

New Delhi, 10th September, 2015

To
1. The Chief Secretaries, All the State Governments.
2. The Secretaries, All the Ministries/Departments of the Government of India

Subject:- Filling up the post of Chairman (Joint Secretary level), Tea Board, Kolkata under the Department of Commerce — reg.

Sir/Madam,

It is proposed to fill up the post of Chairman (Joint Secretary level), Tea Board, Kolkata under the Department of Commerce in the pay band Rs. 37,400-67,000/- (PB-4) plus Grade Pay of Rs. 10,000/- on deputation basis.

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years and details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

3. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully,

(Nandini Palival)  
Deputy Secretary to the Government of India  
Tel. No. 011-2309 2187

Copy to:-
1. Department of Commerce (Ms. Rita A Teaolia, Secretary), New Delhi w.r.t. their letter No. A-12022/4/2010-E.IV dated 27.08.2015.

2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.

3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
http://esic.nic.in

No. A-37/14/3/2015 E-I

To The Chief Secretary,
Govt. of Kerala,
Thrissur.

Sub: Recruitment of Commissioner (Medical Education) in the ESI Corporation on deputation basis.

Dated: 10-09-2015

Sir,

The undersigned is directed to say that the following post is proposed to be filled in the ESI Corporation:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the post</th>
<th>No. of posts</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commissioner (Medical Education)</td>
<td>1</td>
<td>pay Band-4 Rs.37400-67000/- + Grade Pay Rs.10,000/-</td>
</tr>
</tbody>
</table>

The above said post is to be filled on deputation basis for a maximum period of five years. The eligibility criteria, educational, qualification, experience, etc., for the above post is indicated in Appendix-I.

It is requested that the Bio-data of eligible candidates who are suitable and willing to take up appointment immediately and can be spared by your department, may be sent through proper channel to Sh. A.K. Sinha, Addl. Commissioner, Hqrs. Office, ESI Corporation, CIG Marg, New Delhi-110002 together with their up to date service records, copies of Annual Performance Appraisal Report for last five years after attestation of each page, Integrity Certificate, vigilance clearance, cadre clearance and details of major/minor penalties during last ten year etc. within 60 days of its publication in the Employment News.

It is also requested to circulate this vacancy circular to all the Department/ Institution/Bodies etc. under your kind control for information and similar action.

The details of places of vacancies are furnished in Appendix III.

Yours faithfully,

(A.K. SINHA)
ADML. COMMISSIONER
APPENDIX - I

<table>
<thead>
<tr>
<th>1</th>
<th>Commissioner (Medical Education) in the pay Band-4 Rs.37400-67000/- +Grade Pay Rs.10,000/-</th>
</tr>
</thead>
</table>

**Eligibility Conditions:**

(A) Officers of All India Services (AIS) holding analogous post on regular basis in the parent cadre or department, or on deputation; and Possessing not less than 18 years' experience in the services out of which minimum experience of 3 years should be in Junior Administrative Grade Scale and above in the Health Sector or infrastructure Development or Management Sector.

(B) Officers of the Central Government of India in the pay Band-4 Rs.37400-67000/- +Grade Pay Rs.10,000/- having not less than 18 years' experience in the Service and possessing a Merit Certificate awarded by the Ministry of Health.

**Note 1.** The Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Govt. shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of the receipt of applications.

**Note 2.** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

The terms and conditions of the appointment of officers selected on deputation basis will be regulated in accordance with the orders contained in Govt. of India, Ministry of Finance O.M. No. F.I(11)-E-III(B)/75 dated 07.11.75 read with Govt. of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms O.M. No. 2/29/91-Estt.(Pay-II) dated 05.01.94 as amended by O.M. dated 20.06.2006. Applications are invited from eligible and willing candidates who can get relieved by their controlling officer in the event of their selection through proper channel. The application(s) may be sent to Sh. A.K. Sinha, Addl. Commissioner, Hqrs. Office, ESI Corporation, C.I.G Marg, New Delhi-110002 together with their up-to-date service records, copies of Annual Performance Appraisal Report for last five years after attestation of each page, Integrity Certificate, Vigilance clearance certificate, details of major/minor penalties for last 10 years and cadre clearance within 60 days from its publication in the Employment News.

The Commissioner (Medical Education) appointed on deputation will be posted in ESIC, Hqrs. New Delhi.

The application form can also be downloaded from the website www.esic.nic.in

Place: New Delhi

[Signature]

(A.K. SINHA)

[Position]

engg add.docx
# CURRICULUM VITAE PROFORMA

<table>
<thead>
<tr>
<th>No.</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and Address (in Block Letters)</td>
</tr>
<tr>
<td>2.</td>
<td>Date of Birth (in Christian era)</td>
</tr>
<tr>
<td>3.</td>
<td>Date of retirement under Central/State Government Rules</td>
</tr>
<tr>
<td>4.</td>
<td>Educational Qualifications</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</td>
</tr>
<tr>
<td></td>
<td>Qualifications/Experience Required</td>
</tr>
<tr>
<td></td>
<td>Qualifications/Experience possessed by the officer</td>
</tr>
<tr>
<td></td>
<td>Essential (1) (2) (3)</td>
</tr>
<tr>
<td></td>
<td>Desired (1) (2)</td>
</tr>
<tr>
<td>6.</td>
<td>Please state clearly whether in the light of entries made by you above, you meet the requirement of the post</td>
</tr>
<tr>
<td>7.</td>
<td>Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient</td>
</tr>
<tr>
<td></td>
<td>Office/Institution</td>
</tr>
<tr>
<td>8.</td>
<td>Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent</td>
</tr>
<tr>
<td>9.</td>
<td>In case the present employment is held on deputation/contract basis, please state:-</td>
</tr>
<tr>
<td></td>
<td>(a) The date of initial appointment</td>
</tr>
<tr>
<td></td>
<td>(b) Period of appointment on deputation/contract</td>
</tr>
<tr>
<td></td>
<td>(c) Name of the parent office/organization to which you belong</td>
</tr>
<tr>
<td>10.</td>
<td>Additional details about present employment. Please state whether working under (Indicate the name of your employer against the relevant column)</td>
</tr>
<tr>
<td></td>
<td>(a) Central Government</td>
</tr>
<tr>
<td></td>
<td>(b) State Government</td>
</tr>
<tr>
<td></td>
<td>(c) Autonomous Organization</td>
</tr>
<tr>
<td></td>
<td>(d) Government Undertaking</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>11.</td>
<td>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</td>
</tr>
<tr>
<td>12.</td>
<td>Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</td>
</tr>
<tr>
<td>13.</td>
<td>Total emoluments per month now drawn.</td>
</tr>
<tr>
<td>14.</td>
<td>In case of other than Central Government pay structure equivalent pay and Central Government may also be intimated.</td>
</tr>
<tr>
<td>15.</td>
<td>Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</td>
</tr>
<tr>
<td>16.</td>
<td>Please state whether you are applying for deputation/ISTC/Absorption/re-employment Basis. (Officers under Central/State Governments are only eligible for Absorption. Candidates of non-Government Organizations are eligible only for Short Term Contract.)</td>
</tr>
<tr>
<td>17.</td>
<td>Whether belongs to SC/ST.</td>
</tr>
<tr>
<td>18.</td>
<td>Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient).</td>
</tr>
</tbody>
</table>

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate
Address:________________________
Date:________
Countersigned
(Employer with Seal)
## DETAILS OF PLACES OF VACANCIES

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Grade</th>
<th>Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commissioner (Medical Education)</td>
<td>Band-4</td>
<td>Rs.37400-67000/- + Grade Pay Rs.10,000/-</td>
</tr>
</tbody>
</table>


The Officers possessing the qualifications and experience as shown in the Appendix - I to this vacancy circular are eligible to be considered for the posts.

(A.K. SINHA)
ADDL. COMMISSIONER

## CERTIFICATE

(To be filled in by the authority forwarding the application)

1. Certified that the particulars furnished by the candidate have been checked from available records and found correct.

2. Certified that the candidate is eligible as per condition mentioned in Appendix - I.

3. No vigilance case is either pending or is being contemplated against the candidate. There is nothing in the CR dossiers of the candidate which makes him ineligible for consideration for appointment for the post applied for.

4. Upto date APAR dossiers/ attested photo copy of the APAR for the year from [start year] to [end year] of the Officer is enclosed.

5. There is no doubt about the Integrity of the Officer.

Signature:

Name & Designation:

Official Address:
CIRCULAR

1. All Secretaries, Govt. of India.
2) All Chief Secretaries of States/Union Territories.
3) The Dy. Secy, Admin., Ministry of Agriculture, Govt. of India, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi - 110 001.
4) The Dy. Secy, Admin., Ministry of Environment & Forest, Govt. of India, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi 110003.
5) The Dy. Secy (Services), GNCTD, Players Building, I.P. Estate, New Delhi - 110002.
6) The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
7) The Commissioner (Personnel), DDA, Vikas Sadan, INA, New Delhi - 110002.
8) The Dy. Director, Admin., CPWD, Nirman Bhawan, New Delhi-110011.

Sub: Regarding sponsoring of names for appointment to the post of Director (Horticulture) in North Delhi Municipal Corporation on deputation basis

Sir/Madam,

I have been directed to communicate that the post of Director (Horticulture) in North Delhi Municipal Corporation in PB-4 Rs.37400-67000 + Grade Pay Rs.8700/- is to be filled up on deputation basis. Based on the provisions of the Existing RRs to the post of Director (Hort.)/guidelines of DOP&T regarding qualifying service, Officers under the Central/State Government:-

A) (i) Holding analogous posts on a regular basis in the parent cadre/department or

(ii) With 2 year's regular service in the grade rendered after appointment thereto on regular basis in Pay Band 4 Rs.37400-67000 + Grade Pay Rs.8700 or equivalent in the parent cadre/department, or

(iii) with 6 years regular service in the grade rendered after appointment thereto on regular basis in Pay Band 3 Rs.5600-39100 + Grade Pay Rs.7600 or equivalent in the parent cadre/department.

B) Educational Qualifications

Essential:-

1) M.Sc in Agriculture with specialisation in Horticulture/M.Sc in Horticulture (including Floriculture, Fiericulture etc.) from a recognised University or equivalent; or B.Sc (Agriculture) with post-graduate diploma in Landscape/ Architecture/ Horticulture from a recognized University or equivalent.

2) 12 years experience in a senior or supervisory capacity in works of Horticulture including ornamental gardening ranging over various fields of Horticulture in a Govt. Deptt. or in a private firm.

Desirable:-

i) Doctorate Degree in Agriculture/Horticulture or Botany from a recognized University or equivalent.

ii) Adequate administrative experience.

are eligible for promotion
2. Since, the North DMC follows the Rules/Regulations/Instructions of the Govt. of India, the laid down terms and conditions of deputation of the Govt. of India shall be applicable *mutatis mutandis* to the officer on deputation basis in North DMC. Further, the maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

3. It is, therefore, requested that the names of suitable and willing officers fulfilling the prescribed conditions, along with their Application, Bio-data, ACRs for the preceding five (5) years, Integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may please be forwarded to the Director (Personnel), 7th Floor, Dr.S.P.Mukherjee Civic Centre, J.L.Nehru Marg, New Delhi-110002, **within 15 days**, to enable us to consider selection for appointment to the above said posts on deputation basis.

Asstt. Commissioner (CED)

Copy to:- AO (IT), with the request to upload the Circular on North DMC's website.
VACANCY CIRCULAR

Subject: Filling up the post of Dy. Chairman, Mormugao Port Trust- Calling for Applications- -reg.

The Ministry of Shipping invites applications from the from All India Service/Central Civil Services Group ‘A’ officers and also from eligible Port Officers working in Major Port Trusts for the post of Deputy Chairman in Mormugao Port Trust in the pay scale of Rs.65,000-75,000/- (in industrial DA pattern). Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3(1) (b) of the Major Port Trusts Act, 1963.

2. The Deputy Chairman of the Port is one of the trustees of the Board. He is the Deputy Chief Executive of the Organisation and assists the Chairman in all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following:

(i) Wide administrative experience and General Managerial ability;
(ii) Experience and talent in man-management in highly unionized environment;
(iii) Experience and ability in Financial Management;
(iv) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(v) Ability to co-ordinate with various agencies such as State Governments, the Law and order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
(vi) Experience and ability in personnel management and understanding of establishment matters.

3. Eligibility criteria for AIS/ Central Civil Service Group ‘A’ officers:

(i) The officers belonging to All India Services/Central Group ‘A’ Civil Services who have put not less than 9 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.
(ii) The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.

(iii) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years (2009-10 to 2013-14) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. **Eligibility criteria for Port Officers:**

(i) Eligible Officers belonging to the Major Port Trusts are to be considered for this post. The officers holding the posts of HODs with minimum 4 years of regular service in Category I Ports or officers holding the post of HODs with minimum of 5 years of regular service in Category II Ports are eligible to be considered for the post provided that incumbents of highly specialized posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (i) above should send their **applications through proper channel.**

(iii) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) APAR/ACRs of last 5 years (2009-10 to 2013-14)
(ii) A certificate on adverse entries in the APAR/ACRs, if any.
(iii) If the APAR/ACRs of a particular years between 2009-10 to 2013-14 is pending/not available, “No Report Certificate” may be furnished.
(iv) A statement showing APAR/ACRs gradings should also be furnished.
(v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column-wise and signed by CVOs of the concerned Port (with details of last ten years)
6. The applications which are received after due date/not sent through proper channel will not be considered. The last date for receipt of applications in this Ministry is 09.11.2015. The applications may be sent to the undersigned at the following address:

Under Secretary (PE),
Ministry of Shipping,
Room No. 427
Transport Bhawan
1, Parliament Street
New Delhi-110001.

(ANURAG SHARMA)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492

To

2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India
6. All Chairmen/Dy. Chairmen of the Major Port Trusts w.r.t. Port Officers

Copy to:
1. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to diracc@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organisations”
2. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
3. Nodal Officer, Ministry of Shipping
4. Guard File
BIO DATA PROFORMA

1. Name, Designation and Address:

   (a) Service and Batch:

2. Date of Birth (in Christian era) & age:

3. Date of retirement:

4. Educational Qualifications:

5. Whether qualifications, experience and job requirements for the post are satisfied

   Qualifications / experience / Job
   Requirements for the post

   Essential
   Required
   Desired: Should preferably have at least four years of left out service period.

   (1)
   (2)
   (3)

6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post

7. Total service rendered in Group ‘A’ post:

8. Total experience in Port & Shipping sectors, if any:

9. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

   Office / Instt. Post held From To Scale of Pay and basic pay Nature of duties
   . / Orgn

10. Nature of present employment

11. In case the present employment is held on deputation / please state-
(a) The date of initial appointment  
(b) Period of appointment on deputation  
(c) Name of the parent office/organization to which you belong

12 Additional details about present employments

Please state whether working under

(a) Central Govt.  
(b) State Govt.  
(c) Autonomous Organisations  
(d) Government Undertakings

13. Two separate write-ups (not exceeding 300 words each) may be attached as follows:

(i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for:

(ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join:

14. Scale of Pay and Grade Pay and also indicate: the date from which in this scale of Pay & GP

15 Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

16 Whether belongs to SC/ST

Remarks

In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting.

Signature of the candidate

Address------------------

------------------

E-mail:______________

Date------------------

Countersigned------------------

(Employer)
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT
[To be furnished and signed by the CVO or IOD]

1. Name of the Officer (in full)

2. Father’s Name

3. Date of Birth

4. Date of Retirement

5. Date of Entry into Service

6. Service to which the officer belongs including batch/year cadre-etc. wherever applicable

7. Positions held (during the ten preceding years)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
<th>Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Whether the officer has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity” [if yes details to be given]

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*)

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*)
11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission]

12. Is any action contemplated against the Officer as on date [if so, details to be furnished] (*)

DATE: ..........................................................  
(NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.
From: Home New Delhi

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 /NCA/NIA/Assam Rifles (Through LOAR)
5. UT Division, MHA

28 SEP 2015

Subject: Job Opening: Public Order Adviser (P-4), in United Nations Logistic Base (UNLB) in Brindisi, Italy (Job Opening Number: 2015-SPC-75916/75916-DPKO)

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of Public Order Adviser (P-4) United Nations Logistic Base (UNLB) in Brindisi, Italy (UNLB) for an initial period of 12 months (extendible) :-

- Number of post: 02 Posts
- Level of Post: P-4, [SP/DIG]
- Organization: UNSOM
- Duration: 12 Months (extendible)
- Job Opening number: 2015-UNSOM-DPKO

QUALIFICATIONS - Professionalism: Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. 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. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decision may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
**Education:** Advanced university degree (Masters degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in police operational matters, including public order maintenance may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

**Work Experience:** A minimum of 7 years of active law enforcement experience in a national law enforcement agency at the strategic, operational and administrative levels, including at least three years of experience in crowd management and riot control and other public order matters, both with regards to policy making and implementation, is required. Peacekeeping or other international experience in the UN or other organizations is desired.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official 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 **SP/DIG (P-4)** may be submitted to this Ministry by **09th November, 2015** 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.

   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 (uspma@nic.in or sopma@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 PHP/IEAC 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

Tel: 23093443
Mob: 23093750/2398
Email: uspma@nic.in
Copy to

1. Commissioner of Police -
   Mumbai, Kolkata, 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.

   (Raman Kumar)

   Under Secretary to the Government of India

   ☎: 23093443
   ☎: 23093750/2398
   ✉️: uspma@nic.in
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
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)
United Nations Secretariat

Vacancy Announcement

DEADLINE FOR APPLICATIONS
16 November 2015

POST TITLE AND LEVEL
Public Order Advisor, P-4 (2 Posts)

DUTY STATION
BRINDISI, ITALY

ORGANIZATIONAL UNIT
DEPARTMENT OF PEACEKEEPING OPERATIONS

INDICATIVE MINIMUM GROSS ANNUAL SALARY
U.S. Dollars 34,263

RESPONSIBILITIES: Under the direct supervision of the Team Leader of the Stabilizing Police Capacity (SPC), the incumbent advises and assists on the law enforcement maintenance of public order including crowd management and riot control. The SPC is a UN Police mechanism for supporting police components in new UN peace operations as well as assisting existing operations on a continual basis. The incumbent provides advice on the deployment and use of international formed police units (FPUs) in UN peace operations as well as the development of the capacity in indigenous law enforcement agencies that UN Police are mandated to assist. Activities are undertaken with regard to building institutional law enforcement capacity in the public order field, in line with the strategic mission of UN Police. When at Brindisi, the incumbent interacts closely with officials in the Police Division of the Department of Peacekeeping Operations and develops strategies to build police capacity and capacity building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. 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, monitoring, evaluating and adjusting plans and budgets as necessary; uses time efficiently. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

COMPETENCIES:
Professionalism: Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. 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, monitoring, evaluating and adjusting plans and budgets as necessary; uses time efficiently. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:
Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in police operational matters, including public order maintenance may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

Work Experience: A minimum of 7 years of active law enforcement experience in a national law enforcement agency at the strategic, operational and administrative levels, including at least three years of experience in crowd management and riot control and other public order matters, both with regards to policy-making and implementation, is required. Must be in active national police service with the rank of Superintendent or Lt. Colonel, other service equivalent or higher rank is required. Peacekeeping or other international experience in the UN or other organizations is desired.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of issuance: 16 September 2015
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 the United Nations 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.

This request is being transmitted to all Member States, in compliance with General Assembly resolution 51/243 of 15 September 1997.

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.

16 September 2015
UNIVERSAL NATIONS

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

TO BE COMPLETED BY CANDIDATE:

Personal Data:

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given name:</th>
<th>Middle name:</th>
<th>Gender: M/F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Current rank</th>
<th>Date last Promoted</th>
<th>Date eligible for promotion to next rank</th>
<th>Projected Retirement date from current rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Branch/Corp/Unit:

Sub Specialisation/additional qualifications

Debates and Academic Distinctions Obtained:

<table>
<thead>
<tr>
<th>NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.</th>
<th>ATTENDED FROM:</th>
<th>TO:</th>
<th>DEGREES and ACADEMIC DISTINCTIONS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Degree/s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Experience in peacekeeping operations:
Specify UN or other International Experience, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Dates mm/dd-yy-mm/dd</th>
<th>Mission/ Operation/Location</th>
<th>Position/Title (Milesh, HQ Staff, Contig, Advice)</th>
<th>Description of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Command Experience, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Dates mm/dd-yyyy-mm/dd</th>
<th>Unit/Position/Org</th>
<th>Significant Unit Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Significant Planning Experience, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Dates mm/dd-yyyy-mm/dd</th>
<th>Position/Org</th>
<th>Operation/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (Other) International Exposure other than peacekeeping operations, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Date: mm/dd-yyyy-mm/dd</th>
<th>Position/Org</th>
<th>Function/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Course</td>
<td>Date navy/yy--mld/yy</td>
<td>Institution</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 documents requested by the Organization renders a staff member for the United Nations 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.
The Government of [name] 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 all questions 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 birth (day/month/year)
3. Place of birth

4. Nationality at birth
   Present Nationality
   Sex

7. Height
8. Weight
9. Marital Status
   Single
   Married
   Separated
   Widow(er)
   Divorced

16. Entry into United Nations service might require employment in 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
      NO
   (b) Are there any limitations on your ability to engage in all travel?
      YES
      NO

11. Permanent address
12. Present address

15. Do you have any dependent children?
   Y
   N
   If the answer is “yes”, give the following information:
   Name of Children
   Date of Birth (day/month/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?
   Y
   N
   If answer is “yes”, which country?

17. Have you taken any legal steps towards changing your present nationality?
   Y
   N
   If answer is “yes”, explain fully:

18. Are any of your relatives employed by a public international organization?
   Y
   N
   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?
    Y
    N

21. Have you previously submitted an application for employment at the United Nations?
    Y
    N
    If so, when?

22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?

OTHER LANGUAGES

READ
Basic
Non-English

WRITE
Easy
Non-English

SPEAK
Fluent
Non-Fluent

UNDERSTAND
Easy
Non-Easy

23. For clerical grades only
   Indicate speed in words per minute

   Typing
   Shorthand

List any office machines or equipment and computer programs you use.
**24. EDUCATION**

Give full details. **NB:** Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>ATTENDED FROM TO</th>
<th>DEGREES AND ACADEMIC DISTINCTIONS OBTAINED</th>
<th>MAIN COURSE OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Month Year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14**

(e.g., high school, technical school or apprenticeship)

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>TYPE</th>
<th>YEARS ATTENDED FROM TO</th>
<th>CERTIFICATES OR DIPLOMA OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS**

**26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN**

**DO NOTAttach**

**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 any period during which you were not gainfully employed. If you need more space, attach additional paper 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)**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EACH TITLE OF YOUR POST:**

<table>
<thead>
<tr>
<th>MONTH YEAR</th>
<th>MONTH YEAR</th>
<th>STARTING</th>
<th>FINISH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF EMPLOYER:**

**TYPE OF BUSINESS**

**ADDRESS OF EMPLOYER:**

**NAME OF SUPERVISOR:**

**NO. AND KIND OF EMPLOYERS SUPERVISED BY YOU:**

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES:**

---

**P.II (149)-S**
### B. Previous Posts (in reverse order)

| FROM MONTH/YEAR | TO MONTH/YEAR | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST;
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

**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;
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

**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;
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

**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 not current United Nations staff members, who are familiar with your character and qualifications. Do not repeat names of supervisors listed under item 27.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
<th>NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>ADDRESS OF EMPLOYER</th>
<th>NAME OF SUPERVISOR</th>
<th>OCCUPATION AND KIND OF EMPLOYMENT SUPERVISED BY YOU</th>
<th>REASON FOR LEAVING</th>
<th>DESCRIPTION OF YOUR DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
<th>NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>ADDRESS OF EMPLOYER</th>
<th>NAME OF SUPERVISOR</th>
<th>OCCUPATION AND KIND OF EMPLOYMENT SUPERVISED BY YOU</th>
<th>REASON FOR LEAVING</th>
<th>DESCRIPTION OF YOUR DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
<th>NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>ADDRESS OF EMPLOYER</th>
<th>NAME OF SUPERVISOR</th>
<th>OCCUPATION AND KIND OF EMPLOYMENT SUPERVISED BY YOU</th>
<th>REASON FOR LEAVING</th>
<th>DESCRIPTION OF YOUR DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>YEAR</td>
<td>MONTH</td>
<td>YEAR</td>
</tr>
<tr>
<td>NAME OF EMPLOYER:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS OF EMPLOYER:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME OF SUPERVISOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REASON FOR LEAVING:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF YOUR DUTIES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>YEAR</td>
<td>MONTH</td>
<td>YEAR</td>
</tr>
<tr>
<td>NAME OF EMPLOYER:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS OF EMPLOYER:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME OF SUPERVISOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REASON FOR LEAVING:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF YOUR DUTIES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td>YEAR</td>
<td>MONTH</td>
<td>YEAR</td>
</tr>
<tr>
<td>NAME OF EMPLOYER:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS OF EMPLOYER:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME OF SUPERVISOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REASON FOR LEAVING:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF YOUR DUTIES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
From: Home New Delhi

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)
     5. UT Division, MHA

No. 21023/39/2015-PMA

Dated the 28th September, 2015

Subject: Job Opening: Senior Police Coordinator (P-5) in United Nations Assistance Mission in Somalia (UNSOM) – Job opening Number: 2015-UNSOM-DPKO.

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of Senior Police Coordinator (P-5) United Nations Assistance Mission in Somalia (UNOM) for an initial period of 12 months (extendible):

Number of post: Not mentioned.
Level of Post: P-5, [DIG/IG]
Organization: UNSOM
Duration: 12 Months (extendible)
Job Opening number: 2015-UNSOM-DPKO

QUALIFICATIONS

Education: Advance university degree Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.

Experience: Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level. Experience coordinating stakeholders in an international environment is desirable, Experience working for, or collaborating with, a regional organization is desirable.

Language Proficiency in English language (both oral and written) is required. Knowledge of Somali or Arabic would be 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 DIG/ISG (P-5) may be submitted to this Ministry by **12th October, 2015** 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.

   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 (uspma@nic.in or sopma@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 PHP/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

☎: 23093443
☎: 23093750/2398
☎: 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 through State Government only.

2. SO (IT), MHA – With the request to upload the above communication on MHA website.

( Raman Kumar)
Under Secretary to the Government of India
☎:23093443
☎:23093750/2398
✉:uspma@nic.in
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/Licentification
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)
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 of one year to the United Nations Assistance Mission in Somalia (UNSM, for the position of Senior Police Coordinator (P-5). 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 2015-UNSOM-DPKO. Also attached are the "Application Procedures for Position in United Nations Police Components in Peacekeeping Operations and Special Political Mission Requiring Official Secondment form National Governments of Member States of the United Nations".

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/ORKOL/DPKO, DC-1, 7th floor, Room 0708, 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 Opening 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 that 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 one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate if nominated 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.

9 September 2015
RESPONSIBILITIES:

Under the general guidance and direction of the UNSOM Police Commissioner, and within the limits of delegated authority, the Senior Police Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Act as the UN Police Section focal point for Peacebuilding and Statebuilding Goal (PSG) 2—Security of the Somali Compact and lead the coordination efforts of the Police Working Group (PWG) under PSG 2, including providing strategic direction to the PWG and ensuring the participation of all relevant national, regional and international partners.

- Ensure smooth and timely coordination among the UN Police Section, the AMISOM Police Component, with the framework of the Joint Concept of Cooperation, and the Somali Police Force (SPP) and relevant Government officials through, inter alia, coordination meetings, information sharing and the promotion of joint activities.

- Act as the focal point for donor coordination, establish and maintain good relations with donors through meetings and information sharing, including through maintaining donor matrices, and support resource mobilization for needs and projects identified in the PWG.

- Establish, liaise and maintain good working relations with UNSOM and UNSOA relevant Units and Sections, UNCT and other partners including through the promotion of joint initiatives, as appropriate.

- Produce timely reports, briefings and other written products relating to the outcomes, activities and assessment of coordination mechanisms, as needed.

- Advise the UN Police Section, ROLSG and other stakeholders on police-related topics, as appropriate.

- Conduct assessments and fact-finding missions, as needed.

- Perform any other tasks as required.
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.

- **Planning & 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.

- **Communications**: 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.

- **Teamwork**: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing other's ideas and expertise is willing to learn from others; Place team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Leadership**: Serves as 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 improvement; does not accept status quo; Show the courage to take unpopular stands.

QUALIFICATIONS:

- **Education**: Advance university degree (Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.

- **Experience**: Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level. Experience coordinating stakeholders in an international environment is desirable. Experience working for, or collaborating with, a regional organization is desirable.

- **Rank**: Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenant Colonel in the military).

- **Language**: Proficiency in English language (both oral and written) is required. Knowledge of Somali or Arabic would be an advantage.

Preference will be given to equally qualified women candidates.

Date of Issue: 8 September 2015

## Responsibilities:

Under the general guidance and direction of the UNSOM Police Commissioner, and within the limits of delegated authority, the Senior Police Coordinator will be responsible for, but not limited to, the performance of the following duties:

- Act as the UN Police Section focal point for Peacebuilding and Statebuilding Goal (PSG) 2 – Security of the Somali Compact and lead the coordination efforts of the Police Working Group (PWG) under PSG 2, including providing strategic direction to the PWG and ensuring the participation of all relevant national, regional and international partners.
- Ensure smooth and timely coordination among the UN Police Section, the AMISOM Police Component, with the framework of the Joint Concept of Cooperation, and the Somali Police Force (SPF) and relevant Government officials through, inter alia, coordination meetings, information sharing and the promotion of joint activities.
- Act as the focal point for donor coordination, establish and maintain good relations with donors through meetings and information sharing, including through maintaining donor matrices, and support resource mobilization for needs and projects identified in the PWG.
- Establish, liaise and maintain good working relations with UNSOM and UNSCO relevant Units and Sections, UNCT and other partners including through the promotion of joint initiatives, as appropriate.
- Produce timely reports, briefings and other written products relating to the outcomes, activities and assessment of coordination mechanisms, as needed.
- Advise the UN Police Section, ROLSIG and other stakeholders on police-related topics, as appropriate.
- Conduct assessments and fact-finding missions, as needed.
- Perform any other tasks as required.
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.

- **Planning & 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.

- **Communications**: 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.

- **Teamwork**: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Leadership**: Serves as 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 improvement; does not accept status quo; Shows the courage to take unpopular stands.

QUALIFICATIONS:

- **Education**: Advance university degree (Masters or equivalent) in the field of police science, criminal justice, law, business administration, international security studies or other relevant field. First level university degree with a combination of relevant academic qualifications, professional training and experience may be accepted in lieu of the advanced degree. Graduation from a police academy or similar law enforcement training institution is required.

- **Experience**: Minimum of 10 years (12 years in absence of advanced degree) of relevant, progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational and managerial level. Experience coordinating stakeholders in an international environment is desirable. Experience working for, or collaborating with, a regional organization is desirable.

- **Rank**: Must hold the rank of at least a Superintendent of Police (equivalent to a Lieutenant Colonel in the military).

- **Language**: Proficiency in English language (both oral and written) is required. Knowledge of Somali or Arabic would be an advantage.

Preference will be given to equally qualified women candidates.

Date of Issue: 8 September 2015

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
verbatim 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.

September 2015
### PERSONAL HISTORY

Please answer each question clearly and completely. **TYPE OR PRINT LEGIBLY.**

**Instructions:**
- Read carefully and follow all directions.
- **Do not write in this space.**

**1. Family name**
- First name
- Middle name
- Maiden name, if any

**2. Date of Birth (Month/Day/Year)**

**3. Place of Birth**

**4. Nationality(ies) at birth**

**5. Present Nationality(ies)**

**6. Sex**

**7. Height**

**8. Weight**

**9. Medical Status:**
- Single
- Married
- Separated
- Widowed
- Divorced

**10. Entry into United Nations Service might require assignment to any area of the world in which the United Nations might have responsibilities.**
- Are there any limitations on your ability to perform in your prospective field of work? **YES** **NO**
- Are there any limitations on your ability to engage in all travel? **YES** **NO**

**11. Permanent address**

**12. Present address**

**13. Office Telephone No.**

**14. Office Fax No.**

**15. Do you have any dependent children?**
- **YES** **NO**
  - If the answer is "yes", give the following information:
    **Name of Children**
    **Date of Birth (Day/Month/Year)**
    **Place of Birth**
    **Nationality**
    **Gender**

**16. Have you taken up legal permanent residence status in any country other than that of your nationality?**
- **YES** **NO**

**17. Have you taken any legal steps towards changing your present nationality?**
- **YES** **NO**
  - If answer is "yes", explain fully:

**18. Are any of your relatives employed by a public international organization?**
- **YES** **NO**
  - If "yes", list relationship and name of organization:

**19. What is your preferred field of work?**

**20. Would you accept employment for less than six months?**
- **YES** **NO**

**21. Have you previously submitted an application for employment and/or undergone any tests with UN?**
- **YES** **NO**
  - If so, where?

**22. Knowledge of Languages. What is your mother tongue?**

**OTHER LANGUAGES**

**Read**

**Write**

**Speak**

**Understand**

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
<th>English</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**23. For physical tasks only**
- **Typing**
- **Shorthand**
- **List any office holdings or equipment and computer programs you use.**

---

*Note: The image includes hand-written text in some fields.*

- **Form Date:** 7-40-E
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.

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>ATTENDED FROM/TO</th>
<th>DEGREES AND ACADEMIC DISTINCTIONS OBTAINED</th>
<th>MAIN COURSE OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>TYPE</th>
<th>YEARS ATTENDED</th>
<th>FROM</th>
<th>TO</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIL, 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 held. Use a separate block for each post. Include also service in the armed forces and note any periods 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)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF EMPLOYER:</th>
<th>TYPE OF BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS OF EMPLOYER:</th>
<th>NAME OF SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</th>
<th>REASON FOR LEAVING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DESCRIPTION OF YOUR DUTIES:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>MONTH/YEAR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF EMPLOYER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS OF EMPLOYER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF SUPERVISOR:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REASON FOR LEAVING:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF YOUR DUTIES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF EMPLOYER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS OF EMPLOYER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF SUPERVISOR:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REASON FOR LEAVING:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF YOUR DUTIES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF EMPLOYER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS OF EMPLOYER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF SUPERVISOR:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REASON FOR LEAVING:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF YOUR DUTIES</th>
</tr>
</thead>
</table>

P.11 (F.5059)
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 not current United Nations staff members, who are familiar with your character and qualifications.  

Do not repeat names of superiors listed under item 37.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

31. STATE ANY OTHER RELEVANT FACTS.包括信息，有关您在外国的任何实际居住。

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINE OR IMPRISONED FOR THE VIOLATION OF ANY LAW (INCLUDING 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 temporarily employed. Use next page for more blocks.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARY PER ANNUM</th>
<th>TITLE OF YOUR POST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MONTH YEAR</th>
<th>MONTH YEAR</th>
<th>STARTING</th>
<th>FINAL</th>
</tr>
</thead>
</table>

**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:**

---

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARY PER ANNUM</th>
<th>TITLE OF YOUR POST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MONTH YEAR</th>
<th>MONTH YEAR</th>
<th>STARTING</th>
<th>FINAL</th>
</tr>
</thead>
</table>

**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:**

---

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARY PER ANNUM</th>
<th>TITLE OF YOUR POST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MONTH YEAR</th>
<th>MONTH YEAR</th>
<th>STARTING</th>
<th>FINAL</th>
</tr>
</thead>
</table>

**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:**

---

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARY PER ANNUM</th>
<th>TITLE OF YOUR POST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MONTH YEAR</th>
<th>MONTH YEAR</th>
<th>STARTING</th>
<th>FINAL</th>
</tr>
</thead>
</table>

**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:**

---

**P.M.E.C. (6-68)**
# 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 state any period during which you were not gainfully employed.

<table>
<thead>
<tr>
<th>FROM MONTH/YEAR</th>
<th>TO MONTH/YEAR</th>
<th>SALARY PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
<th>NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>NAME OF SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDRESS OF EMPLOYER:**

**NO. AND KIND OF EMPLOYER:**

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES:**

<table>
<thead>
<tr>
<th>FROM MONTH/YEAR</th>
<th>TO MONTH/YEAR</th>
<th>SALARY PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
<th>NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>NAME OF SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDRESS OF EMPLOYER:**

**NO. AND KIND OF EMPLOYER:**

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES:**

<table>
<thead>
<tr>
<th>FROM MONTH/YEAR</th>
<th>TO MONTH/YEAR</th>
<th>SALARY PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
<th>NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>NAME OF SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDRESS OF EMPLOYER:**

**NO. AND KIND OF EMPLOYER:**

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES:**
UNITED NATIONS

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

TO BE COMPLETED BY CANDIDATE:

Personal Data:

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given name:</th>
<th>Middle names:</th>
<th>Gender: M/F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E-mail address:

<table>
<thead>
<tr>
<th>Position for which you are applying</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Notes if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)</td>
</tr>
<tr>
<td>Job Opening Numbers:</td>
</tr>
</tbody>
</table>

Military Service History/Police Service History

<p>| Date of Commission (for military officers) or date of enlistment (for police officers): |</p>
<table>
<thead>
<tr>
<th>Current rank</th>
<th>Date last promoted</th>
<th>Date eligible for promotion to next rank</th>
<th>Projected retirement date from current rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Branch/Group/Unit:

Sub Specialization/Additional Qualifications:

Degrees and Academic Distinctions Obtained

<table>
<thead>
<tr>
<th>NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.</th>
<th>ATTENDED: FROM: Month/Year, TO: Month/Year</th>
<th>DEGREES and ACADEMIC DISTINCTIONS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation from the Staff/Staff College or Police Academy (and/or similar law enforcement institution)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Degrees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wurf B.O.S.A.
## Experience in peacekeeping operations:

Specify UN or other international experience, starting with your most recent experience and list in reverse order.

<table>
<thead>
<tr>
<th>Dates mm/dd-mm/dd-yyyy</th>
<th>Mission/Operation/Location</th>
<th>Position/Title (Milo, HQ Staff, Contg, Advisor)</th>
<th>Description of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Command Experience, starting with your most recent experience and list in reverse order.

<table>
<thead>
<tr>
<th>Dates mm/dd-mm/dd-yyyy</th>
<th>Unit/Position/Org</th>
<th>Significant Unit Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Significant Planning Experience, starting with your most recent experience and list in reverse order.

<table>
<thead>
<tr>
<th>Dates mm/dd-mm/dd-yyyy</th>
<th>Position/Org</th>
<th>Operation/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## (Other) International Exposure other than peacekeeping operations, starting with your most recent experience and list in reverse order.

<table>
<thead>
<tr>
<th>Date: mm/dd-mm/dd-yyyy</th>
<th>Position/Org</th>
<th>Function/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table: Military and/or Police Training Courses/Assignments (last two years)

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Dates: mm/yy-mm/yy</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 this Personal History form or other document requested by the Organization renders a person ineligible for further consideration.

I declare that I have never committed, been convicted of or 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 preceding 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 .................................................................