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/DCPWNCRB.
     3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
        /NCB/NIA/Assam Rifles (Through LOAR)
     5. UT Division, MHA

No.21023/02/2016-PMA Dated the __January, 2016__

Subject: Job opening: Police Reform Adviser (P-4) on secondment to the Standing Police Capacity of Police Division with its duty station in the UNLB, Brindisi, Italy (Job opening No. 2016-SPC-75917/75908-DPKO)

UNDKO through PMI to UN has sought the nomination of Individual Police Officers for the positions of Police Reform Adviser, P-4 at UNLB, Brindisi, Italy for an initial period of one year with possibility of extension. :-

Number of post: Not mentioned.
Level of Post: P-4, [SP/DIG]
Organization: UNLB, Brindisi, Italy
Duration: 12 Months (extendible)
Job Opening number: 2016-SPC-75917/75908-DPKO

QUALIFICATIONS

Education: Advanced degree (Master's degree or equivalent) in the applied sciences, social sciences or relevant field. A first level university degree with a relevant combination of academic qualifications and experience in rule of law and police reform 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 seven years of progressively responsible experience in rule of law developmental matters-knowledge of police reform, including law enforcement development and capacity-building is required. In active national police service with a rank of Superintendent or Lt. Colonel, other service equivalent or higher rank is required. Experience in the use of modern internet-based research methodologies and sources are required. Peacekeeping or other international experience in the UN or other organizations is desirable.

Language: English and French are the working languages of the UN. For the advertised post, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is an advantage.
Other Skills: Proficiency in the use of computers and relevant applications (Lotus Notes, Word-Excel, Power Point) is required. 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 18th February, 2016 along with the following documents duly completed in all respect:-

i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.

ii. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local authority.

Note: - On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force.

iii. Personal details as per Annexure-I.

3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address at uspma@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, 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)
The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the Standing Police Capacity of the Police Division, with its duty station in the United Nations Logistics Base (UNLB) in Brindisi, Italy, for an initial period of one year, with possibility of extension.

Details regarding the posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Openings 2016-SPC-75917/75908- DPKO. Also attached is the “Application Procedure for Position in the Standing Police Capacity of the United Nations Police Division Requiring Official Secondment from National Governments of United Nations Member States”.

The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each Job Opening to the Selection and Recruitment Section/Police Division/OROLES/DPKO, DCl-0784, in accordance with the above-referenced procedures, 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.

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.

[Handwritten note: Cover page]
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.

8 January 2016
United Nations Secretariat

Vacancy Announcement for Positions in the Department of Peacekeeping Operations, requiring official secondment from national governments of Member States of the United Nations Organization.

VACANCY ANNOUNCEMENT NUMBER
2015-SFC-759171175903-DPKO

DEADLINE FOR APPLICATIONS
8 March 2016

DUTY STATION
Police Reform Advisor, P4 (Two Posts)
BRINDISI, ITALY

ORGANIZATIONAL UNIT
DEPARTMENT OF PEACEKEEPING OPERATIONS

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)
U.S. Dollars 67,333

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACEKEEPING OPERATIONS.

RESPONSIBILITIES: The incumbent shall provide assistance and support on a wide range of law enforcement reform matters with focus on strategic development and institution building as they pertain to support provided by and activities of the Standing Police Capacity (SPC). The Police Reform Adviser reports directly to the designated Team Leader of the SPC. The SPC is a section of the UN Police Division that supports the starting up of police components in new UN peace operations and/or special political missions as well as providing support and assistance to existing operations on a continual basis. In line with the decisions and guidelines of the Police Division and the Chief of the SPC, the incumbent provides a wide range of expert advisory with focus on strategic development and institution building. Such assistance will provide assistance activities on law enforcement reform matters relevant to supporting new and existing police components in UN peace operations. When at SPC's duty station in Brindisi, the incumbent reviews respective UN Police operations from the perspective of supporting national law enforcement institutional development and capacity-building, identifying their required best practices in international policing. Particular focus is placed on assessing business management gaps in national law enforcement, wherein the SPC can be of assistance in filling, including deficiencies in strategic planning, organization and structure, human resources and skills development, asset management, and use of technology.

When deployed to the field for a period of time of up to six months, the incumbent works in close co-operation with UN Police and other international actors to address through business management gaps in local law enforcement that may include the identification of specific tasks upon which the SPC can channel and import its expertise and know-how — programmatic, advisory or otherwise.

COMPETENCIES:
- Professionalism: Knowledge of democratic policing, law enforcement, community safety and capacity-building; ability to remain calm in stressful situations; good research, analytical and problem-solving skills.
- 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 organisational 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 degree (Master's degree or equivalent) in the applied sciences, social sciences or relevant field. A first level university degree with a relevant combination of academic qualifications and experience in rule of law and police reform 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 seven years of progressively responsible experience in rule of law development matters — knowledge of police reform, including law enforcement development and capacity-building is required, in active national police service with a rank of Superintendent or Lt. Colonel, other service equivalent or higher rank is required. Experience in the use of modern Internet-based research methodologies and sources are required. Peacekeeping or other international experience in the UN or other organizations is desirable.
- Languages: English and French are the working languages of the UN. For the advertised post, fluency in and written English is required. Knowledge of a second official UN language, preferably French, is an advantage.
- Other Skills: Proficiency in the use of computers and relevant applications (Lotus Notes, Word, Excel, PowerPoint) is required.

Preference will be given to equally qualified women candidates.

Date of Issuance: 7 January 2016

APPLICATION PROCEDURES FOR POSITIONS IN
THE STANDING POLICE CAPACITY OF THE UNITED NATIONS POLICE
DIVISION
REQUIRING OFFICIAL SECONDMENT FROM
NATIONAL GOVERNMENTS OF MEMBER STATES OF THE UNITED NATIONS

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to posts requiring secondment from active Police service, which are open for recruitment within the Standing Police Capacity of the United Nations Police Division, with its duty station in the UNI-B in Brindisi, Italy. 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 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. Applications received after the deadline specified in each Job Opening will not be considered.

2. All applications must be submitted on a duly completed (typed) and signed United Nations Personal History Form (P.11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. or PHP. For the convenience of the Permanent Missions a P. 11. form is enclosed as a sample 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. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a Note Verbale listing the names of the candidates and the corresponding vacancy announcements.

5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at DCI, 7th Floor, Room: 784 in accordance with the specific directions in the relevant Note Verbale.

6. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.

7. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY.
Read carefully and follow all directions.

<table>
<thead>
<tr>
<th>INSTRUCTIONS</th>
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</table>

1. Family name: [ ]
   First name: [ ]
   Middle name: [ ]
   Maiden name, if any: [ ]

2. Date of birth (day/month/year): [ ]
3. Place of birth: [ ]
4. Nationality(ies) of birth: [ ]
5. Present Nationality(ies): [ ]
6. Sex: [ ]

7. Height: [ ]
8. Weight: [ ]
9. Marital Status: [ ]
   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.
    (a) Are there any limitations on your ability to perform in your prospective field of work? [ ]
    (b) Are there any limitations on your ability to engage in all travel? [ ]

11. Permanent address: [ ]
12. Present address: [ ]
13. Office Telephone No. [ ]
14. Office Fax No. [ ]
15. Do you have any dependent children? [ ]
    If the answer is "yes", give the following information:
    Name of Child: [ ]
    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? [ ]
17. Have you taken any legal steps towards changing your present nationality? [ ]
18. Are any of your relatives employed by a public international organization? [ ]
19. What is your preferred field of work? [ ]
20. Would you accept employment for less than 12 months? [ ]
21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? [ ]
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? [ ]
OTHER LANGUAGES

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>READ</th>
<th>WRITE</th>
<th>SPEAK</th>
<th>UNDERSTAND</th>
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<td>Easily</td>
<td>Not Easily</td>
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<td>Easily</td>
<td>Not Easily</td>
<td>Fluently</td>
<td>Not Fluently</td>
</tr>
</tbody>
</table>

23. For clerical grades only
   Indicate speed in words per minute
   English [ ]
   French [ ]
   Other Languages [ ]

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

25. Typing [ ]
    Shorthand [ ]
24. **EDUCATION**. Give full details. N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

<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>
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25. **SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGES 14** (e.g., high school, technical school or apprenticeship)

<table>
<thead>
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<th>NAME, PLACE AND COUNTRY</th>
<th>TYPE</th>
<th>YEARS ATTENDED</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
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26. **LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS**

27. **EMPLOYMENT RECORD**. Starting with your present post, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>NAME OF EMPLOYER</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
<th>TYPE OF BUSINESS</th>
<th>NAME OF SUPERVISOR</th>
<th>NO. AND KIND OF EMPLOYERS SUPERVISED BY YOU</th>
<th>REASON FOR LEAVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td>Starting</td>
<td>Final</td>
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28. **DESCRIPTION OF YOUR DUTIES**

29. **P.6/14**
### Previous Posts (in reverse order)

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

**Name of Employer:**

**Address of Employer:**

**Type of Business:**

**Name of Supervisor:**

**No. and Kind of Employee(s) Supervised by You:**

**Reason for Leaving:**

**Description of your Duties:**

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28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES □ NO □

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES □ NO □

If answer is "yes", when?

30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications. Do not repeat names of supervisors listed under item 27.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
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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, FINDED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES □ NO □

If "yes", give full particulars of each case in an attached statement.

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES □ NO □

34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History Form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE

(Gay, 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.

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<th>TO</th>
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<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
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NAME OF EMPLOYER:  
NAME OF SUPERVISOR:  
ADDRESS OF EMPLOYER:  
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:  
REASON FOR LEAVING:  

DESCRIPTION OF YOUR DUTIES:

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NAME OF EMPLOYER:  
NAME OF SUPERVISOR:  
ADDRESS OF EMPLOYER:  
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:  
REASON FOR LEAVING:  

DESCRIPTION OF YOUR DUTIES:

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NAME OF EMPLOYER:  
NAME OF SUPERVISOR:  
ADDRESS OF EMPLOYER:  
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:  
REASON FOR LEAVING:  

DESCRIPTION OF YOUR DUTIES:

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<td>STARTING</td>
<td>FINAL</td>
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</table>

NAME OF EMPLOYER:  
NAME OF SUPERVISOR:  
ADDRESS OF EMPLOYER:  
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:  
REASON FOR LEAVING:  

DESCRIPTION OF YOUR DUTIES:
# 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 YEAR</th>
<th>TO YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
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**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

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

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES**

<table>
<thead>
<tr>
<th>FROM YEAR</th>
<th>TO YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
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**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

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

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES**

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<th>FROM YEAR</th>
<th>TO YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
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**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

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

**REASON FOR LEAVING:**

**DESCRIPTION OF YOUR DUTIES**

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<th>FROM YEAR</th>
<th>TO YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
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</table>

**NAME OF EMPLOYER:**

**ADDRESS OF EMPLOYER:**

**TYPE OF BUSINESS:**

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

**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>
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</table>

c-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>
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</table>

Branch/Corp/Mustering

Sub- Specialization/additional qualifications

<table>
<thead>
<tr>
<th>Degrees and Academic Distinctions Obtained:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.</td>
</tr>
<tr>
<td>FROM: Month/Year</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)</td>
</tr>
<tr>
<td>University Degrees</td>
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</table>

P11/14
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</th>
<th>Mission/Operation/Location</th>
<th>Position/Title (Milob, HQ Staff, Contig, Advisor)</th>
<th>Description of duties</th>
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</table>

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

<table>
<thead>
<tr>
<th>Dates mm/dd-mm/dd</th>
<th>Unit/Position/Org</th>
<th>Significant Unit Activities</th>
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<tbody>
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Significant Planning Experience, starting with your most recent experience and list in reverse order

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

P12/114
### Military and/or Police Training Courses/Seminars: (last 5 yr yrs)

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Date: mm/dd/yyyy</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
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### Additional Comments:


I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member for the United Nations liable ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the proceeding paragraphs for the following reasons: .........................................................

........................................................

........................................................

Date ........................................ Signature .........................................................

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.
TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf of ............................................ I certify that the information provided by ................................................................. is complete and correct.

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil rights 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 .................................................................
To The Chief Secretaries/Administrators,
All State Governments/Union Territories

Sub: Nominations of Indian Forest Service officers for appointment to the post of Additional Director General of Forest, New Delhi, in the HAG+ Scale of Rs. 75,500-80,000/-, on tenure deputation basis under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change - regarding.

Sir/Madam,

The Ministry of Environment, Forest and Climate Change invites nominations of eligible and willing IFS officers from 1981-1984 batches for appointment against the post of Additional Director General of Forest, New Delhi, in the HAG+ Scale of Rs. 75,500-80,000/- under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change. The post of ADGF will be falling vacant on 01.08.2015.

2. The criteria of eligibility laid down in the CSS-MoEF&CC dated 6th May, 2011 for holding the post of Additional Director General of Forest are as under:-

(i) Minimum 29 years of service with reference to the Year of Allotment in the IFS (as on 01.01.2016).
(ii) The officer under consideration should have a minimum of 02 years of service left before superannuation (as on 01.09.2016).
(iii) The officer should have completed mandatory cooling off period of 01 year on 01.01.2016.

3. The State Governments are requested to forward the nominations of the willing officers, who are clear from vigilance angle and whose services can be spared.

4. If an officer selected for appointment fails to take up the central deputation assignment after the appointment is approved, he will attract a '5 years debarment' from central deputation including foreign deputation/foreign training/foreign assignment etc.
5. The application complete in all respects as per Annexure-I and Annexure-II, along with copy of updated Executive Record Sheet (available on the website www.ifs.nic.in), vigilance clearance, Immovable Property Return for the year 2015 (as on 01.01.2016), attested copies of ACRs for the last 10 years and concurrence of the State Governments should be sent to the Deputy Secretary (IFS), Room No. 242, Vayu Wing, 2nd Floor, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi-110003 latest by 28.03.2016. For the officers of North East cadre, who are in the cadre, the last date of submission of application will be 12.04.2016.

6. Application received without the consent of the State/UT Government and after the last date of receipt of applications will not be entertained. The applicant may forward his/her application through online on IFS website www.nic.in. However, the application so forwarded will be eligible for consideration only after it has been received with the consent of the concerned State Government/UTs by the last date as mentioned above.

( Jerome Minz )

Deputy Secretary to the Government of India
Ph: 011-2469 52 41.

Copy for information to:

1. All Principal Chief Conservators of Forests of State/UT Administrations.
2. The Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun.
3. Managing Director, Forest Development Corporation of all States.
4. The Director General, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun.
5. Director, IIFM, Nehru Nagar, Bhopal - 462 003;
6. The Director General, Forests Survey of India, Kaulagarh Road, Dehradun - 248195.
7. All IFS officers in the Ministry of Environment, Forests and Climate Change (including National Afforestation Eco-development Board) / Ministry of Agriculture / Ministry of Rural Development.
8. Regional Deputy Director (Wildlife Preservation), Wildlife Regional Officers, Delhi/Kolkata/Mumbai/Chennai.
9. Regional Addl. PCCF (C), Lucknow/Bhopal/Bhubaneswar/Bangalore/Shillong/Chandigarh/Chennai/Nagpur/Ranchi/Dehradun.
10. All Ministries of Government of India
11. NIC for placing the circular on the IFS website.

( Jerome Minz )

Deputy Secretary (IFS)
# ANNEXURE-I

APPLICATION FORM FOR CENTRAL DEPUTATION POSING UNDER
THE CENTRAL STAFFING SCHEME OF THE MINISTRY OF ENVIRONMENT,
FOREST AND CLIMATE CHANGE FOR INDIAN FOREST SERVICE OFFICERS
FOR APPOINTMENT TO THE POST OF
ADDITIONAL DIRECTOR GENERAL OF FOREST, NEW DELHI

Part-I (to be filled in by the applicant)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The year for which Application is made</td>
</tr>
<tr>
<td>2.</td>
<td>The level at which deputation is sought</td>
</tr>
<tr>
<td>3.</td>
<td>Name of the applicant</td>
</tr>
<tr>
<td>4.</td>
<td>Batch/year of allotment</td>
</tr>
<tr>
<td>5.</td>
<td>Cadre</td>
</tr>
<tr>
<td>6.</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>7.</td>
<td>Present pay scale with date of commencement of scale of pay.</td>
</tr>
<tr>
<td>8.</td>
<td>Present post held</td>
</tr>
<tr>
<td>9.</td>
<td>Full Address for correspondence: (phone/fax/mobile/e-mail)</td>
</tr>
</tbody>
</table>

10. Educational qualifications

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Degree/Diploma</th>
<th>University/Institute</th>
<th>Year</th>
<th>Subject(s)</th>
</tr>
</thead>
</table>

11. Details of postings for the last 10 years: (in descending order):

<table>
<thead>
<tr>
<th>S No.</th>
<th>Years (from – to)</th>
<th>Post held</th>
<th>Name of the organization</th>
<th>Main responsibilities in the post</th>
<th>Special attributes/achievements</th>
</tr>
</thead>
</table>

12. Details of all deputation postings (in descending order):

<table>
<thead>
<tr>
<th>S No.</th>
<th>Years (from – to)</th>
<th>Post held</th>
<th>Organization</th>
<th>Main areas of responsibilities in the post</th>
</tr>
</thead>
</table>

13. Date of return to Cadre from last deputation:

Station:  
Signature:  
Date:  
Name:  
Ph/Mob:
**ANNEXURE-II**

Part-II (to be filled in by the concerned State/UT Government)

<table>
<thead>
<tr>
<th></th>
<th>Name of the applicant</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Cadre</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Year of allotment</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Date of superannuation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether the officer is clear from vigilance angle</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is there any disciplinary proceedings pending against the officer (only the cases where charge sheets have been served)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Has the officer ever been reprimanded/ penalized or debarred from deputation, if so the details thereof</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Whether original/copies (attested) of ACRs of last 08 years enclosed</td>
<td></td>
</tr>
</tbody>
</table>

9. Central Deputation Reserve (in figures) as on date of sponsorship:

<table>
<thead>
<tr>
<th>Authorized</th>
<th>Filled</th>
<th>Gap</th>
</tr>
</thead>
</table>

10. State Deputation Reserve (in figures) as on date of sponsorship:

<table>
<thead>
<tr>
<th>Authorized</th>
<th>Filled</th>
<th>Gap</th>
</tr>
</thead>
</table>

It is certified that the particulars given above about the officer are correct and that in the event of the officer being selected for a posting under the CSS of the MoEF, the services of the officer shall be placed at the disposal of the Central Government.

Name & designation of the Head of the Forest Department of the State/UT or the Authorized Officer

Date: 

Place: 

Signature of the officer concerned in the State Government/UT Government
CHECK LIST

1. Whether the application has been signed by the officer applying for deputation?

2. Whether Part II has duly been filled and signed by:
   (i) Head of Forest Department, Department of the State/UT or the Autonomous Offices.
   (ii) Officer concerned in the State Government/UT Government.

3. Whether the ACR/APARs (duly attested) for the last 10 years have been enclosed.

4. Whether Immovable Property Return (IPR) for the year 2015 (as on 01.01.2016) is enclosed.

5. Whether copy of duly updated Executive Record Sheet is enclosed.

*****