

**SELO MESSAGE**

FM : Digcent (Pers)

No.D.I.02/2018-PERS.DA.8 /02/2018 Dtd 13  
U/C Job Opening : Individual Police Officer (On active service) for appointment on Secondment to the Standing Police Capacity of the Police Division, with its Duty Station to the United of the Police Nations Logistics Base(UNLB) in Brindisi, Italy (. ) MHA has called for nomination of eligible officers of the rank of DIG/Comdt for P-4 Level Post and DC/AC for P-3 Level post for subject job opening (. ) The eligibility conditions are as under (.)

Sl.No.1	<b>Job title</b>	<b>Transnational Crime Officer (P-3)</b>
	Level of Post	P-3 (DC/AC)
	Qualification	<p>i) Education :- Advanced University Degree (Master’s Degree or equivalent) in the Law, Criminology, Social Science or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in combating serious and organized crime may be accepted in lieu of the advance university degree. Graduation from a certified police academy or other law enforcement training institution is required.</p> <p>ii) Work Experience : A minimum of 05 years of active policing experience, in a national police or other law enforcement training institution, is required. In active national Police service with a current rank of at least Chief Inspector or Major, equivalent or higher rank is required. Peacekeeping or other international experience in the UN or other international organizations is also required.</p> <p>iii)Language : English and French are the working language of the UN. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a other official UN language, including</p>

		<p>French is highly desirable.</p> <p>iv) Other desirable skills :- Experience in the use of modern internet-based research methodologies and source is desirable. Proficiency in the use of computer and relevant applications (Lotus notes, word, excel and power point) is an advantage.</p>
Sl.No.2	<b>Job title</b>	<b>Police Planning Officer</b>
	Level of Post	P-3 (DC/AC
	Qualification	<p>i) Education: - Advanced University Degree (Master's Degree or equivalent) in Applied science, social science, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement may be acceptable in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is required.</p> <p>ii) Experience: A minimum of five years of active law enforcement experience in a national law enforcement agency, with the rank of Chief Inspector or Major including law enforcement planning and formulation/implementation of policy is required. Peacekeeping or other international experience in the UN or other organizations is desired.</p> <p>iii) Language: English and French are the most used working language of the UN. For this post, fluency in English (both oral and written) is required. Knowledge of French is highly desirable.</p>
3	<b>Job Title</b>	<b>Transnational Crime Adviser (P-4)</b>

Level of Post	P-4 (DIG/Comdt)
Qualification	<p>i) Education: - Advanced University Degree (Master’s Degree or equivalent) in the Law, Criminology, social sciences, or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in combating serious and organized crime may be acceptable in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is required.</p> <p>ii) Experience: A minimum of 07 years of active policing experience, in a national police or other law enforcement training institution with the rank of Superintendent or Lt. Colonel, equivalent or higher rank, including at least three years of direct experience in anti-transnational crime and anti-organized crime policy-making is required. Peacekeeping or other international experience in the UN or other organizations is desired.</p> <p>iii) Language: English and French are the most used working language of the UN. For this post, fluency in English (both oral and written) is required. Knowledge of French is highly desirable.</p> <p>iv) Other desirable skills :- Experience in the use of modern internet-based research methodologies and sources is desirable. Proficiency in the use of computer and relevant applications (Lotus notes, word, excel and power point) is an advantage.</p>

4	<b>Job Title</b>	<b>Logistics Planning Adviser (P-4)</b>
	<b>Level of Post</b>	P-4 (DIG/Comdt)
	<b>Qualification</b>	<p>i) Education: - Advanced University Degree (Master's Degree or equivalent) in the applied sciences, public administration, business management or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement operational matters, including logistical support or procurement may be acceptable in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is required.</p> <p>ii) Experience: A minimum of 07 years of progressively responsible experience, in active national police or other law enforcement training institution with a current rank of Superintendent or Lt. Colonel, equivalent or higher rank is required, including at least five years experience in capital projects(new projects new maintenance) and logical management (budget, procurement, assets management, replacements, losses, decommissioning, etc) for law enforcement agencies. Peacekeeping or other international experience in the UN or other organizations is desired.</p> <p>iii) Language: English and French are the working language of the UN. For the post advertised, fluency in English (both oral and written) is required. Knowledge of French is highly desirable.</p>

		<p>iv) Other desirable skills :- Experience in the use of modern internet-based research methodologies and sources is desirable. Proficiency in the use of computer and relevant applications (Lotus notes, word, excel and power point) is an advantage.</p>
5	<b>Job Title</b>	<b>Gender Affairs Officer (P-3)</b>
	Level of Post	P-3 (DC/AC)
	Qualification	<p>i) Education: - Advanced University Degree (Master's Degree or equivalent) in applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement and police general investigations may be acceptable in lieu of the advanced university degree. Graduation from a certified police academy or other similar law enforcement training institution is required.</p> <p>ii) Experience: A minimum of 05 years of active law enforcement experience , in a national law enforcement agency with the rank of Chief Inspector or Major, equivalent or higher rank, is required. Experience in a wide range of operational and administrative issues including three years experience in general and complex crime investigations is required. Training experience is desirable. Peacekeeping or other international experience in the UN or other organizations is desired.</p> <p>iii) Language: English and French are the most used working language of the UN. For this post, fluency in English (both oral and written) is required. Knowledge of</p>

		French is highly desirable.
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(.) Reqst forward nomination of willing and eligible officers in above ranks alongwith following documents duly completed in all respects :- A ) United National Personal History Profile (PHP) Form (P.11) duly completed and signed by the nominated officer (.) B (.) United Nations Employment and Academic Certification (attachment to personal history profile (P-11) Form duly completed and signed by the nominated officer as well as the relevant local/recommended authority (.) C (.) Personal details as per Annexure-I (.) D (.) Human Rights certificate must be included (proforma enclosed) –Mandatory (.) Para (.) **On scrutiny of nominations received, in that has observed the following (.) A(.) 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 as the Designated Authority (.) B (.)** No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observation from UN HQ.(.) **C (.)** Hand writing PHP/EAC will not be entertained/accepted (.) D (.) Photograph of the officer applying should be placed on the front side of p-11 and signature in the last page at relevant place (.) The nominated officer should be clear from vigilance angle (.) No direct application to MHA will be entertained (.) Reqst forward required nomination in the enclosed proforma to reach this Dte by 20/02/2018 positively ////

Encl : As above.

Sd/3/02/2018

**Digcent (pers)**

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

For guidance on the submission package you may refer to the briefing material “ How to prepare the submission”.

A. TO BE COMPLETED BY CANDIDATE ( from sections 1 to 11)

1.PERSONAL DATA:			
Family name :	Given Name :	Middle Name:	Gender : M/F
e-mail address :			

2. POSITION/S TO WHICH YOU AR APPLYING	
Title : 1.  2.  3.	Job Opening Number :

3. MILITARY SERVICE HISTORY/POLICE HISTORY			
Date of commission ( for military officers) or date of enlistment/entry to service ( for police Officers);			
Current rank	Date last promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
<i>Branch/Corp/Mustering</i>			
Sub Specialization/additional qualification:			

4. DEGREE AND ACADEMIC DISTINCTIONS OBTAINED				
	Name of Institution, place and country. Please give complete address	ATTENDED		Rank and degrees obtained
		FROM ( Month/Year)	TO (Month / Year)	
Military or Police Degrees	Military Academy ( and/or similar military officer institution)-name and address:			Rank obtained :
	Command and staff college ( an/or similar military officers institutions)-name and address :			Rank obtained:
	Police Academy ( and/or similar law enforcement training institution)-name and address :			Rank obtained :
	Name of Institution, place and country . Please give complete address	ATTENDED		Degrees and Academic distinctions obtained
Civilian Degrees		FROM ( Month/Year)	TO (Month / Year)	



5. EXPERIENCE IN PEACEKEEPING OPERATIONS			
Dates from mmm/yy to mm/yy	Mission /Operation/Location	Position/title (Milob,HQ Staff Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or above)	Description of duties

7. COMMAND EXPERIENCE ( at Battalion/equivalent level or above when applying for position at the PS level and above :- Start with your most recent experience and list in reverse order			
Date FRON mm/yy TO mm/yy	Unit Level : Company /Battalion/Brigade/Division or equivalent. Police Command experience	Unit/Position/Org	Significant Unit activities

8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING :

Start with your most recent experience and list in reverse order

Date FRON mm/yy TO mm/yy	Postion/Org	Operation/Activity

9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS :

Start with your most recent experience and list in reverse order

Date FRON mm/yy TO mm/yy	Postion/Org	Operation/Activity

10.A additional comments :

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11. I certified that the statements made by me in answer to the foregoing questions are complete and correct. I understand that my misrepresentation or material omission made on a Personal History form or other document requested by the organization renders a candidate ineligible for further consideration

*I declare that I have never committed, been convicted or and on not currently under investigations or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violation (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*

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*Date : .....Signature : .....*

N.B. You will be requested to supply documentary evidence which support 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 Organisation.

**B. 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 he/she 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 : .....*

**PLEASE NOTE :**

An incomplete or unsigned form will not be accepted.

## BIO-DATA PROFORMA

<b>RECENT PASSPORT SIZE PHOTOGRAPH</b>
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<b>1</b>	<b>Name of Post applied</b>	
<b>2</b>	<b>Job Opening number</b>	
<b>3</b>	<b>Name of officer</b>	
<b>4</b>	<b>Designation/Rank/Organization with present place of posting</b>	
<b>5</b>	<b>In the case of officer of deputation with other organization</b>	
	<b>a) Name of Parent Organization</b>	
	<b>b) Name of organization presently employed</b>	
	<b>c) Date of deputation</b>	
	<b>d) Expected date of repatriation to parent cadre/organization</b>	
<b>6</b>	<b>Date of Birth</b>	
<b>7</b>	<b>Education/ Qualification</b>	
<b>8</b>	<b>Date of Joining Police Service</b>	
<b>9</b>	<b>Service/Cadre/Batch</b>	
<b>10</b>	<b>Previous UN experience Tel. No.</b>	
	<b>a) Office</b>	
	<b>b) Residence</b>	
	<b>c) Mobile No.</b>	
	<b>d) e-mail id ( mandatory)</b>	
<b>11</b>	<b>Present Job Profile</b>	
<b>12</b>	<b>NOC from parent cadre(if on deputation)- mandatory</b>	<b>Yes/NO/Not applicable</b>


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

(Signature of the applicant)

HUMAN RIGHTS CERTIFICATE

It is certified that \_\_\_\_\_ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government /Org. of \_\_\_\_\_ (concerned state/org) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

**To be signed by an officer  
not below the rank of DIG/Director**

<b>INSTRUCTIONS</b> Please answer each question clearly and completely. <b>Type or print in ink.</b> Read carefully and follow all directions.		<b>UNITED  NATIONS</b>  <b>PERSONAL HISTORY</b>		<b>Do Not Write in This Space</b>	
1. Family name :		First name :	Middle name :	Maiden name, if any	
2. Date of Birth	Day Mo. Yr.	3. Place of birth	4. Nationality (ies) at birth	5. Present nationality (ies)	6. Sex
7. Height	8. Weight	9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>			
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.  (a) Are there any limitations on your ability to perform in your prospective field of work (b) Are there any limitations on our ability to engage in all travel ? YES <input type="checkbox"/> NO <input type="checkbox"/>					
11. Permanent address    Telephone No.		12. Present address    Telephone No.		13. Office Telephone No.   14. Office Fax. No:  E-mail::	
15. Have you any dependent children?  YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:					
Name of Children	Date of Birth (day/mo/year)	Place of Birth	Nationality	Gender	

<b>15.(a) Name of Spouse</b>				

**16.** Have you taken up legal permanent residence status in any country other than that of your nationality?  
 If answer is "yes", which country? YES  NO

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

**18.** Are any of your relatives employed by a public international organization?  
 If answer is "yes", give the following information:  YES  NO

NAME	Relationship	Name of International Organization

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

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

**21.** Have you previously submitted an application for employment with U.N.? YES  NO   
 if so when?

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

OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



Type	English	French	Other languages		List all specific computer programmes you use (i.e. excel, access)
Shorthand					

**24. EDUCATIONAL.** Give full details - N.B. Please give exact titles of degrees in original language.

**A. UNIVERSITY OR EQUIVALENT** Please do not translate or equate to other degrees.

NAME, PLACE AND COUNTRY Please give complete address	ATTENDED FROM/TO		DEGREES and ACADEMIC	MAIN COURSE OF STUDY
	Month./ Year	Month./ Year	DISTINCTIONS OBTAINED	

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

NAME, PLACE AND COUNTRY Please give complete address	TYPE	ATTEND FROM/TO		CERTIFICATES OR
		From	To	DIPLOMAS OBTAINED

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

**26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach)**

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

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)				EXACT TITLE OF YOUR POST	
FROM	TO	SALARIES PER ANNUM		<b>Full time</b> <input type="checkbox"/>  <b>Part time</b> <input type="checkbox"/> hours/week	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER				TYPE OF BUSINESS	
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR	
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU	
DESCRIPTION OF YOUR DUTIES					
B. PREVIOUS POST (IN REVERSE ORDER)					

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
				<b>Full time</b> <input type="checkbox"/>  <b>Part time</b> <input type="checkbox"/> hours/week
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
<b>DESCRIPTION OF YOUR DUTIES</b>				

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
				<b>Full time</b> <input type="checkbox"/>

				Part time <input type="checkbox"/> hours/week
NAME OF EMPLOYER:			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR:	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
<b>DESCRIPTION OF YOUR DUTIES</b>				
FROM	TO	SALARIES PER ANNUM	EXACT TITLE OF YOUR POST:	
			Full time <input type="checkbox"/>	

			Part time <input type="checkbox"/> hours/week	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR:	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING
<b>DESCRIPTION OF YOUR DUTIES</b>				
FROM	TO	SALARIES PER ANNUM	EXACT TITLE OF YOUR POST:	
			Full time <input type="checkbox"/>	
			Part time <input type="checkbox"/> hours/week	

MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:			NAME OF SUPERVISOR:	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING
<b>DESCRIPTION OF YOUR DUTIES</b>				
FROM	TO	SALARIES PER ANNUM	EXACT TITLE OF YOUR POST:	

				<b>Full time</b> <input type="checkbox"/>  <b>Part time</b> <input type="checkbox"/> <b>hours/week</b>
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
<b>DESCRIPTION OF YOUR DUTIES</b>				

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

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

If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

*Do not repeat names of supervisors listed under item 27.*

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY

32. HAVE YOUR EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic



violations)? YES  NO

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

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

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

DATE:

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.