

FM : Digcent (Pers)

NO.D.I.02/2017-PERS.DA.8

Dtd 28 /07/2017 U/C

UNHQ, Phase-1 of 2017 Military/Police Secondment Campaign (03 Job Opening) (.) MHA have called for nominations from the eligible and willing officers for the following job opening (Police Officers) as part of Phase-1 2017 Military/Police Secondment Campaign (.) Brief description of the post and eligibility conditions to above post is as under (.)

1	Job title & Level : Police Recruitment Officer, P-4	ELIGIBILITY CONDITIONS
	Number of post-02	i) Education :- Advanced University Degree (Master's Degree or equivalent) in law, criminal justice, human resources management, police administration, business or public administration, social science, education or related area. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement/organization training may be accepted in lieu of the advanced university degree Graduation from a certified police academy or other law enforcement training institution is required ii) Experience : A minimum of seven years of progressively responsible experience is an active national police service with a current rank of at Superintendent or Lt. Colonel, other services equivalent or higher rank including three years of practical experience in police personnel administration and recruitment is required. Peacekeeping or other
	Level of Post,P-4	
	(SP/DIG)	
	Department /Office : OROLSI/Police Division/Selection and Recruitment Sector	
	Location : New York	
	Job Opening Number : DPKO/SEC1701/P- 4/11	
	Qualification	

		<p>international experience are calculated following the graduation from the national police academy or similar law enforcement institution.</p> <p>iii)Language : English and French are the working language of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French is desirable.</p>
2	<p>Job title : Police Planning Officer, P-4</p> <p>Number of post-01</p> <p>Level of Post: P-4 (SP/DIG)</p> <p>Department /Office : OROLSI/Police Division/Strategic Policy and Development Section</p> <p>Location: New York</p> <p>Job Opening Number : DPKO/SEC1701/P-4/12</p>	<p>ELIGIBILITY CONDITIONS</p> <p>i) Education: - Advanced University Degree (Master’s Degree or equivalent) in the field of Police Science, criminal justice, law or other relevant field is required. A first level university degree in combination with qualifying experience in policing or other law enforcement reform matters including strategic planning and development may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.</p> <p>ii) Experience: A minimum of seven years of progressively responsible experience is an active police, law enforcement, or other related policy/criminal justice work with the rank of Superintendent, Lt. Colonel or other service equivalent or higher rank, including at least three years of experience in police planning, or policy-making is required. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution. Experience in UN peacekeeping, UNHQ, or similar</p>

		<p>international organization is desirable.</p> <p>iii) Language: English and French are the working language of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.</p>
3	Job title : Police Officer, P-3	ELIGIBILITY CONDITIONS
	Number of Post-02	<p>i) Education: - Advanced University Degree (Master's Degree or equivalent) in the field of criminal justice, law or Political Science or other relevant field is required. A first level university degree in combination of relevant academic qualifications and sufficient experience in Police and peacekeeping may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.</p> <p>ii) Experience : A minimum of seven years of progressively responsible experience is an active national police service with a current rank equivalent to at least chief Inspector or Major and a specialization in Police planning, is required. Experience in UN peacekeeping operation, UNHQ, or similar international organization is desirable.</p> <p>iii)Language : English and French are the working language of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of a second official UN language,</p>
	Level of Post : DySP/SP	
	Department/office : OROLSI /Police Division/ Mission Management Section	
	Job Opening Number : DPKO/SEC1701/P-3/13	
Location : New York		

		preferably French, is desirable.
		Preference will be given to equally qualified women candidates

PARA (.) Reqst fwd. nominations of willing and eligible officers of the level of **Comdt/DIG for (P-4) and AC for (P-3)** to this Dte by **03/08/17 repeat 03/08/2017** alongwith the following documents duly completed in all respect (.) 1(.) United Nations personal history profile(PHP) Form(P.11) duly completed and signed by the officer (.) 2 (.) Academic and employment certification form duly completed and signed by the nominated officer as well as the relevant member states local authority (.) **4** (.) Personal details as per Annexure-1(.) 5 (.) Human Rights certificate must be included (proforma enclosed) - Mandatory (.) It may be ensured that nominated officers should meet all the requirements of the post applied for and are clear from cadre/vigilance angle (.) **Para (.) officers may be advised to mention the job opening number in the P-11 form (.) No modified P-11 and EAC other than the specimen enclosed will be entertained/accepted as it invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations (.) It may 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 (.)** If nominations are not recd. by target date, then nil report will be presumed (.) Ops achievements in respect of willing and eligible officers, if any must be mentioned while forwarding their nominations(.) Para (.) Preference may be given to the officers who have served in hard area i.e. LWE/J&K and NE Region at least 02 and 03 years respectively (.) Besides above, officers who have not availed any deputation/UN assignments should be given preference (.) Personal history profile form (p-11) is also available in mha website (www.mha.nic.in) ////-

SD/- 28/07/2017

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 preceding paragraphs for the following reasons

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

ANNEXURE

RECENT PASSPORT SIZE PHOTOGRAPH
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1	Name of Post applied	
2	Job Opening number	
3	Name of officer	
4	Designation/Rank/Organization with present place of posting	
5	In the case of officer 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	Previous UN experience Tel. No.	
	a) Office	
	b) Residence	
	c) Mobile No.	
	d) e-mail id (mandatory)	
11	Present Job Profile	
12	NOC from parent cadre(if on deputation)- mandatory	Yes/NO/Not applicable


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**

INSTRUCTIONS		UNITED  NATIONS		Do Not Write in This Space					
Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		PERSONAL HISTORY							
1. Family name :		First name :		Middle name :		Maiden name, if any			
2. Date of Birth		3. Place of birth		4. Nationality (ies) at birth		5. Present nationality (ies)			
6. Sex									
7. Height		8. Weight		9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>					
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work (b) Are there any limitations on our ability to engage in all travel ? YES <input type="checkbox"/> NO <input type="checkbox"/>									
11. Permanent address		12. Present address		13. Office Telephone No.					
Telephone No.		Telephone 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			
15.(a) Name of Spouse									
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 <input type="checkbox"/> NO <input type="checkbox"/>									
17. Have you taken any legal steps towards changing your present nationality? If answer is "yes", explain fully: YES <input type="checkbox"/> NO <input type="checkbox"/>									
18. Are any of your relatives employed by a public international organization? If answer is "yes", give the following information: <input type="checkbox"/> YES <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>				21. Have you previously submitted an application for employment with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> if so when?					
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
		READ		WRITE		SPEAK		UNDERSTAND	
OTHER LANGUAGES		Easily		Easily		Easily		Easily	
		Not Easily		Not Easily		Not 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"/>	
23. For clerical grades only									

<i>Indicate speed in words per minute</i>					
Type Shorthand	English	French	Other languages		List all specific computer programmes you use (i.e. excel, access)
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 DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
		Month./Year	Month./Year		
B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)					
NAME, PLACE AND COUNTRY Please give complete address		TYPE		ATTEND FROM/TO	CERTIFICATES OR DIPLOMAS OBTAINED
				From	To
25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS					
26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach)					
27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.					
A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)				EXACT TITLE OF YOUR POST	
FROM	TO	SALARIES PER ANNUM		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	
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	STARTING	FINAL	
						Full time <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:

DESCRIPTION OF YOUR DUTIES

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	STARTING	FINAL	
						Full time <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:

DESCRIPTION OF YOUR DUTIES

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

DESCRIPTION OF YOUR DUTIES

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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

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM	EXACT TITLE OF YOUR POST:	
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MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week				
NAME OF EMPLOYER:				TYPE OF BUSINESS:				
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:				
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:</td> <td style="width: 50%; padding: 5px;">REASON FOR LEAVING</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING		
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING							
DESCRIPTION OF YOUR DUTIES								
28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>								
29. ARE YOU NOW, OR HAVE TO EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", WHEN?								
30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under item 27.</i>								
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION						
31. STATE ANY OTHER RELEVANT FACTS, 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 <input type="checkbox"/> NO <input type="checkbox"/>								

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

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES
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.