

**No.21023/06/2024-PP**  
**GOVERNMENT OF INDIA**  
**Ministry of Home Affairs**  
**[Police Division-II]**  
**Pers.Policy Desk**  
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**North Block, New Delhi, 110001**  
**Dated 01<sup>st</sup> May, 2024**

To

1. The Secretaries to the Government of India
2. The Chief Secretaries and DsG(P) of all States / UTs.
3. The Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW/NTRO.
4. The DsG -BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles

**Subject: Inviting nominations from individual police officers in active service for posts at Level P-3, in United Nations Mission in South Sudan (UNMISS) and United Nations Support Mission in Libya (UNSMIL).**

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has forwarded a communication from the UN seeking nominations of individual police officers in active service for appointment on secondment for a period of one year for the following posts:-

S.No	Post Title and Level, Job opening no	Organization and Duty Station	No of Post(s)
1	Ceasefire Monitor (Police), P-3	United Nations Support Mission in Libya (UNSMIL) Sirte, Libya	01
2	Police Reform Officer, P-3 2024-UNMISS-90804-DPO	United Nations Mission in the Republic of South Sudan (UNMISS)	01

2. The job description along with the requisite eligibility criteria/qualifications for the above said posts is enclosed/attached with this letter for reference. **Please note that for all the above seven posts, in addition to knowledge of English**, Knowledge in Arabic is highly desirable and an advantage. It is strongly recommended that authorities carefully submit only those candidates/officers meeting all requirements for the positions outlined in attached job opening. The requirements given in the Annexure-I must also be ensured.

3. Nomination of eligible and willing officers in the rank of DySP/SP for P-3 level active in police service for the above said post may be forwarded through proper channel to this Ministry by 10<sup>th</sup> June, 2024 along with the requisite documents duly signed and completed in

all respects as mentioned in Annexure-I & II. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected. Applications received through proper channel only i.e. through Home Department (State)/ approval of Head of Organization/ UT division in case of AGMUT cadre officers, will be entertained. **Applications received after the deadline specified i.e. 10.06.2024 will not be considered.**

4. The duly completed and signed Personal History Profile (P-11), Employment of Academic Certification (EAC), and Human Right Certificate along with forwarding letter including APAR/ACR gradings of last five years (**only gradings, not need to send copy of ACR**) of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at [police2-un@mha.gov.in](mailto:police2-un@mha.gov.in) before the last date i.e **10.06.2024**

5. As part of the Digital India initiative, all necessary documents must be submitted digitally only via the email mentioned above, and no hard copies or physical documents are to be sent.

**Encl: As above**

Yours faithfully,



**(Juhi Verma)**

Director (Pers-Coord)

**Copy to:-**

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi :- Kindly note that the nominations are to be submitted through UT Division, MHA only.
2. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only.
3. JS (UNP), MEA, JNB (A-wing), New Delhi-110011
4. SO (IT), MHA- With the request to upload the above communication on MHA website (Police Division-II (Secondment vacancies) and also under "what's new" .

## Annexure-I

### Other requisite requirements

- A. United Nations Personal History Profile (PHP) form (P.11) duly completed typed(not hand-written) and signed by the nominated candidate.
  - B. 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 / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in 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. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly. If candidate wishes to apply for several posts, **the separate EAC and PHP forms should be submitted for each post.**
  - C. Personal details as per **Annexure-II along with APAR/ACR gradings of Last Five Years(Mandatory). No hard copies of ACR is required to sent.**
  - D. **Human Right Certificate (Performa Enclosed)**
  - E. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations.. Hand written PHP 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.*
  - F. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
  - G. Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.
  - H. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.
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**BIO- DATA Proforma**

**ANNEXURE-II**

1. Name of Post(s) Applied
2. Job Opening Number
3. Name of the Officer(as per official documents)
4. Designation/Rank, Organization, Pay scale/level
5. Present Place of Posting
6. In the case of officers on Deputation with other organization:-
  - Name of Parent Organization
  - Name of organization presently employed
  - Date of Deputation
  - Expected Date of repatriation to parent cadre/organization
7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA
8. Date of Birth
9. (a) Education qualification  
(b) Required qualification as per applied job/posts(Yes/NO)
10. Date of Joining Police Service
11. Date of Superannuation
12. Service/Cadre/Batch:-
13. Previous UN Experience
14. Other Foreign/international Experiences
15. Contact Details: Telephone No
  - Office
  - Residence
  - Mobile
  - E-mail
16. APAR/ACR Gradings of Last 05 years (mandatory):-
17. Outstanding Achievements, if any
18. Last Five(years) work profile/experiences

Recent Passport  
Size Photograph

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

Signature of applicant

# United Nations



*Job Opening for Position requiring official secondment  
from national governments of Member States of the United Nations Organization.  
Appointments are limited to service on posts financed by  
the support account of peacekeeping operations*

<b>Post title and level</b>	<b>Ceasefire Monitor (Police), P-3</b>
<b>Organizational Unit</b>	<b>United Nations Support Mission in Libya (UNSMIL)</b>
<b>Duty Station</b>	<b>Sirte, Libya (Initially in Tripoli)</b>
<b>Reporting to</b>	<b>Chief UNSMIL/CMC through Deputy Chief UNSMIL/CMC</b>
<b>Duration</b>	<b>12 Months (extendable)</b>
<b>Deadline for applications</b>	<b>24 June 2024</b>

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

**Organizational Setting:** The position is located in the Ceasefire Monitoring Component (CMC) of the United Nations Support Mission in Libya (UNSMIL).

**Reporting line:** The UNSMIL ceasefire monitoring component reports to the Special Envoy and Head of UNSMIL through the Assistant Secretary-General (ASG)/Mission Coordinator. The incumbent reports to the Chief UNSMIL/CMC through the Deputy Chief UNSMIL/CMC.

## **RESPONSIBILITIES:**

In compliance with the UNSMIL mandate and under the supervision of Chief of Ceasefire Monitoring Component (CMC), the Ceasefire Monitor (Police) is responsible for, but not limited to, the performances of the following duties:

- Assist the Libyan parties in implementing the Libyan-led and Libyan-owned Ceasefire Monitoring Mechanism (LCMM) in accordance with the 23 October 2020 Ceasefire Agreement.
- Facilitate the development of training programme for the Libyan monitors, based on the request through the 5+5 Joint Military Commission and as approved by UNSMIL leadership.
- Monitor and verify violations of the 23 October 2020 Ceasefire Agreement reported by the national monitors and other local sources to the ceasefire monitoring mechanism.
- Support the ceasefire and de-escalation process in UNSMIL; document any alleged violations of the ceasefire agreement and human rights.
- Participate in ground monitoring mission in the designated area in Libya, upon request.
- Work closely with the 5+5 Joint Military Commission, Joint Sub-committee for Ceasefire Monitoring/Libyan Monitoring Teams, including on the status of implementation of specific provisions of the Agreement within the defined area.
- Gather and analyze information from open sources for regular monitoring and observation

activities.

- Monitor and assess major developments through observation and liaison; prepare analytical and operational reports.
- Provide effective accurate and timely verbal and written reports using appropriate communications (radio, telephone, email, written/verbal reports, presentations, among others).
- Facilitate communication, coordination, and cooperation with relevant stakeholders and mission components in ceasefire monitoring as mandated.
- Provide advisory support in relevant areas of expertise to adopt best practices across the spectrum of ceasefire monitoring matters.
- Perform other functions consistent with the Mandate as directed by the supervisor in fulfilling mandated tasks.

### **COMPETENCIES:**

**Professionalism:** Demonstrates professional competence and knowledge of theories and concepts relevant to police planning at the strategic and operational level. Is familiar with planning processes, from concept of operations through to verification requirements. Has knowledge of international affairs and understanding of peace operations. Knows the work of a headquarters responsible for operational planning and interfacing with relevant civil and military agencies. Demonstrates ability to engage in discussions at the operational level Has the ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Has the ability to provide sound policing advice. Ability to produce high quality work with limited supervision and in unfamiliar environments. Has the ability to interact and to establish and maintain effective working relationships, both as a team member and team leader, with people of different national and cultural backgrounds. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge of the peace process that is being carried out in Libya, and the Mission mandate is desirable. Computer literate with a sound working knowledge of MS Office.

**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.

**Communication:** 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:** The ability to work as part of a mixed civil-military teams and to build relations with external partners. 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 Law, Criminal Justice Administration, Policing, Security Studies, Business or Public Administration, International Relations, Development Studies or another relevant field. Graduation from Police Academy or other law enforcement training institution is required.

**Experience:**

Candidate must be in active police service possessing a minimum of seven years (nine years in absence of advanced university degree) of progressive and active policing experience in the national or international law enforcement agency at the field and/or national headquarters level with at least five years of experience in the area of planning, capacity building, operation, leadership, liaison and negotiation, crisis management, threat assessment, security arrangements, crime data analysis/crime trend recognition, gathering information from open sources, information analysis, preparation of analytical and operational reports and intelligence assessment is required. Experience in ceasefire monitoring, preferably in UN or other international organization environment, civil-military cooperation, preparation of political background papers, talking points and meeting notes is highly desirable.

Peacekeeping or other international experience in the UN or other organization is an advantage.

**Rank:** Senior/Chief Inspector, Major, other service equivalent rank or higher.

**Languages:** Fluency in English (oral and written) is required. Knowledge in Arabic is highly desirable.

**Special Notice:**

- Only active serving police officers nominated by their National Government Authorities will be considered for the post.
- The incumbent will be selected on a competitive basis and upon deployment, carries out her/his duties ununiformed and unarmed.
- In an effort to reach the benchmarks outlined in the UN Gender Parity Strategy and the Uniformed Gender Parity Strategy 2018-2028, the Police Division requires nomination of appropriate number of women candidates. **Preference will be given to equally qualified women candidates.**

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**Date of Issuance: 22 April 2024**

**\*Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.**

**In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.**

# United Nations



*Job Description for Position requiring official secondment  
from national governments of Member States of the United Nations Organization*

<b>Post title and level</b>	<b><u>Police Reform Officer, P-3</u></b>
<b>Organizational Unit</b>	<b>United Nations Mission in the Republic of South Sudan (UNMISS)</b>
<b>Duty Station</b>	<b>Juba</b>
<b>Reporting to</b>	<b><u>Community Policing Adviser/Chief of Capacity Building and Development Pillar</u></b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>21 June 2024</b>
<b>Job opening number</b>	<b>2024-UNMISS-90804-DPO</b>

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

## **RESPONSIBILITIES**

**In compliance with the mission mandate and under the supervision and substantive guidance of the Community Policing Adviser/Chief of Capacity Building and Development Pillar (CCBDP) the Police Reform Officer will be responsible for, but not limited to, the performance of the following duties:**

1. Provide a wide range of expert advisory and technical and capacity building assistance activities to the National Police law enforcement on reform matters relevant to supporting police service in UNMISS.
2. Manage, ensure accountability and oversight of all technical assistance tasks at capacity building on a national level of National Police Service (NPS).
3. Assist CCBDP in guiding and advising the NPS in the training need assessments aimed to identify capacity gaps and deficiencies of national police service; assist the NPS in developing training strategies and curricula; assist in delivery or deliver training courses in respective areas; assist in preparation of appropriate pocket cards, guidebooks, manuals, and other training materials as necessary.
4. Give guidance and assist the NPS in developing and implementing training programs, plans, and curricula in police training facilities in compliance with the United Nations principles of international policing; propose and implement the efficient mechanisms of overseeing and monitoring the overall quality of training delivery.
5. Provide a wide range of guidance on initiation of local police guidelines, standards, policies, and monitors implementation of programs previously delivered or being implemented; assessing current applications and creating systems and procedures to address any necessary adjustments or improvements to support ongoing support to the NPS
6. Provide guidance to NPS and design police capacity-building and development reform programs and restructuring plans and projects, where applicable.
7. Review and implement the roadmap for reform of the UN Police related to support of the NPS, ensuring compliance on both national and local levels of the Police Service in South Sudan.
8. Provide a clear assessment of the NPS capabilities and make needs assessment from time to time for different units.



9. Professionalization of recruitment in NPS, promotions and filling up of crucial leadership positions from police stations to the head of the NPS.
10. Streamlining of performance, appraisals, and records of NPS.
11. Develop a self-assessment tool for the NPS to help in determining areas of priority and for focusing on improving Police infrastructures.
12. Advise and ensure the effective monitoring, reporting, and efficiency assessments concerning the implementation of projects, programs, and trainings.
13. Provide continued support for existing Reform programs within the Area of Responsibility (AoR) and those supported under the Human Rights Due Diligence Process (HRDDP). This includes formulating Policy, Procedures, and Guidance linked to Reform and Technical Assistance.
14. Advise on media issues, communication strategy on reform, and reinforcement of Human Rights compliance monitoring.
15. Identify potential new reform projects in support of the mission mandate which are HRDDP compliant and advise on support for the development or maintenance of judicial processes, especially those supporting Human Rights and Gender-Based Violence.
16. Maintain standards related to reforms, technical assistance, trainings, media strategy, Policy, Procedure and Guidance compliance, effective reporting, incident investigation, and resolution linked to Human Rights.
17. Represent UNPOL component and collaborate with UNMISS partners in the Republic of South Sudan and advocate for NPS reform agenda.
18. Perform any other duties and assume other responsibilities as directed by the UNMISS Police Commissioner through the established chain of command.

### **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. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular post, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and organizing:** Possesses good skills in project management and policy development. 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.
- **Communication:** Speaks and writes clearly and effectively; listen to others, correctly interpret messages from others and responds appropriately; ask questions to clarify and exhibits interest in having two-way communication; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

### **QUALIFICATIONS**

**Education:** Advanced university degree (master's degree or equivalent) in one or more of the following

disciplines: Law, Criminal Justice Administration, Business or Public Administration, Political Science, Development Studies (particularly in law enforcement) or other relevant field. A first level university degree with a combination of relevant professional level experience in law enforcement, including police management, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

**Work Experience:** Candidate must be in active police service possessing a minimum of 5 years (7 years in absence of advanced degree) of progressive and active relevant service/experience at the field (region/district) or national headquarters level. Extensive practical experience in community policing, police operations, crime management, capacity building and development – required. Experience in strategic planning, policy development, administration, development of training modules and training delivery, police or security sector reform, organizational and resource management, change management (particularly in law enforcement), is highly desirable. Previous UN or other international experience is an advantage.

**Rank:** Chief/Senior Inspector, Major or other service equivalent or higher rank.

**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 (Arabic) is an advantage.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 22 April 2024

<http://www.un.org/en/peacekeeping/sites/police>

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make “self-attestation” that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

# UNITED NATIONS

## Employment and Academic Certification

Attachment to Personal History Profile (P11)

**TO BE COMPLETED BY CANDIDATE:**

**Personal Data:**

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

<b>Position for which you are applying:</b>
<b>(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)</b>
<b>Job Opening Number:</b>

**Military Service History/Police Service History**

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			

**Degrees and Academic Distinctions Obtained:**

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				

**Experience in peacekeeping operations:**

**Specify UN or other International Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	Description of duties

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

Dates mm/yy-mm/yy	Unit/Position/Org	Significant Unit Activities

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

Dates mm/yy-mm/yy	Position/Org	Operation/Activity

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

Date: mm/yy-mm/yy	Position/Org	Function/Activity

**Military and/or Police Training Courses/Seminars: (last two years)**

Name of Course	Date: mm/yy –mm/yy	Institution

Additional Comments:

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

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

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

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


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

**TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:**

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

*I further certify that the nominated candidate has never been convicted of and 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 also certify that 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.*

Date..... Official Stamp .....

<b>INSTRUCTIONS</b>					Do not Write in This Space			
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		<b>PERSONAL HISTORY</b>						
1. Family name		First name		Middle name		Maiden name, if any		
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth		5. Present Nationality(ies)		
7. Height		8. Weight		9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>				
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>								
11. Permanent address			12. Present address		13. Office Telephone No. ( )			
Telephone No. ( )			Telephone/Fax No. ( )		14. Office Fax No. ( ) <b>E-mail:</b>			
15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:								
Name of Children		Date of Birth (day/mo/year)		Place of Birth		Nationality		
15. (a) Name of Spouse								
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", give the following information:								
NAME			Relationship		Name of International Organization			
19. What is your preferred field of work?								
20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/>				21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute					List any office machines or equipment and computer programmes you use.			
	English	French	Other languages					
Typing								
Shorthand								

24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

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

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

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

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

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (*DO NOT ATTACH*)

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

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

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

DESCRIPTION OF YOUR DUTIES:



## B. PREVIOUS POSTS (IN REVERSE ORDER)

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

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

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES  NO   
If answer is "yes", WHEN?

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

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

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

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES  NO

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

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

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

DATE  
(day, month, year)

SIGNATURE:

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

**EMPLOYMENT RECORD – SUPPLEMENTARY SHEET**

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. See next page for more blocks.

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
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DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
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MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
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MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
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MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
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