



No.21023/23/2018-PMA
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

,MHA New Delhi, 110001
Dated October, 2018

To :

1. The Chief Secretaries and DsG (P)s of all States / UTs
2. Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/
DCPW
3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
4. Commissioner of Police Delhi.

**Subject:- Nominations for Senior Mission Leaders' Course (SMLC):-
Sir/Madam,**

PMI to UN has forwarded Integrated Training Service 2018.UNHQ.ITS.Fax.110630 dated 01.10.2018 regarding seeking nominations for senior Mission leaders' Course (SMLC) to be held in the Kofi Annan International Peacekeeping Training Centre (KAITPTC) in Accra, Ghana, from 18 to 29 March, 2019.

2. The Objective along with the requisite eligibility criteria and Financial conditions for mentioned course are enclosed/attached with this letter for needful reference. **It is strongly recommended to nominate only those** female Police officers who must meet the criteria outlined in attached communication from UN.
3. In view of above, It is requested that nomination of **eligible and willing women Police officers of rank of IG/ADG** may be submitted through proper channel to this Ministry by **26th November, 2018** alongwith the following Mandatory documents duly completed in all respect:-
 - i. curriculum vitae (CV) or Bio data (Mandatory)
 - ii. United Nations **P11 Form duly completed and signed by** the nominated candidate.
4. The nominated officers may be advised to send the above **documents** as per the format enclosed **through electronic mail at e-mail address** at sopma@nic.in. **(Mandatory) in pdf format only before the deadline. I.e 26th November, 2018**
5. **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 registration form will not be entertained/accepted. It may be ensured that the photograph of the officers applying should be placed on EAC..

6. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.**(without cadre clearance and NOC from parent cadre, nominations will not be entertained).

7. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State)/approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

8. **All other expenses related to participation, travel and daily subsistence will be borne by the nominating departments/organizations/States/UTs.**

9. All the officers may be advised not to make any direct contact with UNHQ authority. Nomination through MHA only will be considered.

Yours Faithfully



(Harish Chandra Rai)

Under Secretary to the Government of India

☎: 23092527

Copy to

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II:- UN courses/workshop header) and 'what's new'.
2. DS(UNP)-, MEA, JNB (2029-A), New Delhi

INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.



Do not Write in This Space

PERSONAL HISTORY

| | | | | | | | | |
|---|--------------------------|------------------------------------|--------------------------|---|------------------------------------|------------------------------------|--------------------------|--------------------------|
| 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) | | |
| 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? 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. | | |
| | | | | | | () | | |
| | | | | | | E-mail: | | |
| 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 | | |
| | | | | | | Gender | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 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 | | | | List any office machines or equipment and computer programmes you use. | | | | |
| Indicate speed in words per minute | | | | | | | | |
| | 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 | 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 | |
| | | | 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: | | |
| | | | | 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 | | | |
| | | | | | | |
| 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 | | | |
| | | | | | | |
| 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 | | | | | | |
| | | | | | | |

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.

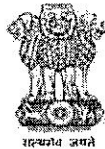
BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization and Pay scale/pay band 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 and date of superannuation
9. Service/Cadre/Batch:
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. 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)



**PERMANENT MISSION OF INDIA TO THE UNITED NATIONS
NEW YORK**

E/Fax: 04
3 October 2018

Fax : 00-1-212-490-9656
Tel : 00-1-212-490-9660
email: polad.newyorkpmi@mea.gov.in


| | | |
|----------|---|---|
| To | 1. US (PMA) MHA, New Delhi Email : uspma@nic.in | Reply by: 10 December 2018 |
| Repeated | 1. JS (Police-II) MHA , New Delhi Email: jsp2-mha@nic.in 2. US (UNP) MEA, New Delhi Email : usunp@mea.gov.in 3. SO (PMA) MHA, New Delhi Email : sopma@mha.gov.in | Priority: MOST IMPORTANT Remarks: TIME BOUND |
| Internal | PR, DPR | No of Pages : 1 + 3 |

Sub: Nominations for Senior Mission Leaders' Course (SMLC)

Reference the UN Integrated Training Service facsimile 2018.UNHQ.ITS.FAX.110630.1 dated 1 October 2018 (**attached three pages**) on the above subject.

2. The Department of Peacekeeping Operations and the Department of Field Support, in cooperation with the Govt. of Canada and Ghana would conduct a UN Senior Mission Leaders' Course in Accra, Ghana **from 18 to 29 March 2019**. The UN has been encouraging the member states to nominate qualified female officers who have the potential to assume the role of Special Representative of the Secretary General (SRSG), Deputy SRSG, Force Commander, Director of Mission Support and Chief of Staff, etc. to attend the course.

3. Last date for submission of nominations is **14 December 2018**. Therefore, it is requested to send the nomination of the qualified candidates along with their duly filled required forms **by 10 December 2018**.


 (Thirugnana Sambandan, S.)
 First Secretary

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United Nations  Nations Unies

UNITED NATIONS HEADQUARTERS
SECURE COMMS OPERATIONS


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2018 OCT -2 P 4: 23

003854

Date: 1 October 2018

Reference: 2018.UNHQ.ITS.FAX.110630.1

| | |
|--|---|
| <p>TO: Permanent Missions to the United Nations</p> <p>ATTN: Permanent Representative</p> <p>INFO: Head of Political Section, Military Advisor, Police Advisor.</p> | <p>FROM: Mark Pedersen Chief of Integrated Training Service Division of Policy Evaluation and Training, DPKO-DFS</p> <p><i>For</i> </p> |
| <p>FAX NO:</p> <p>TEL NO:</p> | <p>FAX NO: (+1) 212 963 4398</p> <p>TEL NO: (+1) 212 963 9738</p> |

SUBJECT: Senior Mission Leaders' (SML) Course - Ghana, 18 to 29 March 2019

Total number of transmitted pages including this page: 3

1. The Department of Peacekeeping Operations (DPKO) and the Department of Field Support (DFS), in cooperation with the Government of Canada and the Government of Ghana, will conduct a United Nations Senior Mission Leaders' (SML) course in the Kofi Annan International Peacekeeping Training Centre (KAIPTC) in Accra, Ghana, from 18 to 29 March 2019.
2. We invite your Government to nominate up to three candidates, one candidate each from the **military, police, and civilian** domains. In order to be considered, nominees must meet the criteria outlined in paragraphs 3 to 6, below. Governments are strongly encouraged to put forward female nominees in line with the Secretary-General's approach to gender parity and in accordance with the United Nations recognition of the critical role of women in peace and security. A total of 26 participants will be selected. Selection is competitive, based on the professional profiles and seniority of the candidates; every attempt is made to ensure geographical diversity in the group.
3. Candidates nominated for the course should have a strong interest in potential appointment to a senior leadership position in a United Nations field operation. The SML course is designed to prepare participants to assume roles and responsibilities in a mission's leadership team, including such roles as Special Representative of the Secretary-General (SRSG), Deputy SRSG, Force Commander, Police Commissioner, Director of Mission Support, or Chief of Staff. The course is also intended to deepen the understanding of Member State officials of contemporary United Nations peace operations. Former participants subsequently appointed to leadership positions in peacekeeping missions have found the course extremely valuable.
4. Member States are advised to ensure that participants nominated to the SML course have the experience and skills required to be considered as potential candidates for ASG/USG-level positions in peace operations. They are also reminded to ensure greater correlation between the uniformed

candidates nominated for this course and those eventually nominated by Member States for the top-level posts in field missions.

5. As potential leaders of United Nations field operations, candidates will be expected to have a strong commitment to upholding the core values of the United Nations, namely integrity, professionalism and respect for diversity. In order to qualify for consideration, nominees must have:
 - a. A minimum of 15 years of progressively responsible and relevant work experience, including at least five years of senior level managerial responsibility;
 - b. A minimum rank/grade/level equivalent to United Nations Principal Officer (D-1), (Brigadier General, Deputy Commissioner of Police, Chief Superintendent).
6. Selection for the course will also be based on the degree to which a candidate demonstrates:
 - a. Relevant professional experience addressing conflict, post-conflict, or developmental settings at the national and/or international level;
 - b. A proven record of excellent management and leadership skills in a multicultural environment, including the ability to supervise, mentor, develop and evaluate staff;
 - c. Excellent communication skills;
 - d. A clear commitment to promoting gender equality and mainstreaming a gender perspective; and,
 - e. The ability to work effectively with people from diverse cultures and backgrounds.
7. Fluency in written and spoken English is essential. Fluency in other official United Nations languages, particularly French, is an asset. Excellent drafting skills are also required.
8. The SML course is an intensive programme based on an active learning methodology comprised of case studies, exercises and role-playing. Extensive written course material will be provided in advance and throughout the course. Participants must be fully prepared, able and willing to contribute to discussions.
9. Nominations must be submitted directly by Member States **through their Permanent Missions in New York** by 14 December 2018. In order to be considered, each nominated candidate must submit
 - a. For civilian and police applicants: United Nations P11 Form available at: (<http://hdl.handle.net/11176/400713>);
 - b. For military candidates: United Nations Personal History Form for Military Personnel available at: (<http://hdl.handle.net/11176/400714>).

The forms must be downloaded from the links above, or requested from the persons listed below, and completed digitally. The completed documents should be sent by email from the Permanent

Mission to Ms. Aneta Kozhanova, e-mail: kozhanova@un.org and Mr. Ettore Di Benedetto, e-mail: dibenedetto@un.org of ITS. **The closing date for nominations is 14 December 2018.**

10. The Governments of Canada and Ghana will bear the costs of the programme. The costs of each candidate's participation, including travel, visa and daily subsistence allowance, must normally be borne by his or her nominating Government. However, sponsorships may be available for a limited number of selected candidates.

11. Please note that nomination of a candidate does not guarantee his or her participation in this course and the process is competitive. ITS will convey the names of selected nominees by facsimile to the relevant Permanent Missions by 28 January 2019. Questions regarding the course should be addressed to Mr. Di Benedetto and Ms. Kozhanova.

Best regards.

Drafted by:

Aneta Kozhanova
Integrated Training Service
Division of Policy Evaluation and Training,
DPKO-DFS



Authorized By:

Ettore Di Benedetto
Integrated Training Service
Division of Policy Evaluation and Training,
DPKO-DFS



Through: