



No.21023/21/2018-PMA  
GOVERNMENT OF INDIA  
Ministry of Home Affairs  
[Police Division-II]  
PMA Cell

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MHA, North Block,  
New Delhi, 110001

Dated 19 November, 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 :- **Job Opening : Deputy Police Commissioner (P-5) in the United Nations Stabilization Mission in Democratic Republic of Congo (MONUSCO) Job Opening No:- 2018-MONUSCO-49448-DPKO**

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligible candidates for the subject Job opening. .

2. The job description along with the requisite eligibility criteria/qualifications of **Deputy Police Commissioner (P-5) in the United Nations Stabilization Mission in Democratic Republic of Congo (MONUSCO)** are enclosed/attached with this letter for needful reference. **It is strongly recommended to nominate those candidates meeting all requirements for the positions/posts as described in Job descriptions. Nominations of equally qualified women candidates may be encouraged.**

3. Therefore, It is requested that nomination of **eligible and willing officers** of the rank of **DIG/IG for P-5 level** for above post may be **submitted through proper channel** only to this Ministry by 21<sup>st</sup> December, 2018 along with the following documents duly completed in all respect:-

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

**Note: - In Earlier instances, It was observed that the EAC was submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. 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.**

iii. Personal details as per **Annexure-I**.

**IV. Human Rights certificate must be included**(proforma enclosed).

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. Personal History Profile (P-11) , EAC and HR certificate along with forwarding/nominating letter of each nominated candidate are required to be submitted in separate files (PDF **format** only) through E-mail at [sopma@gov.in](mailto:sopma@gov.in) before the deadline.

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) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted/entertained.

8. It is advised not to make any direct contact with the UN authority regarding the subject matter.

Yours Faithfully



**(Harish Chandra Rai)**

Under Secretary to the Government of India

☎: 23092527

Copy to

Commissioner of Police .

Mumbai, Kolkata, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers through State Government only.

1. SO (IT), MHA - With the request to upload the above communication on MHA website  
✓ (Police Division-II(secondment vacancy))
2. DS(UNP), MEA, JNB (2029), New Delhi



**(Harish Chandra Rai)**

Under Secretary to the Government of India

☎: 23092527



# 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>Deputy Police Commissioner, P-5</b>
<b>Organizational Unit</b>	<b>United Nations Organization for the Stabilization in Democratic Republic of Congo, MONUSCO</b>
<b>Duty Station</b>	<b>Goma</b>
<b>Reporting to</b>	<b>MONUSCO Police Commissioner</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>5 January 2019</b>
<b>Job Opening number</b>	<b>2018-MONUSCO-49448-DPKO</b>

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

## **RESPONSIBILITIES:**

MONUSCO's mandate addresses the immediate challenges facing the country while laying the groundwork for sustainable peace and security. In compliance with the mission mandate and under the supervision and substantive guidance of the Police Commissioner (PC), the Deputy Police Commissioner will be responsible for the operational oversight of the UN Police component's activities related to the Mission mandate implementation including the over-all PNC development and reform agenda, and within the limits of delegated authority, will perform the following duties:

- Advising the Police Commissioner and other UN mission leadership on issues related to the implementation of the mandate of the police component and provides regular reports on key issues and work program implementation.
- Assists the UN Police Commissioner in managing, controlling and directing the UN Police component, as well as assigning specific duties to the UN Police Officers deployed to the mission;
- Provides a direct oversight of all subordinate units within the infrastructure of the UN Police component as may be assigned by the Police Commissioner;
- Coordinate operational details of the UN Police component activities in the mission;
- Manage the integration and coordination of the bilateral projects and support in the overall framework of PNC programs and initiate the development of bilateral activities that support the achievement of PNC capacity building objectives;
- Oversee the management of activities undertaken by the PNC, ensure that programmed activities are carried out in a timely fashion and co-ordinate work in the different areas both within the Police, and with other organizations of the Government and United Nations System as appropriate;
- Through the administrative and support capabilities of the PNC, facilitate the provision of capital infrastructure, personnel, training, vehicles and equipment, communications, systems and policies for the full spectrum of service delivery responsibilities of PNC;
- Participate in international, regional or national meetings and provide programmatic/substantive expertise on an issue or hold programmatic/substantive and organizational discussion as with representatives of other institutions;



- Regularly consult and collaborate with UN agencies, international and national NGOs, judicial offices, correction offices, humanitarian, human rights, bilateral/multilateral donors, members of civil society, and members of the national government on police development and administration requirements relevant to the UN mandate;
- Assist in the development and implementation of the capacity enhancement and overall institutional development plans for the local law enforcement agencies through a wide-ranging consultation process which will engage international and national partners;
- Assessing the needs of the PNC (Congolese National Police) in the areas of responsibility in close coordination with national actors, UN system partners and contribute to the development of bilateral aid/support proposals;
- Contributes to the development and monitoring of the implementation of the Mission Implementation Plan, UN Police CONOPs, SOPs, Guidelines and Policies and ensures that activities of the UN Police are directed towards the achievement of the overall goal of the mission;
- Assist the Police Commissioner in the provision of inputs for the Secretary-General's reports to the Security Council and other documents as they may pertain to law enforcement matters;
- Performing other functions that are consistent with the mandate provided by the Security Council Resolution and may be required by the mission leadership, relating to the management of the UN police component;
- Provide leadership to the police component of the mission during the absence of Police Commissioner and perform any other duties as assigned by the Police Commissioner in fulfilment of the mandate;

#### **COMPETENCIES:**

**Professionalism:** Displays commitment to human rights and the ability to give the necessary prominence to human rights; 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. Strong negotiation and conflict-resolution skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Client orientation:** Establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress and setbacks in projects; meets time line for delivery of products or services to clients.

**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.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.



**Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

**QUALIFICATIONS:**

**Education:** Advanced university degree (Master's or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Advance training for command/ senior staff is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Institution is required.

**Work Experience:** A minimum of 10 years (12 years in absence of advanced degree) of progressive and active policing service/experience both at the field and national police headquarters level including 7 years of active police experience at senior policy making level, with extensive strategic planning and management experience in areas such as operations, human and financial resources, crime management, police administration and, police training and development; practical command level experience of running a department or a region or state level police units, Highly developed advisory, coaching/mentoring skills, well-developed consultation, effective negotiation and written communication skills; in-depth planning (strategic and operational) and organizational skills especially working in a multicultural environment. Previous UN or international experience is an advantage.

**Rank:** Rank required for a P-5 is Senior/Chief Superintendent of Police, Deputy Police Commissioner, Colonel, other equivalent or higher rank

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written French and English is required.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 5 November 2018

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

In accordance with the new 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.

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)

**HR Certificate**

**(No any other language/format than mentioned below will be accepted)**

***“The Department/organization of ..... is hereby confirming that the nominated candidate Mr/Mrs \_\_\_\_\_ has been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. The Department/Organization of ..... also certifies that it is not aware of any allegations against the nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.”***

***To be signed by an officer  
Not Below the Rank of DIG/Director***



9

**UNITED NATIONS**  
**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):**

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

<b>2. POSITION/S TO WHICH YOU ARE APPLYING:</b>	
Title:	Job Opening Number:
1.	
2.	
3.	
...	

<b>3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY</b>			
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			

<b>4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED:</b>				
	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		RANK/DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
<b>Military or Police Degrees</b>	Military Academy (and/or similar military officer institution) - name and address:			
	Command and Staff College (and/or similar military officers institutions) - name and address:			
	Police Academy (and/or similar law enforcement training institution) - name and address:			

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Civilian Degrees				

5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post		
Name of Course	Date attended: FROM mm/yy- TO mm/yy	Institution

6. EXPERIENCE IN PEACEKEEPING OPERATIONS: Specify UN or other International Experience, start with your most recent experience and list in reverse order			
Dates FROM mm/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



(11)

**7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):**

**Start with your most recent experience and list in reverse order**

Dates FROM 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**

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

**9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:**

**Start with your most recent experience and list in reverse order**

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

10. Additional Comments:

[Empty box for additional comments]

11. 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 candidate 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 preceding 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.



**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 she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.*

*In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.*

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

**PLEASE NOTE:**

**An incomplete or unsigned form will not be accepted**

14

<b>INSTRUCTIONS</b> Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		<b>UNITED  NATIONS</b>			Do not Write in This Space			
<b>PERSONAL HISTORY</b>								
1. Family name		First name		Middle name		Maiden name, if any		
2. Birth date (day/month/yr)		3. Place of birth		4. Nationality(ies) at birth		5. Present nationality(ies)		
6. Sex		7. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>						
10. <i>Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.</i> (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  Telephone No. (     )			12. Present address  Telephone/Fax No. (     )			13. Office Telephone 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 the United Nations or any of its agencies? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", please specify:								
NAME		Relationship		Name of United Nations 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 all specific computer programmes you use (i.e. excel, access).	
	English	French	Other languages					
Typing								
Shorthand								





B. PREVIOUS POSTS (IN REVERSE ORDER)

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				

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				

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				



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	Full time <input type="checkbox"/>	hours/week:
				Part time <input type="checkbox"/>	
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	Full time <input type="checkbox"/>	hours/week:
				Part time <input type="checkbox"/>	
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

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

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



28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INVESTIGATION? 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.

109