

No.21023/05/2023-PP-Part
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
Pers.Policy Desk

North Block, New Delhi, 110001
Dated 24th February 2023

To

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

Subject: - Nominations for Senior Mission Leaders Course-19-30 June 2023

Sir/Madam,

Permanent Mission of India to the United Nations (PMI to UN) has informed about the invitation received from Integrated Training Service Division's (UNHQ, New York), vide which nomination of three candidates, one candidate each from the military, police and civilian domains is invited for the Senior Mission Leaders' (SML) Course to be held in Tokyo, Japan from 19 to 30 June 2023.

2. The objectives along with the requisite eligibility criteria and Financial conditions for the course are attached with this letter for reference. It is strongly recommended to nominate those Police officers who meet the criteria outlined in attached communication from the UN. **The requirements given in the Annexure-I & II must be ensured.**

3. All the costs associated with the candidate's participation including travel, visa and daily subsistence allowance has to be borne by the nominating department/organizations/state/UTs. Nomination of eligible and willing officers one male and one female Police officers of rank of IG/ADG, active in police service, for the above said course may be forwarded through proper channel to this Ministry by 24.03.2023 along with the following requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II.

- i. curriculum vitae (CV) or Bio data (Mandatory) Annexure- II
- ii. United Nations **P11 Form duly completed and signed by** the nominated candidate.

4. The duly completed and signed Personal History Profile (P-11), Human Rights (HR) certificate along with forwarding letter including **APAR/ACR gradings of Last Five Years(Mandatory)** of the nominated candidates are required to be submitted (PDF format only) through E-mail at police2-un@mha.gov.in before the last date i.e 24.03.2023

Encl: As above

Yours faithfully



(K Prakasham)

Under Secretary (Pers Policy & Welfare)

23092527

Copy to

1. The Chief Secretaries of UTs and Commissioner of Police, Delhi :- Kindly be noted that the nominations are to be submitted through UT Division, MHA only
2. The Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly be noted 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(UN Courses/Workshops)**) and also under “what’s new.

Annexure-I

Other requisite requirements

- A. United Nations Personal History Profile (PHP) form (P.11) duly completed 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)**
 - D. Human Rights certificate must be included (proforma 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 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:-

Recent Passport
Size Photograph

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

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

Signature of applicant

(S)

(S)

HR 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

FACSIMILE

Date: 25 January 2023

Reference: DPO-2023-00234

<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: Omowunmi Omo Officer-in-Charge Integrated Training Service Division of Policy Evaluation and Training, DPO</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 to be held in Tokyo, Japan, from 19 to 30 June 2023

Total number of transmitted pages including this page: 3

1. The Integrated Training Service of the Department of Peace Operations (DPO), jointly with the Ministry of Foreign Affairs of Japan and the Hiroshima Peacebuilders Centre, will conduct a United Nations Senior Mission Leaders' (SML) course in Tokyo, Japan, from 19 to 30 June 2023. The course will be funded by the Government of Japan.
2. We invite your government to nominate up to three candidates, one candidate each from the **military, police, and civilian** domains. 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 commitment to gender parity and in accordance with the United Nations recognition of the critical role of women in peace and security. We recommend that you put forward a minimum of one female nominee, ideally two out of your three nominations, including one woman amongst your military or police nominations. A total of 26 participants will be selected. Selection is competitive, based on the professional profiles and seniority of the candidates as well as their motivation; every attempt is made to ensure gender balance, geographical diversity, and representation of non-uniformed and uniformed mix 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 mission. The SML course is designed to prepare participants to assume roles and responsibilities in a mission's leadership team, including 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. It is recommended 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. Please also be 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, humility, humanity, and inclusion. 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, Director or Ambassador).
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.
 - f. Their motivation to enrol in the course and serve in a peace operation.
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 7 April 2023. In order to be considered, each nominated candidate must submit
 - a. For civilian applicants: United Nations P11 Form which is attached.

- b. For military and police candidates: United Nations Personal History Form for Military / Police Personnel (PH_Mil_Pol_Form) which is attached.

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 Ekow Anaman, e-mail: anaman@un.org , Ms. Aneta Kozhanova, e-mail: kozhanova@un.org of ITS. Candidates are encouraged to attach a brief motivation letter to their forms. **The closing date for nominations is 7 April 2023.**

10. There is no registration fee for the course. **The costs of each candidate's participation, including travel, visa and daily subsistence allowance, must normally be borne by their 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 their participation in this course and the process is competitive. Candidates who were previously unsuccessful can be re-nominated for consideration. ITS will convey the names of selected nominees by email; to the relevant Permanent Missions by 12 May 2023. Questions regarding the course should be addressed to Ekow Anaman, email: anaman@un.org.

12. Finally, please be informed that ITS will also be conducting a Francophone Senior Mission Leaders' course in November 2023. The course will be delivered in French. The call for nominations for the Francophone SML will be sent out in June 2023.

Best regards.

Drafted by:
Ekow Anaman
Integrated Training Service
Division of Policy, Evaluation and Training,
DPO

Authorized By:
Ettore Di Benedetto
Integrated Training Service
Division of Policy, Evaluation and Training,
DPO

INSTRUCTIONS					Do not Write in This Space			
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		UNITED NATIONS						
		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		
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	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:
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:
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:
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.