

TIME BOUND/UN MISSIO



महानिदेशालय/ DIRECTORATE GENERAL
केन्द्रीय औद्योगिक सुरक्षा बल/ CENTRAL INDUSTRIAL SECURITY FORCE
(गृह मंत्रालय)/(MINISTRY OF HOME AFFAIRS)

ब्लॉक 13 सी.जी.ओ. कॉम्प्लेक्स/ BLOCK-13, CGO COMPLEX,
लोधी रोड, नई दिल्ली -03/ LODHI ROAD, NEW DELHI

No.E-16015/02/UNDPKO/2022/PERS-II-40961-(E) 979 Dated : 17-10-2022

To,
ADsG(APS/North/South) CISF
All Sector IsG including IsG (NISA and Trg.)

Subject :- INVITING NOMINATION OF INDIVIDUAL POLICE OFFICERS IN ACTIVE SERVICE FOR APPOINTMENT ON SECONDMENT AGAINST THE POST OF POLICE PLANNING ADVISER(P-4) TO THE UNITED NATIONS OFFICE IN AFRICAN UNION(UNOAU).

It has been intimated by MHA that Permanent Mission of India to United Nations (PMI to UN) has informed that Police Division (UNHQ) has sought nomination of Individual Police Officers in active service for appointment on secondment against the post of Police Planning Adviser (P-4) to the United Nations office in African Union (UNOAU) for a period of one year. The preview of the post as follows :-

- Post Title : Police Planning Adviser, P-4
- Organizational Unit : United Nations Office in African Union
- Duty Station : Addis Ababa
- Duration : Initially 01 years (Extendable)
- Job Opening No. : 2022-UNOAU-78884-DPO

2. The job description alongwith the requisite eligibility criteria/qualifications for the above said post as circulated by United Nations and received through MHA is forwarded with a request to send the nominations of eligible and willing officers in the rank of **SP/DIG(P-4 level)** who meet the criteria outlined in attached job opening from the UN to this Directorate by **20.10.2022 positively (pdf format) through e-mail id: aigpers@cisf.gov.in and hard copy through quickest mean.** While forwarding the nominations, requisite proforma along with the following documents duly verified in all respects may also be sent to this Directorate :-

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. 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 candidates wish to apply for several posts, the separate EAC and PHP forms should be submitted for each post. |
| III | Personal details as per Annexure-II along with APAR/ACR gradings of last five years (mandatory) |
| IV | Human Rights Certificate must be included. |

Apart from this, the following instructions may also please be adhered to before forwarding the nominations :-

| | |
|---|---|
| 1 | No modified 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 place at relevant place. |
| 2 | Officers are clear from DE/Vig. angles. |
| 3 | It may be ensured that the officer completed his/her cooling off period i.e 03 years from one deputation to another. |

4. The following information in respect of the officer may also be forwarded to this Directorate in the following proforma :-

| S.No. | Rank | Name | Unit/ Sector | DOB | DOA | Edn/ Qualification | DE/Vig/HR clearance | Earlier deputation tenure, if any From-To |
|-------|------|------|-----------------|-----|-----|-----------------------|------------------------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |

5. Further, nominations received after due date and incomplete applications will not be considered. It is also informed that the nominations received by this HQrs will be sent to MHA only after taking into consideration operational/administrative and other requirements of the department.

Encl. :- As above.

Digitally signed by
GANGA SHANKAR,
SR. COMMANDANT/PERS,
FHQ NEW DELHI,
17-10-2022

Copy to:-

All DIsG/AIsG, FHQrs :- For favor of kind information, please.

AIG(Tech), FHQrs :- with a request to upload the communication on CISF website, please.

Other requisite requirements

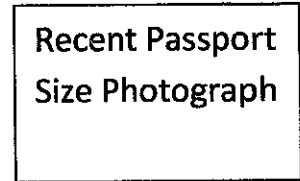
- A. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- B. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant 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:-
 - 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)
[Redacted]
(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

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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*

| | |
|----------------------------------|---|
| Post title and level | Police Planning Adviser, P-4 |
| Organizational Unit | United Nations Office in African Union |
| Duty Station | Addis Ababa |
| Reporting to | Senior Planning Officer |
| Duration | 12 Month (extendible) |
| Deadline for applications | 12 November 2022 |
| Job Opening number | 2022-UNOAU-78884-DPO |

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

RESPONSIBILITIES:

Under the overall supervision of the Senior Planning Officer, and within the limits of delegated authority, the Police Planning Adviser will be responsible for, but not limited to, the performance of the following duties:

- Assist the African Union Commission (AUC) and the Regional Economic Communities/Regional Mechanisms (RECs/RMs) in their development of police capacity for the African Standby Force (ASF);
- In collaboration with counterparts within and outside of the AU, provide a coherent strategic police planning framework clearly articulating the scope of resource requirements, coordination and support;
- Assist in all AU police planning activities including to provide expert police advice during assessments and technical missions to develop and prepare strategic plans, concept of operations and other planning options;
- Review the concept of police operations of prospective AU field missions, identify police profile requirements (e.g., individual police officers, formed police units, police specialists, etc.) and establish collaborative relations with key national counterparts, officials of the criminal justice chain and other internal and external stakeholders;
- Provide expertise to the AU in its generation and development of operational planning tools to help monitor the overall readiness of police capacity for the ASF;
- Provide planning support to police components in future AU missions, develop police planning, monitoring and evaluation tools and assessment templates; disseminate the same to field missions and provide appropriate orientation, training, and application support in close collaboration with the Police Reform Adviser;
- Support and facilitate a wider OROLSI involvement in AU capacity-building on rule of law issues

(7)

and seek strategic guidance and support from UNHQ/PD;

- In close consultation with the UN Police Division, s/he shall facilitate the provision of police surge capacity to the AU for mission start up as recommended by the Report of the Secretary General A/64/359-S/2009/470, including 'mission hand-over' to the UN (where applicable and authorized);
- Provide police advice in AU processes and exercises to develop readiness and capacity in operationalizing the ASF;
- Provide police technical support and expertise advice to the AU Police Planning Team for the ASF to build institutional capacity for ASF police component to plan, deploy and manage PSOs at HQ and field levels;
- Provide advice on the development of mission support and management tools like SOPs, Police Commissioner's directives, CONOPS and Doctrine for the ASF;
- Coordinate with other capacity building partners to the AU, especially those involved in the development and operationalization of the ASF police component, to enhance coordination and minimize duplication of efforts;
- Compliment Police Reform Adviser on all police related UN support capacities to the AU and provide feedback on lessons learned, both to the AU and to the UNHQ;
- Performing any additional duties as may be directed by the supervisors in fulfilment of the mandated tasks.

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. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusion and recommendations. Exhibits competence, integrity and reliability in performance and in maintaining positive working relations in a highly demanding and client-oriented environment. Ability to prepare reports and presentations that clearly formulate UN Police positions on issues, articulate options, and defend recommendations. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Knowledge of the current or recent African Union-based peacekeeping operations.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities where necessary; 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.

QUALIFICATIONS:

Education: Advanced university degree (Master’s degree or equivalent) in law, criminal justice, police sciences, police administration and management or other related field. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in strategic planning, project/program management, research and analysis is desired.

Work Experience: Candidate must be in active police service possessing a minimum of 7 years (9 years in absence of advanced degree) of progressive experience in a national or international law enforcement agency at the field and/or national police headquarters level, including at least 5 years of work at policy making level with practical experience in strategic planning, police management, gap analysis and needs assessment, policy and guidance development, police operations (including operational planning) and police administration, capacity building and training. Practical experience in human and financial resources management, change management (particularly in law enforcement), reform and restructuring, research and information analysis, project/program management is highly desirable. Previous experience of working in UN or another international environment is desirable. Experience of work in an African Union entity is an advantage.

Rank*: Rank required for a P-4 is Superintendent, Lt. Colonel, other service equivalent rank or higher.

Languages: For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (French and/or Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 12 September 2022

*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.

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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: | | | |

Position for which you are applying:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

Job Opening Number:

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 | | | | |
| | | | | |
| | | | | |

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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

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 NO
 (b) Are there any limitations on your ability to engage in all travel? YES NO

| | | | |
|--|--|---------------------------------|---------------------------|
| 11. Permanent address Telephone No. () | 12. Present address Telephone/Fax No. () | 13. Office Telephone No. () | 14. Office Fax No. () |
|--|--|---------------------------------|---------------------------|

15. Do you have any dependent children? YES NO 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 NO
If answer is "yes", which country?

17. Have you taken any legal steps towards changing your present nationality? YES NO
If answer is "yes", explain fully:

18. Are any of your relatives employed by a public international organization? YES NO
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.

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

(17)

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 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: |
| DESCRIPTION OF YOUR DUTIES | | | | |

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

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

(18)

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.

| 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 | | | | |
| | | | | |

| 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 | | | | |
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| 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 | | | | |
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| 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 | | | | |
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