MHA, North Block,
New Delhi, 110001
Dated 11 December, 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)

Subject : Job Opening : Senior Police Adviser (P-5) in the United Nations Peacekeeping Force in Cyprus
Job Opening No. DPKO-UNFICYP-0194-18

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 Senior Police Adviser (P-5) in the United Nations Peacekeeping Force in Cyprus (UNFICYP) 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. It is also requested to nominate equally qualified female candidates.

3. Therefore, It is requested that nomination of eligible and willing officers of the rank of DIG/IG for above post may be submitted through proper channel only to this Ministry by 10th January, 2019 along with the following documents (all mandatory) 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.

ii. Personal details as per Annexure-I.

iii. 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 letter of each nominated candidate are required to be submitted in separate files (PDF format only) through E-mail to sopma@gov.in before the deadline specify.

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.

8. Concerned authorities may please ensure and advice their officers not to make any direct queries regarding selection with UNHQ and this ministry.

Yours Faithfully

(Harish Chandra Rai)
Under Secretary to the Government of India
- ☎: 23092527
PMA cell- : 23093443
Copy to
Commissioner of Police.
Mumbai, Kolkata, Chennai and Bangalore.

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacancy)

2. DS(UNP)-BA, MEA, JNB (2029), New Delhi

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

(Harish Chandra Rai)
Under Secretary to the Government of India
-☎: 23092527
PMA cell- : 23093443
RESPONSIBILITIES:

Under the overall supervision of the SRSG, the Senior Police Adviser in UNFICYP will provide leadership in the activities of the UN Police Component and within the limits of delegated authority will be responsible for, but not limited to, the performance of the following duties:

- Advise the SRSG and other UN mission leadership on police related issues and provide regular reports to the Mission’s leadership on Police Component’s work program and mandate implementation activities.
- Lead the formulation and implementation of the Police Component’s mission statement, mandate implementation plan and operational strategy in accordance with the overall objectives of the mission.
- Ensure coordination with other components of the mission, including the office of the SRSG, Joint Mission Analysis Centre, Military, Civil Affairs, and Mission Support in the fulfillment of the mission’s mandate.
- Liaise with local police (Cyprus Police and Turkish Cypriot Police) for both criminal and humanitarian matters. Support the work of bi-communal law enforcement cooperation mechanisms, such as the Technical Committee on Crime and Criminal Matters and Joint Communications Room.
- Assist, facilitate and monitor the Cyprus Police and Turkish Cypriot Police investigations in the Buffer Zone.
- Prepare analytical progress reports (to whom?) on the activities of the UN Police Component.
- Direct, supervise and deploy UN Police in the mission in accordance with the core values and principles of United Nations, with due respect for gender and geographical balance.
- Perform any other duties as assigned by the SRSG.
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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Strong negotiation and conflict-resolution skills. 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 management and administration: ability to review and edit the work of others. In-depth understanding of the UNFICYP Police Component mandate, strong analytical skills combined with good judgment, sound knowledge of the challenges of peacekeeping, including an understanding of police operations.

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.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other’s ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Advanced University Degree (master’s or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Change Management, Social Sciences or another relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required.

Work Experience: Minimum of 10 years (12 years in absence of advanced degree) of active and progressively responsible policing experience in a national or international law enforcement agency both at the field and national police headquarters level. Active police experience at senior policy making level with extensive strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management (particularly in law enforcement), reform and restructuring or related field. Practical and direct experience in commanding a regional or a state level police unit or heading a department at national police headquarters level. Previous experience with a United Nations peacekeeping operation or international experience is an advantage.

Rank: Colonel/Chief or Senior Superintendent - equivalent or above.
Language: Fluency in spoken and written English is required. Knowledge of a second UN language is an advantage.

Preference will be given to equally qualified women candidates.
Date of Issuance: 04 December 2018

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

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
**INSTRUCTIONS**

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

1. **Family name**
   - First name
   - Middle name
   - Maiden name, if any

2. **Date of birth**
   - Place of birth
   - Nationality(ies) at birth
   - Present Nationality(ies)

3. **Height**
   - Weight

4. **Marital Status:**
   - Single
   - Married
   - Separated
   - Widow(er)
   - Divorced

5. 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 ☐

6. **Permanent address**

7. **Telephone No.**

8. **Fon No.**

9. **Office Telephone No.**

10. **Office Fax No.**

11. **E-mail:**

12. **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/yr)**
   - **Place of Birth**
   - **Nationality**
   - **Gender**

13. **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?

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

15. **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**

16. **What is your preferred field of work?**

17. **Would you accept employment for less than six months?** YES ☐ NO ☐

18. **KNOWLEDGE OF LANGUAGES. What is your mother tongue?**

19. **OTHER LANGUAGES**

   - **READ**
   - **WRITE**
   - **SPEAK**
   - **UNDERSTAND**

   - **Easily**
   - **Not Easily**
   - **Fluently**
   - **Not Fluently**

20. **Indicate speed in words per minute**

21. **List any other languages you use.**

22. **Typing**

23. **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.

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<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>ATTENDED FROM TO</th>
<th>DEGREES and ACADEMIC DISTINCTIONS OBTAINED</th>
<th>MAIN COURSE OF STUDY</th>
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B. **SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14** (e.g., high school, technical school or apprenticeship)

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<th>NAME, PLACE AND COUNTRY</th>
<th>TYPE</th>
<th>YEARS ATTENDED FROM TO</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
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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)**

<table>
<thead>
<tr>
<th>FROM MONTH/YEAR</th>
<th>TO MONTH/YEAR</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
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<th>NAME OF EMPLOYER:</th>
<th>TYPE OF BUSINESS</th>
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<th>ADDRESS OF EMPLOYER:</th>
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<th>NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU</th>
<th>REASON FOR LEAVING</th>
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<td>MONTH/YEAR</td>
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**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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**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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<td>MONTH/YEAR</td>
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**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.

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<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
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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.
# UNITED NATIONS

## Employment and Academic Certification

Attachment to Personal History Profile (P11)

**TO BE COMPLETED BY CANDIDATE:**

### Personal Data:

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given name:</th>
<th>Middle names:</th>
<th>Gender: M/F</th>
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<th>e-mail address:</th>
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### 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)*

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<th>Job Opening Number:</th>
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### Military Service History/Police Service History

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<th>Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):</th>
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<th>Current rank</th>
<th>Date Last Promoted</th>
<th>Date eligible for promotion to next rank</th>
<th>Projected Retirement date from current rank</th>
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<th>Sub Specialisation/additional qualifications</th>
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### Degrees and Academic Distinctions Obtained:

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| Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution) |
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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

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<tr>
<th>Dates mm/yy-mm/yy</th>
<th>Mission/Operation/Location</th>
<th>Position/title (Milot, HQ Staff, Contgt, Adviser)</th>
<th>Description of duties</th>
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Command Experience, starting with your most recent experience and list in reverse order

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<th>Dates mm/yy-mm/yy</th>
<th>Unit/Position/Org</th>
<th>Significant Unit Activities</th>
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Significant Planning Experience, starting with your most recent experience and list in reverse order

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<th>Position/Org</th>
<th>Operation/Activity</th>
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(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order

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<th>Date: mm/yy-mm/yy</th>
<th>Position/Org</th>
<th>Function/Activity</th>
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<tr>
<td>Name of Course</td>
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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 ineligible for further consideration.

I declare that I have never committed, been convicted of, and am not currently under investigation or being prosectued 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, 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 nominees 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 ..........................................................