



No.21023/18/2017-PMA
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

Room No. 14, North Block,
New Delhi, 110001

Dated the June, 2017

4th July

From: MHA, New Delhi

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

Subject :- **Senior Mission Leaders Course (SMLC) in Dakar (Senegal) from 23.10.2017 to 03.11.2017**

Department of Field Support, UNHQ through PMI to UN has sought nominations of candidates to participate in **Senior Mission Leaders Course (SMLC) in Dakar (Senegal) from 23.10.2017 to 03.11.2017**. The objective of the course is to prepare participants to assume roles and responsibilities associated with serving as a member of a mission's leadership team, including such roles as Special Representative of the Secretary-General [SRSG], Deputy SRSG, Force Commander, Police Commissioner, Director of Mission Support, or Chief of Staff.

2. The nominated candidates should possess the following criterion:-

- A minimum of 15 years of progressively responsible and relevant work experience, including at least five years of senior level managerial responsibility.
 - Minimum rank/grade/level equivalent to United Nations Principal Officer (D-1) Brigadier General/Deputy Commissioner of Police, Chief Superintendent).
- Selection for the course will also be based on the degree to which a candidate demonstrates:-**
- Relevant professional experience addressing conflict, post conflict, or developmental settings at the national and /or international level;
 - A proven record of excellent management and leadership skills in a multicultural environment, including the ability to supervise, mentor, develop and evaluate staff;
 - Excellent communication skills.
 - A clear commitment to promoting gender equality and mainstreaming a gender perspective; and

- The ability to work effectively with people from all cultures and background.
3. The Government of Canada and Senegal will cover the costs for the programme. **All other expenses related to participation, travel, visa and daily subsistence will be borne by the nominating Government**
4. It is requested that nomination of **One eligible and willing officer** in the rank of **Addl DG/IG [D-I level]** along with Personal History Profile (copy attached) , personal details as per **Annexure and CV (bio data)** may be forwarded to this Ministry latest by **31st July, 2017**. The nominated officers may be advised to send their Personal History Profile through electronic mail at uspma@nic.in.
5. The nominated officers may be advised to send the above **documents** as per the format enclosed **through electronic mail at e-mail address** at uspma@nic.in. **(Mandatory)**
6. **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.
7. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (Specially IPS Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.**(without cadre clearance nominations will not be entertained).
8. No direct application will be entertained.


(Raman Kumar)
4/7/12
Under Secretary to the Government of India
☎:23094009
✉:uspma@nic.in

Copy to

1. Commissioner of Police - Delhi,
Mumbai, Kolkatta, Chennai and
Bangalore.

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

2 SO (IT), MHA - With the request to upload the above communication on MHA website(police-II division under UN Courses head) and 'whats new'.

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)

INSTRUCTIONS

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

UNITED  NATIONS
PERSONAL HISTORY

Do not Write in This Space

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 Married Separated Widow(er)

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: _____ 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 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 NO
21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES NO 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

	English	French	Other languages
Typing			
Stenofield			

List any office machines or equipment and computer programmes you use.

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 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 :

Blank area for describing duties.

B. PREVIOUS POSTS (IN REVERSE ORDER)

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

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

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.