GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)  

No. 2019/Sec (E)/DP-1/25  
New Delhi, Dated 08.2019

Principal Chief Security Commissioner/ RPF  
All Indian Railways  
PCSC/ RPSF  
Force Headquarters  
6BN/RPSF/DBSI


Ref: MHA's letter No.21023/09/2019-PF-VI dated. 02.08.2019

The PMI to UN has sought the nomination of eligible candidates for the above subject matter Job Opening (No.2019-UNMISS-82440-DPO). The job description along with the requisite eligibility criteria/qualifications of Planning Officer (P-4) in the United Nations Missions in the Republic of South Sudan (UNMISS) is enclosed/attached with this letter for needful reference.

Interested officers may visit our Website www.indianrailways.gov.in or www.mha.nic.in for the eligibility criteria, detailed advertisement (details term and conditions) instructions to apply and downloadable application format. Nominations of eligible and willing officers of the rank of SP/DIG for P-4 level for above post may be forwarded to this office through proper channel only on or before 03.09.2019.

In case no request is received for the above nomination a Nil Report may be submitted to this office in due course.

DA: As above

(A.K. Agnihotri)  
Director/RPF  
Railway Board

Copy to:
DIG/MAc with request to upload the above nomination on RPF website.
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 :- UNMISS:- Nomination of Candidates for Planning Officer (P-4) in the
United Nations Missions in the Republic of South Sudan
(UNMISS)- JOB Opening No- 2019-UNMISS-82440-DPO

Sir/Madam,

Police Division, UNHQ through Permanent Mission of India to United
Nations( 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 Planning Officer (P-4) in the United Nations Missions in the Republic of South
Sudan (UNMISS) 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.

3. Therefore, It is requested that nomination of eligible and willing officers of
the rank of SP/DIG for above post may be submitted through proper channel
only to this Ministry by 10th September, 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 at dirpers@nic.in before the deadline.

6. It may please be ensured that the nominees are clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination ( without cadre clearance and NOC from parent cadre, nominations will not be entertained).

7. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

8. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ. This ministry will not entertain personal queries from individual applicants.

Yours Faithfully

(Harish Chandra Rai)
Under Secretary (PF-VI)

- 23092527
dirpers@nic.in
Copy to

Commissioner of Police
Mumbai, Kolkata, Chennai and Bangalore.

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

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacant)) and 'what's new'.

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

(Harish Chandra Rai)
Under Secretary (PF-VI)
-ĐT: 23092527
dirpers@nic.in
Post title and level: Planning Officer P-4
Organizational Unit: United Nations Mission in the Republic of South Sudan
Duty Station: Juba
Reporting to: Chief of Staff
Duration: 12 Month (extendible)
Deadline for applications: 22 September 2019
Job Opening number: 2019-UNMISS-82440-DPO

RESPONSIBILITIES:
In compliance with the mission mandate and under the supervision and substantive guidance of the Police Chief of Staff, the Planning Officer will be responsible for, but not limited to, the performance of the following duties:

- Collaborates with other stakeholders in the mission in providing a coherent strategic planning framework clearly articulating the scope of resource requirements, coordination and modalities;
- Assists and advise the UNPOL Leadership in the areas of plans and programs related to organizational development, special studies, research and project management which includes inter-agency and international affairs and other requirements that are needed for the effective and efficient administration and operation of the host-state Police;
- With other UNPOL components develops the performance framework in line with expectations of the mandate and CONOPS with timely reviews when the mandate and CONOPS are changed. Ensures timely reporting on the performance outcomes and outputs to the UNPOL Leadership;
- Contributes to the development of budget proposals related to the UNPOL component activities;
- Monitors performance outcomes against the allocated UNPOL budget (RBB) ensuring value for money and efficient budgeting;
- Gives direction on the implementation phase of mission planning, developing organizational structures, providing advice in relation to efficient and economic use of human and logistical resources including addressing gender related aspects;
- Assists in all UN police planning activities, including provision of expert police advice during integrated assessments and technical survey missions to develop and prepare strategic plans, concepts of operation and other planning options;
- Establish and maintain effective mechanism of service documentation recording and regular reviewing to ensure all UNPOL documents are up to date;
- Performs any additional duties as may be directed by the Head of Police Component or his/her Deputy in fulfillment of the mandate.

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. Displays commitment to human rights and the ability to give the necessary prominence to human rights. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement, public order policing, experience in planning, development and implementation of policing guidance, operational orders; ability to apply technical expertise to resolve police-related issues and challenges; strong organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor the work of others.

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. Ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input 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, Social Sciences, Development Studies (particularly in law enforcement), Change Management or other 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 required.

Work Experience: A minimum of 7 years (9 years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency at the field or national police headquarters level - required; 5 years of active police experience at policy-making level with 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), police reform and restructuring or related field - required. Previous UN or international experience is an advantage.

Rank: Rank required for a P-4 is Lieutenant-Colonel/Superintendent of Police or other service equivalent or higher.

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

Preference will be given to equally qualified women candidates.

Date of Issuance: 24 July 2019


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 offenses 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.
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 officer of deputation with other organization.
   (a) Name of Parent organization.
   (b) Name of organization presently employed.
   (c) Date of deputation
   (d) Expected date of reassignment to parent, cadre/organization.
6. Date of Birth
7. Education/Qualification
8. Date of joining Police Service and date of superannuation
9. Service/Case/Details
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 neither _Mr/Mrs________ has been convicted of, nor 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**  
2. **Date of 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)  
   - Divorced

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.**

14. **Office Fax No.**

15. **Do you have any children?**  
   - Yes  
   - No  

If the answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>Name of Child</th>
<th>Date of Birth (day/month/year)</th>
<th>Place of Birth</th>
<th>Nationality</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 yes, which?

22. **KNOWLEDGE OF LANGUAGES: What is your mother tongue?**

**OTHER LANGUAGES**

**READ**

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Read</th>
<th>Read</th>
<th>Not Easily</th>
<th>Not Easily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WRITE**

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Read</th>
<th>Read</th>
<th>Not Easily</th>
<th>Not Easily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPEAK**

<table>
<thead>
<tr>
<th>Language</th>
<th>Fluently</th>
<th>Not Fluently</th>
<th>Fluently</th>
<th>Not Fluently</th>
<th>Fluently</th>
<th>Not Fluently</th>
<th>Fluently</th>
<th>Not Fluently</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UNDERSTAND**

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Read</th>
<th>Read</th>
<th>Not Easily</th>
<th>Not Easily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. **For clerical grades only**

**Indicate speed in words per minute**

<table>
<thead>
<tr>
<th>Language</th>
<th>Typing</th>
<th>Shorthand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List any office machines or equipment and computer programmes you use.
24. UNIVERSITY OR EQUIVALENT

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Please give complete address</td>
<td>Month/Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Month/Year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

<table>
<thead>
<tr>
<th>NAME, PLACE AND COUNTRY</th>
<th>TYPE</th>
<th>YEARS ATTENDED</th>
<th>CERTIFICATES OR DIPLOMAS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please give complete address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

26. LIST PROFESSIONAL, SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

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>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF EMPLOYER:</td>
<td></td>
<td>TYPE OF BUSINESS</td>
<td></td>
</tr>
<tr>
<td>ADDRESS OF EMPLOYER:</td>
<td></td>
<td>NAME OF SUPERVISOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMPLOYED SUPERVISED BY:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>REASON FOR LEAVING:</td>
<td></td>
</tr>
</tbody>
</table>

DESCRIPTION OF YOUR DUTIES:
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER:

ADDRESS OF EMPLOYER:

NAME OF SUPERVISOR:

NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER:

ADDRESS OF EMPLOYER:

NAME OF SUPERVISOR:

NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>EXACT TITLE OF YOUR POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH/YEAR</td>
<td>MONTH/YEAR</td>
<td>STARTING</td>
<td>FINAL</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER:

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.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>FULL ADDRESS</th>
<th>BUSINESS OR OCCUPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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**

For each employment, 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARY PER ANNUM</th>
<th>SALARY PER ANNUM</th>
<th>NAME OF EMPLOYER</th>
<th>TYPE OF BUSINESS</th>
<th>ADDRESS OF EMPLOYER</th>
<th>NAME OF SUPERVISOR</th>
<th>NO. AND KIND OF EMPLOYEES</th>
<th>REASON FOR LEAVING</th>
<th>DESCRIPTION OF YOUR DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Year</td>
<td>Month Year</td>
<td>Starting</td>
<td>Final</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month Year</td>
<td>Month Year</td>
<td>Starting</td>
<td>Final</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month Year</td>
<td>Month Year</td>
<td>Starting</td>
<td>Final</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The form is designed to capture details of past employment with fields for dates, salaries, employers' names, business types, supervisor's names, number and kind of employees supervised, reason for leaving, and a description of duties.*
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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Branch/Corp/Muster/ing:

Sub Specialization/additional qualifications

Degrees and Academic Distinctions Obtained:

<table>
<thead>
<tr>
<th>NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.</th>
<th>ATTENDED: FROM: Month/Year TO: Month/Year</th>
<th>DEGREES and ACADEMIC DISTINCTIONS OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Degree/s</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Experience in peacekeeping operations:
Specify UN or other international experience, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Dates mm/dd-yy</th>
<th>Mission/Operation/Location</th>
<th>Position/Title (Mils, HQ Staff, Contg. Adviser)</th>
<th>Description of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Command Experience, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Dates mm/dd-yy</th>
<th>Unit/Position/Org</th>
<th>Significant Unit Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Significant Planning Experience, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Dates mm/dd-yy</th>
<th>Position/Org</th>
<th>Operation/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Other) International Exposure other than peacekeeping operations, starting with your most recent experience and list in reverse order

<table>
<thead>
<tr>
<th>Date: mm/dd-yy</th>
<th>Position/Org</th>
<th>Function/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Military and/or Police Training Courses/Seminars (last two years)

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Date: mm/yy – nn/yy</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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